



Select Board

Town of Hinesburg
10632 Route 116 Hinesburg VT 05461
802.482.2281 | hinesburg.org

Meeting Minutes – June 2, 2021

Attending the Meeting: Phil Pouech, Merrily Lovell, Mike Loner, Maggie Gordon, Dennis Place, Joy Dubin Grossman, Todd Odit, Lenore Budd, Alex Weinhausen

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

Additions / Deletions and Public Comment

There were no agenda modifications.

There was no public comment.

Select Board Forum/Town Manager Report

Phil noted that at their following meeting they will have a public meeting on the Town Plan's energy chapter.

Todd said that interviews for the Interim Chief will be concluded by June 3 and a decision is expected to be made at some point next week and be announced at the Fire Department's business meeting, if this Board approves.

Approve Minutes of 5/19/21

Phil moved to approve the minutes from May 19, 2021 as amended, seconded by Merrily and approved with 5 yes votes.

The minutes were amended as follows:

- Line 161: replace "not" with "note"
- Line 178: replace "plan" with "plant"
- Line 192: replace "conversation" to "conservation"

Consider Appointment to the Planning Commission – Lenore Budd

Phil noted that this appointment's term would expire in 2025.

Lenore spoke briefly about wanting to join the Planning Commission. She said that it is important to be part of town life and to contribute time by serving on its boards.

Phil asked if there is an area of Town or a Town issue on which the Planning Commission should focus its attention. Lenore replied that the Planning Commission has begun revising the Rural Residential Zoning 1 District as well as revising components of the energy chapter of the Town Plan.

Merrily moved to appoint Lenore Budd to the Planning Commission for a term ending October 1, 2025,

seconded by Mike and approved with 5 yes votes.

Receive Proposed Zoning Amendment RE: Contractor Yards, Vehicle Repair

Alex introduced the proposed changes to home occupation contractor yards and home occupation vehicle repair services by stating the goal of the revisions, which was to reduce the current required separation distances to facilitate the ability of new contractor yards to obtain permits in Hinesburg. He said that the current regulations make it difficult to locate a contractor yard in Town. He said that the Planning Commission held public hearings on its proposed revisions and incorporated public feedback into the revisions that the Selectboard is reviewing tonight.

Alex provided an overview of the proposed changes to the zoning regulations for home occupation contractor yards and home occupation vehicle repair services. He noted that the proposed changes for contractor yards would revise the definition to include more specificity about the types and number of vehicles on site, remove the 600 foot setback requirement that is in the current regulations, reduce the 200 foot setback from the property line to 50 feet, add specificity to the screening requirements, increase the size of buildings connected to the contractor yard, clarify that processing materials is prohibited on site, and add certain requirements for storing of fuels and other materials. He noted that contractor yard and vehicle repair services regulations are combined in the current regulations, but this proposal seeks to separate them, recognizing that they are different types of home occupation. He said that the proposed changes would create standards for vehicle repair services, including requiring that vehicle repair services be conducted indoors, allowing for 10 customer vehicles to be stored outside at one time (unless the Development Review Board deems the property too small, and can adjust that number downward), clarifying how large a building one could have for vehicle repair services (1,000 sq ft) and reducing setback requirements.

Merrily asked if the setback reductions were a request from current contractor yard and vehicle repair services owners. Alex replied that this has been an action item from the Town Plan for a number of years, and that it was a suggestion from a previous Zoning Administrator. He said that they did not receive much feedback from current contractor yard owners. Merrily asked if the existing contractor yards have the large setbacks cited in the current regulations. Alex replied that because the setback requirements in the regulations are so strict, no new contractor yards have come into Hinesburg since the first set of regulations was adopted in 1996, and that existing contractor yards are all pre-existing non-conforming. He noted that there are several vehicle repair services that have been permitted under the current regulations, but were permitted through workarounds to the regulations that would greatly limit the number of vehicles allowed at any given time on the property.

Mike requested that the term “grandfathered” be removed from the proposed regulations, since the word has racial connotations dating back to certain Jim Crow laws.

Phil asked if these regulations apply to all zoning areas in Town. Alex replied that the proposed changes would apply to the Agricultural Zoning District, and Rural Residential 1 and 2 Districts, but would prohibit these developments in the Shoreline Zoning District, Industrial Zoning District, or the Village Growth Area District. Phil said he has received several complaints over the years about residential homes that have old vehicles and materials in their yards. He asked Alex about the process for resolving such a complaint. Alex replied that those types of complaints don’t fall under the purview of these

proposed regulation changes, but that if a complaint is received, the Town will conduct a site visit and reach out to the owner of the property in question to attempt to resolve the issue.

Alex said he will take feedback from the Selectboard back to the Planning Commission for discussion. Phil agreed, saying that it would be good to finish these revisions up by the end of the summer.

Discuss Purpose and Use of Lot #1

Todd said that there have been two requests for the official use of Lot 1, one of which was for a children's park (which was withdrawn) and the other for a Juneteenth celebration. He said that if the Town allows the Lot to be used in an organized fashion, there should be some rules around it and the Selectboard should consider renaming it something other than Lot #1. He suggested using the same guidelines that are in place for the use of Town Hall and potentially developing a more formal process and policy around it in future.

Alex spoke about planned activities in the Lot that were delayed due to Covid. He said that the Town had applied for a Vermont Natural Resources Council grant to conduct a design charrette for the park for the public. He said that the Town has been setting aside money in the capital budget for work on this property. He said the design charrette would be held this summer and he anticipates reporting back to the Selectboard in the autumn with the results.

Merrily expressed support for using the Town Hall guidelines for using the Lot, and also suggested referring to it as the Town Common.

Mike said that the Hinesburg Racial Equity Work Group would like to conduct a celebration on Lot #1 around Juneteenth with an art installation, a resource table, a history walk, music, and other activities.

Phil moved to approve the Hinesburg Racial Equity Work Group to hold a Juneteenth educational event at Lot #1, following the Town Hall rental rules, seconded by Merrily and approved with 4 yes votes (Mike recused himself).

Approve Financing for Grader Purchase

Todd said that the net cost of the grader after the trade-in is around \$245,300, not the previously-noted \$259,000. He said that the grader would be delivered soon and that the vendor would do a 60 day invoice. He recommended that the Selectboard pay with a down payment of \$100,000 and a loan period of 5 years. He recommended accepting the John Deere/Nortrax financing option. He said that between the capital fund balance and the unassigned fund balance, the Town has the funding to issue that down payment.

Merrily moved to approve financing up to \$155,000 over 5 years at 2.75% with annual payments in arrears through John Deere/Nortrax with a down payment of \$100,000, and utilizing \$50,000 of fund balance, seconded by Phil and approved with 5 yes votes.

Review Working Draft of Personnel Manual

135 Todd highlighted substantive changes made to the manual. He said that the basic provisions of the
136 policy remain unchanged but there have been some modifications around employee conduct. He noted
137 one area around accumulation of compensatory time and recommended discontinuing this policy for
138 salaried, exempt employees, since exempt employees aren't usually eligible for compensatory time.
139 Mike recommended seeking a legal opinion about exempt employees and the accumulation of
140 compensatory time. Dennis asked what would happen with current salaried employees' compensatory
141 time. Todd replied that there are several options and that he is interested in an attorney's opinion of
142 phasing out compensatory time.

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144 Todd said he will schedule a review for a future meeting and will provide a summary of changes. Joy
145 noted that the policy revisions are adapted from the Vermont League of Cities and Town (VLCT)
146 guidance as well as similar policies from Shelburne and Colchester. She said that the proposed changes
147 shouldn't be controversial.

148 **Consider Approving the Warrants**

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150 No vote at this meeting, as the Selectboard was not able to review the warrants at this time.

151 Merrily moved to adjourn at 8:35 p.m., seconded by Mike and approved with 5 yes votes.

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153 Respectfully submitted,
154 Amy Coonradt, Recording Secretary