



## Select Board

Town of Hinesburg  
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### Meeting Minutes – March 17, 2021

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**Attending the Meeting:** Phil Pouech, Merrily Lovell, Mike Loner, Maggie Gordon, Dennis Place, Joy Dubin Grossman, Emily Raymond, Carl Bohlen, Al Barber, Brian Monaghan, Todd Odit, Dawn Francis

Meeting called to order at 7:00 p.p. via Zoom

There were no agenda changes or public comments.

#### Town Manager Report

- Joy met with Civic Plus last Monday about the new website. They agreed to a “going live” date of April 27, 2021.
- Joy thanked Sarah Murphy for her 10 years serving on the DRB. Sarah and her family will be moving.
- Suzie McCoy sent Joy an email with signs, poop bag and can ideas from other towns regarding the problem with dog waste. The information has been shared with the Trails Committee and Conservation Commission. Joy asked Suzie to do more research on obtaining the signs. The Town will not be purchasing bags or cans, we are just reminding people to be responsible.
- The zoom account license information has been shared with some committees that requested it for their meetings. Phil asked if this could be considered a COVID expense and eligible for reimbursement.

#### Select Board Forum / Correspondence Received

Maggie congratulated Phil and Joy on their VPR interview, it was a really nice story.

Maggie asked if there had a response to Wayne regarding his question about the stimulus funds. Joy said she has some recent information on this but has not read it all. Maggie will send Wayne’s email to Joy so she can respond to him. Phil said he can also respond to Wayne.

Phil said work on a contract with Todd Odit, for the Town Manager position has started.

Phil noted regarding COVID funding we need to stay aware of funding opportunities. He hopes there may be funding available toward the Wastewater Treatment plant and possibly water improvement. He would like to bring Bill Lippert in on the discussion.

Regarding the Capital Budget, Phil said it has been discussed in past years that there is need for a 4-wheel drive fire truck. He is working on getting legal clarity regarding funding, such as does it need to be bonded.

### **Commission Interview**

- **Affordable Housing:** Emily Raymond is applying to serve on the Affordable Housing Committee. Emily said she and her family were fortunate to be helped at a time when they needed it by an affordable housing program in Boston. They have lived in Hinesburg for two years and she would like to help bring affordable housing to Hinesburg. Phil moved to appoint Emily Raymond to the Affordable Housing Committee for a three-year term ending in January 2024. Second by Merrily and approved with 5 yes votes.

### **Review of Best Practices for Town Manager Form of Governance with Town Council Brian Monaghan**

Attorney Monaghan reviewed information with the Board on how the Town will operate under a Town Manager form of governance. The complete presentation can be viewed on Media Factory recording of tonight's meeting.

- Roles of the Select Board with no Town Manager.
- Powers and duties of the Town Manager. The Select Board will maintain the power to make all appointments to Boards and Commissions. The Town Manager will be the Road Commissioner. Phil noted that Hinesburg has a clerk/treasurer who is elected and has some powers through State Statute. He asked if the Town Manager has oversight over the clerk/treasurer. Brian said he thinks other duties more than what the Statute notes have been done by the clerk/treasurer. An example is the Town Treasurer still maintains the role of tax collector of current taxes but the TM will be the delinquent tax collector. Joy asked if the TM can give the job of delinquent collector back to the Treasurer. Brian said that could happen but the signatures required on delinquent taxes should be that of the TM.
- The TM has charge, control and supervision of the Police and Fire Departments.
- The Select Board retains supervision of the TM.
- Brian recommends the Board have "Rules of Procedure". VLCT has examples.
- Town Manager job protection. It is a protected position under Vermont law. The TM can be terminated "for cause".

Phil said the Board will look at what VLCT has for rules of procedure and modify as appropriate for Hinesburg.

Dawn said she listened to the presentation and thought it was very clear. To address the concerns about the TM regarding employee termination or discipline issues, Dawn assured the Board that the Town Managers she has worked with and for have always had open lines of communication with the Select Board whenever they were anticipating a major disciplinary action. They kept the SB informed in an executive session type of setting.

## **Review Minutes from 3/1/21, 3/10/21 Executive Session and 3/10/21 Public Meeting**

Phil moved to approve the minutes from the Select Board meeting / Town Meeting informational meeting on 3/1/21 as amended. Second by Merrily and approved with 4 yes votes and Dennis abstaining.

Phil moved to approve the minutes from the executive session on 3/10/21 as amended. Second by Merrily and approved with 4 yes votes and Mike abstaining.

Phil moved to approve the minutes from the public meeting on 3/10/21 as amended. Second by Merrily and approved with 5 yes votes.

## **Consider Approving the Warrants**

Phil moved to approve the warrants signed by himself and Merrily, including payroll, as submitted by the Town Treasurer. Second by Merrily and approved with 5 yes votes.

## **Consider a Motion to Enter Executive Session Under Provisions of 1 V.S.A. § 313(a)(1)&(a)(3)**

Phil moved to go into executive session for personnel reasons and public disclosure could put the Town at a disadvantage. Second by Maggie and approved with 5 yes votes.

Phil moved it is appropriate to go into executive session under Provisions of 1 V.S.A. § 313(a)(1)&(a)(3) and to include Joy. Second by Mike and approved with 5 yes votes.

Mike moved to come out of executive session, second by Merrily and approved with 5 yes votes.

Mike moved to adjourn at 9:32 p.m., second by Merrily and approved with 5 yes votes.

Respectfully submitted,  
Valerie Spadaccini, Clerk of the Board