



## Select Board

Town of Hinesburg  
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### Meeting Minutes – April 7, 2021

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**Attending the Meeting:** Phil Pouech, Merrily Lovell, Mike Loner, Maggie Gordon, Dennis Place, Joy Dubin Grossman, Al Barber, Lynnette Claudon, Eric Spivak, Lenore Budd, C. Haviland, Pat Mainer, Bob Heiser, Alex Weinhausen, Erik Bailey, Andrea Morgante, Mary Crane, James Jarvis, Paul Wiczorek, Wayne Elliott

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

#### Additions / Deletions and Public Comment

Phil added as item 16.5 executive session for two items. A personnel issue and possible motion to authorize a Town Management contract.

Lynnette Claudon asked if the Board would be taking up the finding of no significant impact hearing regarding the Wastewater Upgrade Project. Joy will contact Lynnette and set this up for the next meeting.

#### Town Manager Report

- Joy highlighted that she has been researching options for Discrimination and Harassment Trainings in the workplace. She recently reached out to VLCT, Invest EAP and Abundant Sun.
- Ann Janda continues to meet with Civic Plus and the new town website is still on track to go “live” on April 27, 2021.
- A Community Project Funding request has been submitted for nomination to Congressman Peter Welch’s office for Phase 1 of the Wastewater Upgrade Project.

#### Select Board Forum / Correspondence Received

Merrily said she reached out to Bill Lippert. He was unaware of the infrastructure money that will be coming and he will follow up on this. Merrily noted these personal connections are helpful.

Phil said he has been talking with Phil Stolz, Town Health Officer, about the challenges of the position. Phil just started planning for Green Up Day which will be on May 1 this year. More information will be coming.

## **Interview and Possible Appointment – Candidate for Zoning Administrator**

A hiring committee interviewed three candidates for the position. At their meeting on March 24 the Planning Commission moved to nominate James Jarvis for the position and is forwarding the nomination to the Select Board to consider.

Alex explained the Zoning Administrator position is a three-year term appointed by the Select Board. Nominations for the position come from the Planning Commission.

Phil noted the previous Zoning Administrator was part time for Hinesburg and also worked part time for Richmond.

Jim spoke about what brought him to Hinesburg 9 years ago. He is a trustee of the Carpenter – Carse Library and a Board member at Lyman Meadows.

Merrily moved to accept the nomination of Jim Jarvis for a 20 hour a week part-time Zoning Administrator job for a three year term. Second by Mike and approved with 5 yes votes.

## **Presentation and Discussion of Carse Land Company Property**

Phil said the presentation is a chance for discussion and to ask questions on the opportunity to purchase this property. If the Board agrees to pursue this it would require a vote by the Town.

Paul W, of the Hinesburg Land Trust, presented the opportunity for the Town to acquire additional land to the Hinesburg Town Forest. The Carse family is selling their land north and south of Lincoln Hill Road. They have agreed to keep a 291-acre parcel on the South side of Lincoln Hill Road separate and off the market for a year to allow the Town to work on obtaining funding. Paul talked about the connectivity this parcel would bring to the Town owned lands.

Bob Heiser, of Vermont Land Trust, stated VLT has entered a purchase and sale agreement with the Carse Land Company to secure the property while the Town considers this opportunity. Bob talked about the time line of the purchase if the Town is interested in obtaining the property as well as funding for the project.

Phil said he supports this and would support the Board taking a vote to move forward. This will be brought up at a future meeting to allow for public input.

Maggie asked how confident Bob is about the funding from the Vermont Housing and Conservation Board. Bob said they have talked with the staff of Vermont Housing and Conservation and they are very excited about the project.

Mike said he is very supportive of this opportunity.

Dennis also is very supportive. He addressed the need to look at traffic on the roads. He has heard from neighbors who live on those roads who say the traffic is unbearable in the summer with so many

mountain bikers who come to use the trails. Paul, resident on Lincoln Hill, said there can be a dozen or so cars parked on the road on Saturdays. He does not think the acquisition of this additional parcel will be a problem for increased traffic.

Merrily asked about the section by the Fred Johnson Wildlife Area and the possibility of connecting it. Paul said there is a physical connected piece with a 38-acre parcel that the HLT has an easement on.

Phil said it sounds like everyone is in favor of moving forward with this and it will be put on the agenda for a future meeting.

### **Review Status of Wastewater Upgrade**

Wayne Elliott reviewed the overall schedule. They want to be ready to advertise bids mid-June, with planned construction of the wick drains to begin mid-August. They would like to start design of Phase II in August. We need to have a step 3 construction loan application submitted. Wayne expects that to be on the agenda early June for action by the Board.

Phil asked if the contractors installing the wick drains are local and if there could be an opportunity for additional funding based on the money coming to the State for projects just like this. Wayne said the contractor for level one will be a local general contractor. The fill will come locally, the wick drain work will be sub-contracted as there are no Vermont contractors who do that work. Wayne said there are a lot of opportunities with funding coming to the Town for wastewater and broadband.

### **Update on Drinking Water / New Well**

Joy said the drinking water priority list application was submitted in February, she and Wayne had a brief conversation regarding what some of the next steps might be. Joy noted Wayne has not been hired as an engineer for the Town on this but has been very helpful answering questions. Joy said the next steps for engineering when moving forward need to be decided.

Erik said the report from Cindy Sprague has been submitted to the State.

Phil asked if it is too early to be looking for a design/engineering firm. Erik said we could but there is risk that the State may not approve as submitted. Phil said it seems we should be preparing to go ahead and move forward, not wait on the State. Phil asked Wayne for his advice. Wayne said there is nothing critical to be done in the next few months, preliminary engineering can be done over the summer. Reasons to go ahead are that there is a lot of funding coming down and projects ready to go will have an advantage.

Phil said other things to look at doing with this funding could be work on the water distribution system. Alex supports Phil in saying to jump on this and not wait but spend money to leverage the vast sums of money that will be coming. He urges a bond vote this November.

## **Review FY22 Water and Wastewater Budget**

Phil noted this budget needs to be finalized by the end of June.

Erik said the chart showing the projected rates for the next five years needed to be done for the bond bank and that piece is very generic. He used the model of a 5% increase each year.

Phil said the cost drivers increasing the proposed budget are mainly salaries, the percentage of other Town budgets that are being assigned to water / wastewater. There is a large decrease in workers comp as the time frame from the large claim in 2014 is now off the Town books for being rated.

Dennis said getting funding for this should be a number one priority for the Town. Phil said perhaps Alex, Joy, Erik and the new Town Manager get together to figure out what we can be doing right now and take every action to get the infrastructure improvement money.

## **Update on HFD and Ambulance Transport**

Phil said this is an update on the ambulance and how we are moving forward, the hiring process for two more employees and discussion on replacement of Engine 3.

Al Barber said the license application has been submitted to the district, once approved at the ambulance district it goes back to the Health Department for approval at a meeting. They are working on figuring out the ambulance design and manufacturers and would like to have an order placed by the end of the month. Al is continuing to work on job descriptions for the two positions for the new full time employees. Phil pointed out the Town Manager has oversight on the hiring process working with the Fire Department. Phil is sure the Board will be kept informed as the process moves along.

Phil addressed replacement of Engine 3. This is in the Capital Plan but no final decision has been made to move forward at this time. It might be that we will move forward by having a vote to purchase for a piece of equipment that will cost more than \$400,000. Phil asked Al how the FD feels about the potential delay. Al said they are keeping their fingers crossed the engine holds up and if it needs to come out of service they will have to rely on mutual aid.

## **Consider Approving Local Emergency Plan (LEMP)**

Reviewed the updated plan with Al.

## **Discuss Operating Guidelines for Orderly Conduct of Business**

Board members reviewed the draft that Joy put together. She was able to use the one from the Town of Colchester with edits to align it with Hinesburg. Phil asked members to send their suggestions to Joy so she can write a final draft which can be reviewed at the next meeting and potentially approved at the following meeting.

## **Review FY21 Budget Status**

Reviewed and nothing showing up that needs concerns.

## **Consider Approving Minutes from March 17, 2021**

Merrily moved to approve the minutes from March 17, 2021 as amended. Second by Mike and approved with 5 yes votes.

## **Consider Approving Warrants**

Merrily moved to approve the warrants signed by herself and Phil, including payroll, as submitted by the Town Treasurer. Second by Mike 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 it is appropriate to go into Executive Session for discussion of personnel item for a Town employee and to discuss the Town Manager contract. The personnel issue should not be public and discussion of the contract would put the Town at a disadvantage. And to include Joy. Second by Merrily and approved with 5 yes votes.

Phil moved the Board can enter Executive Session Under Provisions of 1 V.S.A. § 313(a)(1)&(a)(3). Second by Merrily and approved with 5 yes votes.

Mike moved to come out of executive session. Second by Maggie and approved with 5 yes votes

Merrily moved to authorize Phil Pouech, Board Chair, to sign the contract to hire Todd Odit as Hinesburg's Town Manager. Second by Maggie and approved with 5 yes votes.

Phil moved to adjourn. Second by Mike and approved with 5 yes votes. 9:40 Meeting adjourned.

Respectfully submitted,

Val Spadaccini, Clerk of the Board