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**SELECTBOARD MEETING DRAFT**

October 12, 2022

Attending the meeting; Merrily Lovell, Dennis Place, Maggie Gordon, Todd Odit, Kathy Newton, Chuck Reiss, Jane Clifford, Chris Conant, Shannon Wheeler, Ray Mainer, Pat Mainer.

Attending remotely; Phil Pouech, Carl Bohlen, Dale Wernhoff, Mary Jo Brace, Kate Kelley, Shannon Kelly

Meeting called to order at 6:01 p.m. via zoom

Agenda Additions and Deletions

none

Public Comment

Kathy Newton read a letter regarding the Town budget:

Letter from Kathleen Newton

*I am here with a plea for you as a board to be mindful of all citizens of this town during the budget process.*

*You are a privilege group of people. I am a privileged person. I am not living paycheck to paycheck. We have wiggle room for choices of how we spend our hard earned money. Many people in this town do not.*

*I have had the privilege of living in Hinesburg and working many years at school. Working there opened my eyes to the many struggles families are having financially. Many are working two jobs and still are feeling the financial strains. Hard working people that are trying to do their best for their families. Stressing beyond belief.*

*On the other side of the spectrum I have concerns for the seniors in our town. I have also have had the privilege of living in this town all my life. Many of the old time families are finding they can't afford to live in Hinesburg when they retire. They are selling their homesteads and retiring elsewhere.*

*Each and every person in this town is important as the next! It used to be everyone looked out for each other... we need to get back to that in a big way!*

*So I am asking you to be mindful of all citizens when you are considering each line item during the budget process. Every study, every additional employee every piece of equipment approved effects all people. Please be frugal this year! Use what equipment and resources the town has now to maximize its use and minimize the budget.*

*Thank you for listening*

Kathy gave the example of the water leak on the road she lives on being fixed by an outside vendor when the Town has the equipment to do so. Merrily said the need to hire it out could have been from lack of staffing in Town.

35 Affordable Housing Committee FY 24 Budget Request

36 Carl Bohlen presented the budget for the committee. He noted the discussion around creating a fund to  
37 use to assist making units affordable in Town. They are asking for \$10,000 to be put in a reserve fund  
38 and \$2,000 in the normal operating budget. Carl understands the Housing Needs Assessment is being  
39 updated by the CCRPC so they do not need funds for that in their budget.

40 Maggie asked how this request compares with last year. Carl said he thinks the \$2,000 is less than last  
41 year and the reserve fund is an increase of \$10,000.

42 They are also requesting \$100,000 in ARPA funds be put into the housing fund.

43 Dennis asked Carl if all the regulations and changes in zoning are making it more difficult to have  
44 affordable units? He is also concerned with developers' affordable projects being rentals only. Carl said  
45 a priority for the money in the reserve fund would be for assisting those who would be homeowner's vs  
46 renters. If the Housing Needs Assessment update show a need for more rentals than ownership that  
47 could change. Carl said he is not an expert on the regulations but as Dennis said the price of land is a  
48 driving force. Maggie said it is not helping that the Village has been zoned for density and builders are  
49 not taking advantage of that. They need to build smaller houses and more of them.

50

51 Cemetery Commission FY 24 Budget Request

52 Mary Jo submitted a level funded budget request. Merrily asked about the \$600 for a coordinator and  
53 asked if that was Mary Jo. Mary Jo said it was and Merrily thanked her as that is a very small price for the  
54 work she does. Work on the road was discussed and as this is a Town road Merrily said it should not have  
55 to come out of the cemetery budget but should be a highway item. Mary Jo said she has spoken with  
56 Mike Anthony about it but nothing has been agreed upon.

57 Conservation Commission FY 24 Budget Request

58 Kate Kelly reviewed the request with the Board.

- 59
- 60 • Educational materials are level funded.
  - 61 • Maintenance is increased as a result of the quote for mowing from Wahl.
  - 62 • General operating budget remains the same.
  - 63 • The Natural Resources Inventory is an ongoing expense and has increased bason on the  
64 contract they have.
  - 65 • Land Preservation request is for \$15,000.
  - 66 • New request of \$1,980 for parsnip control.

67 Merrily asked if this is the final year of the Natural Resources plan. Kate said there are more units that  
68 can be done the cost would be \$7,000 to \$8,000 for each unit.

69 Phil joined the meeting at this time. He asked if it made sense for the Town to have one mowing  
70 contract for all the areas in Town being mowed. Phil will ask Joy or Todd to they feel there is an  
opportunity to do this.

71 Phil asked what the balance was in the Land Preservation fund. Kate did not know. He noted it had  
72 been discussed to keep balance that would be a good cushion of \$15,000 to \$20,000for projects. If we  
73 currently have a good balance \$15,000 may not be needed but it could be a smaller amount such as  
74 \$5,000.

75 Lewis Creek Association FY 24 Budget Request

76 Kate also explained the Lewis Creek request. They are requesting \$2,203.60 They have received \$550  
77 annually from the Town and last year received an additional \$1,653.60 for water quality sampling  
78 program.

79 Merrily asked if the Association also requests funding from Charlotte and Shelburne. Kate said they also  
80 equally fund the water quality program.

81 Phil asked where this item is in the budget. Merrily said it had been in the Conservation budget  
82 previously. Kate will check where it is noted. Phil suggested checking with Todd and Joy on where the  
83 best place to put this item is.

84 Energy Committee FY 24 Budget Request

85 Chuck said there are two items on their budget request. One is funding toward an electric vehicle  
86 charger unit. There are possible incentives that could be put toward this. Merrily said to her it does not  
87 make sense for this to be located at Town Hall unless the Town has a fleet of electric vehicles. She asked  
88 Chuck if he has approached Lantman’s about this. People could charge their car while shopping. Also,  
89 the Mobil gas station. Chuck said he feels the Town Hall is a perfect spot and it would be on Town  
90 owned property. The Town has to monitor it and be the administrator of it.

91 Phil said this is the future, and he feels in a few years the Town could be looking at owning an electric  
92 vehicle. He feels we should be putting some money in the budget, which is not available for another  
93 nine months, as seed money and see what additional funds are available is a good thing.

94 Merrily questioned the second request for funds to hold informational meetings. Chuck said they would  
95 hold workshops such as the program to get houses at zero net energy and outreach to get people  
96 involved in community solar.

97 Lake Iroquois Association FY 24 Budget Request

98 Chris and Shannon Kelly reviewed the work of the Association and the budget request. Chris shared the  
99 good news that no aquatic invasives management was needed this year. There was some minor hand  
100 pulling in the southwest corner of the Lake. The budget includes funding for an aquatic plant survey.  
101 They conducted two surveys this year.

- 102 • The greeter program continues to be successful
- 103 • Eight new properties along the lake were awarded the Lake Wise Award. Currently we at the  
104 threshold to receive Gold Status and would be the third lake in the State to achieve that.
- 105 • Shannon addressed Stormwater improvement project of the LIRD. They have received grant  
106 funds toward work on Beebe Lane.
- 107 • They were awarded a watershed action plan grant and have hired a contractor to do field  
108 assessments.

- 109       • Another successful year with the Loons breeding.  
110       • They plan to do the “ice out” challenge again.

111 Maggie asked how many are in the Association. Shannon said they gained about 100 last year. Jane  
112 said total there are around 300. Maggie asked if there are dues. Jane said yes and also donations.  
113 Maggie asked about the wake boats. Shannon they were also asked to write a supporting letter but did  
114 not take a position on the issue.

115 HCRC FY 24 Budget Request

116 Shannon Wheeler said the ramp for the building has been completed and paid for from the capital  
117 funds. In addition to regular visits to the food shelf they are again providing a Thanksgiving meal to  
118 about 70 families. Vacation snack bags are an addition to their services.

119 Merrily asked about maintenance increasing to \$28,000. Shannon said that is the money for the ramp.  
120 Town funding from Hinesburg is the same as last year.

121 Town Forest FY 24 Budget Request

122 Pat explained there are two funds. The stewardship fund provided by the Addison and Conservation  
123 Project and a Regular account funded with logging revenue.

124 The Committee has discussed investing a portion of the funds in the stewardship fund.

125 The Board suggested to have guidelines on what spending can be done by the Committee alone and  
126 what needs approval of the Board. Speak with Todd and Missy on how to manage the funds.

127 For the investing, Phil suggested speaking with VLCT to find out what other towns have done.

128 Trails Committee FY 24 Budget Request

129 Ray said the Committee is again asking for \$1,500. Most of the money is spend for buying pressure  
130 treated lumber used to deal with muddy spots.

131 Adjourn

132 Maggie moved to adjourn at 8:29 p.m., seconded by Dennis and approved with 4 yes votes.

133 Respectfully submitted,

134 Valerie Spadaccini, clerk of the Board

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1 **SELECTBOARD MEETING DRAFT**

2 October 19, 2022

3 Attending the meeting; Merrily Lovell, Maggie Gordon, Mike Loner, Dennis Place, Joy Dubin Grossman,  
4 Rene Sanchez, Nick Baker, Ed Waite

5 Attending remotely; Phil Pouech, Todd Odit, Andrea, Jeff Daugherty, Mitch Cypes

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

7 Agenda Additions or Deletions

8 none

9 Public Comment

10 Rene Sanchez, superintendent of CVSD, was present to talk about the ongoing strategic plan process.  
11 Community outreach will include a strategic planning community forum October 27 and a strategic plan  
12 town hall on November 9. Additionally, they will be distributing survey post cards to residents.

13 Selectboard Forum

14 Phil shared that the Green Mtn Board would like to make a short presentation to the Selectboard.

15 Phil discussed posting something about the CSWD vote on FPF noting it is an important vote and that  
16 the voter needs to request the ballot. The Board agreed it was a good idea.

17 Maggie addressed the budget input meeting, a time schedule will be sent to Board members.

18 Merrily said Hinesburg and Richmond have not been able to set a date at this time for another meeting  
19 about shared police services.

20 Mike said the Diversity, Equity and Inclusion group met with the facilitator. They are moving forward  
21 with next steps. Will be looking at how committees are chosen in Town and how the committee process  
22 works.

23 Approve minutes of 9/21/22

24 Maggie moved to approve the minutes of 9/21/22. Seconded by Mike and approved with 5 yes votes.

25 Development Review Board Alternate Member Interview – Jeffrey Daugherty

26 Jeff said he has lived in Vermont for about three years. His background is in construction. He feels it is  
27 important to be an active member of the community.

28 Merrily asked Jeff what he sees as the main issues the DRB is facing. Jeff said there are a lot of housing  
29 developments, there is a need for housing and affordable housing but it is important to balance this  
30 with the abilities of Hinesburg to support the housing.

31 Maggie asked if he has any familiarity with reading plans and regulations. Jeff said he reads construction  
32 plans and documents and regulations go along with that.

33 Maggie addressed the time commitment. Jeff said he agrees this needs to be a long term commitment.

34 Phil asked Jeff is he is familiar with the Town Plan or attended any of the DRB meetings. Jeff said he has  
35 started going through the Town Plan. He has not sat in on any meetings but has looked at previous  
36 minutes.

37 Maggie moved to appoint Jeffrey Daugherty to vacancy one, alternate position on the DRB, with a term  
38 ending April 1, 2024. Seconded by Mike and approved with 5 yes votes.

39 Development Review Board Alternate Member Interview – Renee

40 Renee was not present. Her application is on hold for now.

41 Consider Adoption of 2022 Multi-Jurisdictional Hazard Mitigation Plan

42 Merrily said the plan was written by CCRPC.

43 Phil asked about the Emergency Management Plan the Board usually approves each year.

44 Merrily said this is more detailed plan looking at what hazards are specific to Hinesburg and will make  
45 the Town eligible for FEMA funds.

46 Mike asked about the net change to population projection. Maggie said these are the CCRPC  
47 projections. Todd added that at the time the new development projects were not approved and likely  
48 not taken into account. Mike noted some other minor changes in language that need correcting. Todd  
49 will pass the information on wording along.

50 Phil moved the Selectboard approve the 2022 Chittenden County Multi-Jurisdictional Hazard Mitigation  
51 Plan. Seconded by Maggie and approved with 5 yes votes.

52 Consider Fire Department Request for Radio Replacement

53 Nick Baker said the Fire Department is requesting using ARPA money to replace all their radios. He  
54 noted how vital radio infrastructure is for emergency services. The majority of the radios are 15 years  
55 old and when needed parts for repair are difficult to find. He anticipates the radios to last about 15  
56 years allowing the item to be worked into the capital budget for future need. The last quote he got was  
57 for \$139,000. He is asking for up to \$160,000 to cover any price increases since then.

58 Dennis asked if the radios are compatible with Williston, Shelburne and Charlotte. Nick said they are the  
59 same.

60 Phil thanked Nick for the thorough presentation. He noted it is good to see the plan to put this in the  
61 capital budget for future planning. Phil asked if there is a lease plan the Town can utilize and would the  
62 Town get anything for the old radios.

63 Nick said in requesting ARPA funds they can't do a multiyear purchase plan. They might be able to sell  
64 some of the newer units to other services but most are discontinued and have no resale value.

65 Todd said we could get a loan, but to borrow would add to the expense. He also noted there are other  
66 large purchases in the capital budget coming up. It is a reasonable and good use of ARPA funds.

67 Todd asked Nick if they have any other requests in mind for ARPA funds. Nick said if approved they will  
68 not submit any other requests for ARPA funds unless requested by the Board.

69 Merrily noted on the survey about ARPA funds equipment for the Fire Department was high on the list.  
70 As Todd noted this would probably be the only thing the Board would approve for them

71 Mike said he believes Phil was referring to a lease program not a loan. Nick said he does not see that as  
72 an option.

73 Maggie asked if the new radios will work in the dead spots. Nick said they will not fix the infrastructure  
74 problem but will help as they have better reach.

75 Maggie said the Board was going to meet to specifically discuss ARPA requests. Todd said that can be  
76 scheduled, if the Board approves this request, it is about 10% of the funds we have to allocate. Todd  
77 said it is clear this is a need and asked what other way would the Board choose to fund it. Maggie said  
78 this is vital equipment and she is in favor of this. We are supposed to be having the ARPA discussions  
79 and including the public and ideally, they would sit and discuss all options for using funds in one  
80 meeting.

81 Phil said the radios which is a needed purchase. although it would be nice to have a sit down and put all  
82 the money into categories according to survey. He thinks with the survey and Todd's guidance there are  
83 a few things the Board can say are appropriate uses for the ARPA funds. He is good with moving  
84 forward but as part of the process would want to advertise the fact that they are starting to spend the  
85 ARPA funds and this is a need that has been identified. Give people a chance to comment.

86 Todd said the Board should consider carefully putting every ARPA decision out to the voters. The Board  
87 is the elected leaders and were elected to make these decisions based on input they receive. Merrily  
88 agrees and said the Fire Department made a good case.

89 Merrily moved the Board approve the Fire Department's request for radio replacement from ARPA  
90 funds in the amount up to \$160,000. Seconded by Mike. Phil said he hears what Todd is saying and  
91 added this is the first time we are spending the money and the first time people will hear it and it is a big  
92 chunk of money. His concern is the Board said the process would be very open and even he did not  
93 know this was an item till it came up on the agenda. He supports it but prefers we float it. Mike said the  
94 Board has started the process to gather information and be transparent. The Fire Department came up  
95 as a priority and we are going to have to fund the radios and feels this is a decision the Board can say  
96 given the information seems to be a very good use of the funds to help not put it on the taxpayers in the  
97 future. Maggie said she is willing to vote for this tonight but feels the Board needs to sit down together  
98 and weigh all this. She does not want to make one decision at a time and then be in a position to say  
99 where did it all go without a broad discussion and plan. This should be an open conversation.

100 Motion voted and approved with 5 yes votes.

#### 101 Discussion of Town Meeting Ballot Items and How to Warn the Budget on the Ballot

102 Changes discussed are;

- 103 • Appointing the Town Treasurer instead of being elected
- 104 • Appointing Town Clerk instead of being elected
- 105 • Mailing a notice of the Town Report vs mailing the report
- 106 • Switching to 2 tax installments from 1
- 107 • How the budget will be warned – separate articles vs one budget

108 Phil said changing the Town Treasurer to appointed is a reasonable change.

109 Maggie said she thinks this is a smart thing to do. She thinks we need to be careful with all the items  
110 and maybe not just come out this fall with these changes. It was a really big thing last year that as a  
111 result of the vote we no longer have an in person Town Meeting. That was a huge change and she is  
112 uncomfortable about introducing a bunch of other changes that basically are going to take away the  
113 power of voters to engage directly with our local government. She feels the Town Clerk and Town  
114 Treasurer might be a good one to start with.

115 Todd clarified that these are not recommendations from the manager and other than the Town  
116 Treasurer and Town Clerk these items are conversations the Board has had in the past. His priority  
117 would be asking the voters about appointing the treasurer and secondly warning the entire Town  
118 budget as one article, then asking about appointing the clerk. Ultimately it is up to the voters what the  
119 decision is.

120 Merrily said she would put the question on the ballot but is against the Town Clerk being an appointed  
121 position and has talked with Todd about this and is probably the only Board member who feels that way  
122 but noted it is a Town decision. She feels the Town Clerk works for the people of the Town and it is  
123 important they be a resident of Town and should be answerable to voters.

124 Mike said he is in favor of putting both the treasurer and clerk on the ballot this year.

125 Phil is in favor of both the treasurer and clerk on the ballot. He asked if in the job description is can be  
126 stated they must be a resident of Town. Item 3 does not need to be on the ballot, the Board can decide  
127 how the ballot goes out. He feels there is no need to switch to 2 tax installments from 1. He is in favor  
128 of simplifying the budget but does not want it to look like we are keeping budgets from being shared. It  
129 has only been one year since we stopped Town Meeting and is not in favor of combining all budgets into  
130 one, at least not for next year.

131 Dennis asked if the Town Report will still be available on line and was told it will be. He is in favor of  
132 asking about switching to installments for tax payments. In some towns you pay quarterly and he feels  
133 it is a benefit for tax payers not to have to come up with the entire payment at once. Todd said this idea  
134 was brought up as a concern of ability to pay, the taxes could still be paid in one installment. This is a  
135 warned article so is a Board decision on how to word the warning. Phil feels it is twice as much work for  
136 the Town and pointed out most people likely have an escrow on their mortgage for taxes. Mike asked if  
137 we can separate this question to be voted on and make the change the following year. Todd said they  
138 could ask as an advisory question on the ballot to be effective the next tax bill.

139 Mike said he would like to keep the budget separated with the recognition that there were other  
140 changes made.

141 Merrily addressed the idea of separation of mandated spending and non-mandated spending.

142 Maggie agrees on not combining departments. It provides information to voters and helps engage  
143 voters.

144 Maggie asked Todd what the advantage is to combing all budgets into one question. Todd said we are  
145 one Town with one budget. You need to have those departments and the tax rate that is set is the  
146 combined tax rate. Todd asked if separating police, fire and highway why not separate the others.



147 Merrily said the amount of money in the budget for those departments is why. Phil said while he does  
148 not disagree with Todd, the Town has gone through a lot of changes in the last few years. We learned  
149 something about the Police Dept budget last year. He does not want to be accused of hiding the money.

150 Merrily summarized; the Board wants to keep departments separate /include question on Town  
151 Treasurer and Town Clerk / include question of mailing a post card to notify availability of Town Report /  
152 have the tax payments as an advisory question.

153 Consider Approving Amendment to Post-Closure Certification

154 Joy said she there are still a lot of unanswered questions. The Board will not take any action without  
155 further investigation and more information.

156 Consider Approving Contract for Route 116/Charlotte Road Sidewalk Intersection Project

157 Todd said to move the project forward we need to hire a design firm to do the design engineering. He,  
158 Alex and Mitch reviewed the three RFQ's from three pre-approved firms. The highest ranked firm was  
159 asked to submit a cost proposal.

160 Merrily moved the Board approve a contract for engineering services with Stantec for the Landman's  
161 Crosswalk / Intersection Project. Seconded by Maggie and approved with 5 yes votes.

162 Town Manager Report

- 163 • Received an additional \$274,000 subsidy for the wastewater treatment plant
- 164 • Received communication from ACT 250 that we need to have the new discharge permit to get  
165 the ACT 250 permit issued. DEC does not expect to issue the discharge permit till summer so  
166 this will delay construction
- 167 • Received notice from the fireworks company of a price increase from \$10,000 to \$12,000 for  
168 next year. We have locked in the price for now.
- 169 • Health Insurance rates are increasing 19.8%. Joy is looking into the possibility of a high  
170 deductible plan with a lower premium and the Town offer an HSA.
- 171 • Todd got back some floor plans to show the Town Hall Committee. There is only one option  
172 shown for Town Hall to stay where it is and two options for the Fire Department to stay at  
173 current location or move to lot 15.

174 Consider Approval of Warrants and Payroll

175 Mike moved to approve the warrants, including payroll, signed by Maggie and Merrily as submitted by  
176 the Town Treasurer. Seconded by Maggie and approved with 5 yes votes.

177 Executive Session

178 Maggie recused herself from the executive session.

179 Merrily moved the Board enter into Executive Session pursuant to 1 V.S.A. § 313(a)(1)(c) to consider a  
180 mediation settlement agreement. The premature public disclosure of which could put the Town at a  
181 substantial disadvantage including Joy. Seconded by Mike and approved with 4 yes votes.

182 Merrily moved to exit executive session at 9:25 p.m., seconded by Mike and approved with 5 yes votes.

183 Merrily moved to adjourn at 9:25 p.m., seconded by Mike and approved with 4 yes votes.

184 Respectfully submitted,

185 Valerie Spadaccini, clerk of the Board

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**TOWN OF HINESBURG**

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**TO:** SELECTBOARD  
**FROM:** TODD ODOT, TOWN MANAGER  
**SUBJECT:** ECONOMIC DEVELOPMENT COMMISSION INTERVIEW  
**DATE:** 11/2/2022

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**ISSUE:**

The issue is whether the Selectboard will appoint Will Patten to the Economic Development Commission.

**DISCUSSION:**

All of the seats are currently vacant.

**COST:**

N/A

**RECOMMENDATION:**

It is recommended that the Selectboard consider appointing Will Patten to the Economic Development Commission with a term that expires on 4/1/2025.

DATE: October 12, 2022

TO: Hinesburg Selectboard

FROM: Will Patten

RE: Application for Economic Development Committee

Thanks for considering my application to the Economic Development Committee. I've spent more than 50 years with Vermont businesses. I've owned a bunch. I've worked for big corporations. I've run a statewide business organization.

I've served on the Legislative Commission on the Future of Economic Development and spent 6 years on the Vermont Economic Development Authority.

I've served on and chaired non-profit organizations like Lake Champlain Maritime Museum and the Lake Champlain Community Sailing Center.

Now I'd like to help the Hinesburg business community find a voice. Businesses are thriving. The town is growing. We have so many assets. But I think we need an identity.

I'd like to help with that.

Thanks for your consideration.



Town of Hinesburg

Application for Town Commission, Board and Committee Appointments

*Please provide answers to the following. The Town will provide access to a computer and printer for the purpose of completing this form.*

Name of Applicant: Will Patten

Date: Oct 12, 2022

Mailing Address: 113 Fox Meadows

Phone Number: 802-922-6244

E-mail Address: willpattenvt@gmail.com

Name of Commission Board or Committee: Economic Development Committee \_\_\_\_\_

Hinesburg Resident: Y / N (circle one) Hinesburg Resident for how long? 30 yrs / NA

- 1) Review the Mission Statement of the Commission, Board, or Committee you are applying to serve on and explain how you will aid the group achieve said Mission.
- 2) *I would like to help with mission #3.  
I believe Hinesburg's business community is healthy but that it lacks an identity that residents and visitors can relate to. We can do a better job celebrating who we are.*
- 3) Please share your thoughts about implementation of at least one of the Top Priority Actions on Page 7 in the Current Town Plan (adopted 9/25/17), as it relates to the Commission, Board or Committee on which you are applying to serve.  
*I don't see a direct link to any of the priorities but I hope that the Economic Development Committee can facilitate the branding of the town's assets and values and inspire a cooperative effort to promote that brand.*
- 4) Review the scheduled meeting day/time of the Commission, Board or Committee along with the length of the term of the position. High School students may apply for a one-year term. Will you be able to make the regularly scheduled meetings? Y / N Will you be able to serve for the term of the position? Y / N  
*I have the time attend and participate in the committees meetings and activities.*
- 5) Please introduce yourself to the Selectboard by providing a short cover letter and/or resume.



Town of Hinesburg  
Planning & Zoning Department  
10632 Route 116, Hinesburg, VT 05461  
802-482-2281 (ph) 802-482-5404 (fax)  
www.hinesburg.org

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## MEMORANDUM

**TO:** Select Board & Town Manager  
**FROM:** Alex Weinhagen, Director of Planning & Zoning  
**DATE:** October 27, 2022  
**RE:** Town Common Conceptual Design & Next Steps

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The conceptual design for the Town Common (aka lot 1) was delivered at the end of August. The consulting landscape architect revised and simplified the plan per the feedback at the July 6 Select Board meeting. The design was accompanied by photos showing examples of possible improvements, a detailed cost estimate for various elements, and phasing recommendations. See attached for these materials. They are also posted on the project webpage - <https://www.hinesburg.org/planning-zoning/pages/town-common-design>.

Given the overall cost estimate, I think we need to prioritize possible improvements, be ready to leverage grants and community fundraising, and pursue implementation in phases over several years.

Our ad-hoc design committee met on September 1 to review this and discuss next steps. The group agreed with the consultant's recommendation to begin with site grading and drainage work. The group felt an engineered plan for this work would be necessary, so that the grading and drainage work could be put out to bid – hopefully for work in 2023. I reached out to several engineering firms for ballpark cost estimates for this engineering. Only one firm responded. Kevin Worden at Engineering Ventures provided a ballpark estimate of \$22,000 to design construction ready documents, with an additional \$25,000+ for add-on services like permitting, bidding assistance, construction administration. See the end of this document for the details.

Currently the Town has \$12,500 reserved in the capital budget for improvements to this property. An additional \$41,925 will become available if the Hinesburg Center 2 development receives final approval, and goes to construction in 2023.

### Possible next steps:

1. Assess the need for design changes based on planning for an expanded or new Fire Station.
2. Allocate/budget funds for site engineering and for site grading/drainage work. Complete site engineering, permitting, and grading/drainage improvements in 2023.
3. Retain and add to the capital reserve fund to serve as Town match for future grant funding.
4. Add this project to the capital budget, and consider creating an impact fee on new construction to help with funding.

5. Appoint a Town Common committee to spearhead implementation over the next five years – e.g., recommend a phasing plan; design, plan, and fundraise for priority improvements; continue to engage community members, neighboring landowners, and local businesses in the effort.

**Ballpark cost estimate for engineering of Town Common site grading and drainage**

**TASK LIST & FEE SUMMARY**



<b>TASK LIST &amp; FEE SUMMARY</b>	<b>Principal</b>	<b>Engineer</b>	<b>Task Total</b>
<b>Hinesburg Town Common, Drainage &amp; Grading</b>			
<b>Civil Engineering Services</b>	<b>\$155</b>	<b>\$115</b>	
Develop existing conditions/base plan based on available mapping	2	16	\$2,150
Develop schematic drainage & grading plan based on concept layout	4	16	\$2,460
Review schematic design with Town	2	4	\$770
DD level design & drawings	4	32	\$4,300
Impervious area calculations and stormwater treatment design	2	32	\$3,990
Review DD level drawings with Town	2	4	\$770
CD level design, drawings & specs	4	32	\$4,300
Review CD level design, drawings & specs	2	4	\$770
100% CD level documents	4	16	\$2,460
	<b>Total Proposed Fee</b>		<b>\$21,970</b>
<b>Possible Additional Services</b>			
GP 3-9050	8	40	\$5,840
Local & Act250 Permit Support	16	16	\$4,320
Bidding Assistance	8	40	\$5,840
Construction Administration	8	82	\$10,670

**From:** Emily Lewis <elewis@dubois-king.com>  
**Sent:** Wednesday, August 24, 2022 3:50 PM  
**To:** Alex Weinhagen  
**Cc:** Dan Mallach  
**Subject:** Final Town Common Concept Plans and OPCC  
**Attachments:** Hinesburg OPCC.pdf; Final\_Hinesburg New Town Common.pdf; Final Town Common Precedent Images.pdf

Hi Alex,

I'm pleased to send you the Final Concept Plan, Conceptual Opinion of Probable Construction Cost, and Precedent Images.

A few notes on the OPCC:

- There are two totals, one with gravel path and one with concrete path.
- There are multiple elements that could likely be done for less cost than what is in the estimate (i.e. - benches, play equipment), but I've tried to give the higher cost and the Town can scale back from there if desired.
- Where costs were obtained from a specific manufacturer, I've noted that manufacturer for reference.
- I've included some manufactured "natural" play equipment - this gave us an idea of the size of elements that would fit within the playground area (with appropriate fall zones) and is an example of equipment that is out there. The precedent images contain examples of both the manufactured natural play equipment and more "DIY" elements such as logs and stumps.
- I've included a cost for split rail fence, but this is not included in the total.
- The engineering fee is estimated at 10% of the total construction cost and could be variable, but this was the recommendation of our Site Civil team for a conceptual estimate.
- Finally, please note that while we tried to account for all elements, this estimate is conceptual and will change based on construction and materials costs, availability, etc.

Regarding Phasing:

- There is a cost savings to doing things all at once for contractor's fees and mobilization costs.
- Generally, we recommend beginning with the earth work/grading and drainage. You could do the two sections of the park separately, however see note above. While the site is relatively flat, there are certain sections on a slight slope that would need grading work. I.e. - pavilion, skating rink, in addition to the desired bermed areas at the walls, which would need to be done after the walls are installed.
- Select trees could be planted after the earth work.
- It would likely be beneficial to complete the paths at the same time as the sitework. Any other elements that would require underground utility work (electric connection for the pavilion, water/drainage for the splash pad) would be most easily and efficiently done at this time, but could be done later.
- After that it's up to the town to determine which are priority elements. The walls are proposed to be dry stacked stone set on a gravel bed, so there is less disturbance to the site than with a wall requiring a footer. The pavilion will require a concrete pad. The playground area will need to be excavated to 12" to contain the appropriate amount of mulch for fall attenuation.

It's been a pleasure working on this project! Please let me know if you have any questions.

Thank you,  
Emily

--

Emily Lewis, PLA, LEED AP (she/her)

Landscape Architect / Environmental Planner



DATE	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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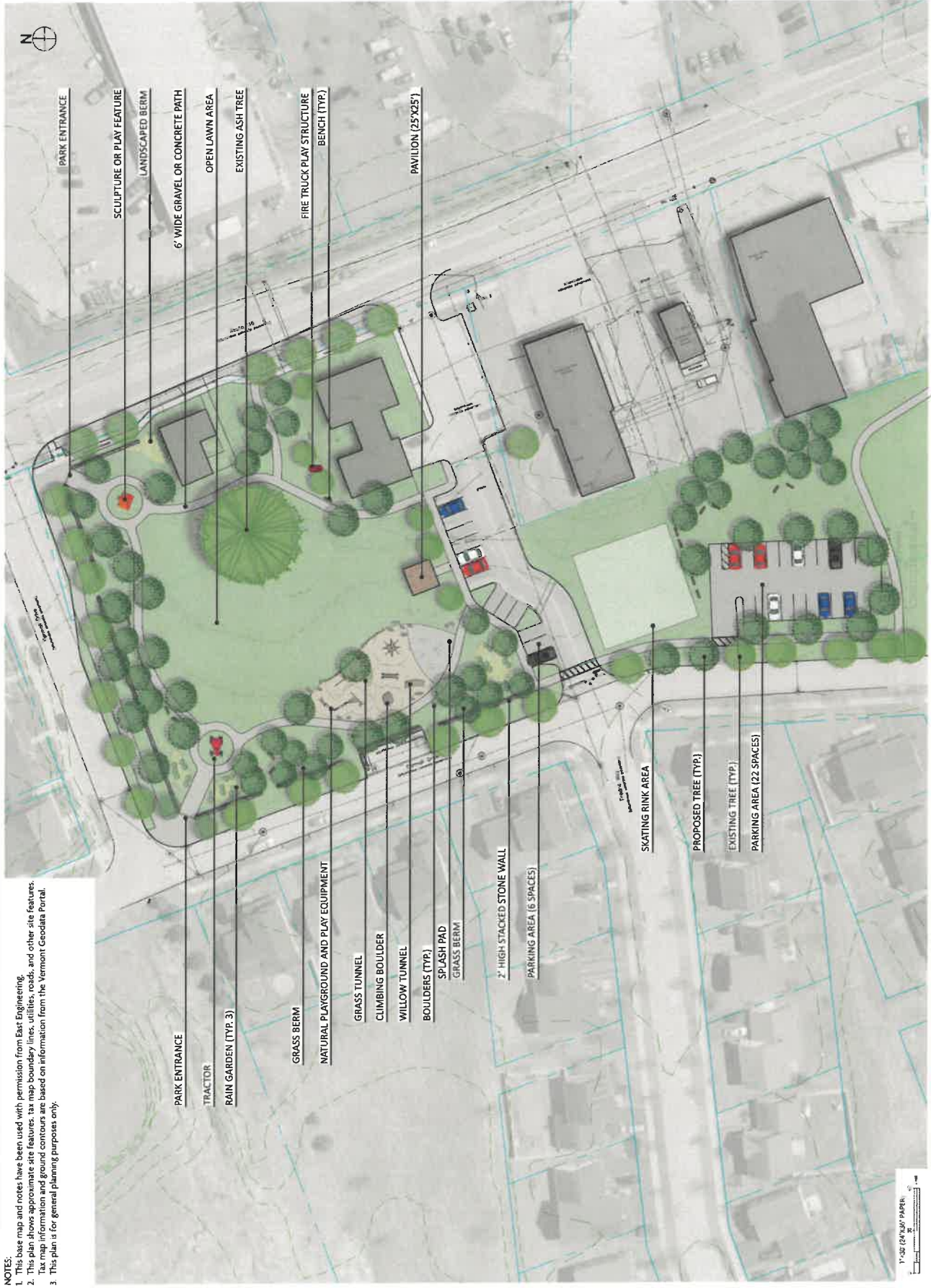
TOWN OF HINESBURG  
 10832 VT ROUTE 116  
 HINESBURG, VT 05461

NEW TOWN COMMON CONCEPTUAL DESIGN

SHEET TITLE  
**FINAL DESIGN CONCEPT**

DATE: AUGUST 2023  
 PROJECT NUMBER: 23010  
 SHEET NUMBER

1  
 SHEET OF 1



- NOTES:**
1. This base map and notes have been used with permission from East Engineering.
  2. This plan shows approximate site features, tax map boundary lines, utilities, roads, and other site features. Tax map information and ground contours are based on information from the Vermont Gooddata Portal.
  3. This plan is for general planning purposes only.

CLASS TITLE	DESCRIPTION	UNIT	QUANT	RATE	TOTAL
<b>GENERAL REQUIRMENTS</b>					<b>\$8,340.00</b>
Temporary Fencing	Project Demarcation Fence	LF	700	\$ 5.00	\$ 3,500.00
Temporary Tree and Plant Protection	Arborist	HR	8	\$ 80.00	\$ 640.00
Temporary Erosion and Sediment Control	Silt Fence	LF	1050	\$ 4.00	\$ 4,200.00
Temporary Erosion and Sediment Control	Stabilized Construction Entrance	EA	1	\$ 600.00	\$ 600.00
<b>CONCRETE</b>					<b>\$31,250.00</b>
Cast-in-Place Concrete	Base for Pavillion	CY	25	\$ 1,250.00	\$ 31,250.00
<b>MASONRY</b>					<b>\$90,000.00</b>
Walls	24" Stone Walls: Natural Stone	SF	1,000	\$ 90.00	\$ 90,000.00
<b>SPECIALTIES</b>					<b>\$41,500.00</b>
Signage & Street Numbers	Entrance Sign/Arch & Foundation	EA	2	\$ 20,000.00	\$ 40,000.00
Signage & Street Numbers	Rain Garden Signs	EA	3	\$ 500.00	\$ 1,500.00
<b>EQUIPMENT</b>					<b>\$157,624.00</b>
Playfield Equipment and Structures	Splash Pad (via Water Odyssey by The Fountain People	EA	1	\$ 75,000.00	\$ 75,000.00
Playfield Equipment and Structures	Climbing Boulder (Willy Goat Toys and Playgrounds)	EA	1	\$ 19,539.00	\$ 19,539.00
Playfield Equipment and Structures	10' Willow Tunnel (Vermont Willow Nursery)	EA	1	\$ 625.00	\$ 625.00
Playfield Equipment and Structures	Crawling Pyramid (Kompan)	EA	1	\$ 6,560.00	\$ 6,560.00
Playfield Equipment and Structures	Parkour 2 (Kompan)	EA	1	\$ 14,400.00	\$ 14,400.00
Playfield Equipment and Structures	Wobble Bridge (Kompan)	EA	1	\$ 8,800.00	\$ 8,800.00
Playfield Equipment and Structures	Fire Engine (Kompan)	EA	1	\$ 31,200.00	\$ 31,200.00
Playfield Equipment and Structures	Balance Log	EA	1	\$ 500.00	\$ 500.00
Playfield Equipment and Structures	Stumps	EA	2	\$ 500.00	\$ 1,000.00
<b>EARTHWORK</b>					<b>\$49,750.00</b>
Selective Tree Removal and Trimming		EA	4	\$ 600.00	\$ 2,400.00
Common Excavation	Finished Grading	CY	150	\$ 13.00	\$ 1,950.00
Topsoil (2")	Assumed for entire grassed site area	CY	430	\$ 55.00	\$ 23,650.00
Bioretention/ Rain Garden	3 facilities	SF	1450	\$ 15.00	\$ 21,750.00
<b>EXTERIOR IMPROVEMENTS (PARKING LOTS)</b>					<b>\$76,840.25</b>
Common Excavation		CY	600	\$ 13.00	\$ 7,800.00
Subbase of Crushed Gravel, Fine Graded		CY	150	\$ 40.00	\$ 6,000.00
Dense Graded Crushed Stone for Subbase		CY	450	\$ 40.00	\$ 18,000.00
Emulsified Asphalt		CWT	0.35	\$ 115.00	\$ 40.25
Superpave Bituminous Concrete Pavement		TON	225	\$ 200.00	\$ 45,000.00
<b>EXTERIOR IMPROVEMENTS</b>					<b>\$471,635.00</b>
Concrete Paving	Path network	SF	1300	\$ 150.00	\$ 195,000.00
Gravel Paving	Path network	SF	1300	\$ 80.00	\$ 104,000.00
Pavement Markings	Parking Lots	LF	500	\$ 1.67	\$ 835.00
Pavement Markings	Crosswalks	LF	45	\$ 50.00	\$ 2,250.00
Playground Protective Surfacing	Wood fiber mulch	CY	130	\$ 90.00	\$ 11,700.00
Board Fence	Wood split board fence (not included in total)	LF	490	\$ 12.00	\$ 5,880.00
Site Furnishings	Picnic shelter 25x25 (Vermont Timberworks)	EA	1	\$ 60,000.00	\$ 60,000.00
Site Furnishings	Bike rack	EA	1	\$ 800.00	\$ 800.00
Site Furnishings	Trash receptacle (DuMor)	EA	3	\$ 1,500.00	\$ 4,500.00
Site Furnishings	recycling receptacle (DuMor)	EA	3	\$ 1,500.00	\$ 4,500.00
Site Furnishings	Benches (DuMor)	EA	20	\$ 2,500.00	\$ 50,000.00
Site Furnishings	Large Rock and Stones	EA	20	\$ 300.00	\$ 6,000.00
Site Furnishings	Tractor (used)	EA	1	\$ 5,000.00	\$ 5,000.00
Site Furnishings	Entry Sculpture or Play Feature	EA	1	\$ 20,000.00	\$ 20,000.00
Turf and Grasses	Turf seeding	LB	130	\$ 9.00	\$ 1,170.00
Turf and Grasses	Fertilizer	LB	800	\$ 4.00	\$ 3,200.00
Turf and Grasses	Lime	TON	3	\$ 625.00	\$ 1,875.00
Turf and Grasses	Hay Mulch	TON	2	\$ 800.00	\$ 1,600.00
Plants	Trees	EA	63	\$ 300.00	\$ 18,900.00
<b>SUB TOTAL (Gravel Path):</b>					<b>\$ 752,234.25</b>
Mobilization	10% of Subtotal			10%	\$ 75,223.43
Construction Contingency	20% of Subtotal			20%	\$ 150,446.85
Final Engineering/Landscape Arch. Design	10% of Construction Fee (Subtotal, Mobilization, and Contingency)			10%	\$ 97,790.45
<b>TOTAL:</b>					<b>\$ 1,075,694.98</b>
<b>SUB TOTAL (Concrete Path):</b>					<b>\$ 843,234.25</b>
Mobilization	10% of Subtotal			10%	\$ 84,323.43
Construction Contingency	20% of Subtotal			20%	\$ 168,646.85
Final Engineering/Landscape Arch. Design	10% of Construction Fee (Subtotal, Mobilization, and Contingency)			10%	\$ 109,620.45
<b>TOTAL:</b>					<b>\$ 1,205,824.98</b>

equipment cost includes shipping & installation



# Play Equipment



Willow Tunnel



Climbing Boulder



Splash Pad



Tractor



Play Barn



Play Fire Engine



Kompan Parkour



Kompan Climbing Pyramid



Kompan Wobble Bridge



Crawling Tunnel



Climbing Logs



Balancing Stumps



# Natural Playgrounds





# Site Elements



Stone Wall



Entry Signage



Adirondack Chairs Under Tree



Stumps for Outdoor Classroom



Pavilion



Gravel Paths



Concrete Paths



Boulders



DIY Bench



Formal Bench



Trash and Recycling Receptacles



Split Rail Fence



Town of Hinesburg  
Planning & Zoning Department  
10632 Route 116, Hinesburg, VT 05461  
802-482-2281 (ph) 802-482-5404 (fax)  
www.hinesburg.org

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## MEMORANDUM

**TO:** Select Board  
**CC:** Town Manager  
**FROM:** Alex Weinhagen, Director of Planning & Zoning  
**DATE:** October 27, 2022  
**RE:** Revolving Loan Fund Revision & Kelley's Field 2 Project Support

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### Background

In a May 12, 2022 letter, the developers of the Kelley's Field 2 affordable senior housing project (Cathedral Square and Evernorth) requested a reduction in impact fees and water/wastewater allocation fees. They requested reducing these fees from \$157,938 to \$94,763 – i.e., a total reduction of \$63,175. Rather than review such requests on a case-by-case basis, the Town Manager formulated a proposed policy to guide fee reductions for affordable housing projects. The Select Board discussed this at a number of meetings. Although the Board felt the project warranted the Town's support, concerns were raised about reducing these fees, and the Board expressed interest in finding other fiscal mechanisms to help the project.

At the September 7 meeting, Phil Pouech recommended not reducing impact fees and allocation fees for affordable housing projects, and instead to create an annual budget line item to support affordable housing projects. This voter-approved annual funding would go into a housing reserve fund that could be used to support affordable housing projects in the future. This is in concert with a recent proposal from the Hinesburg Affordable Housing Committee to create such a fund, and to potentially seed it with some of the Town's ARPA funds. However, the Board recognized that setting up such a fund may not happen in time to support the Kelley's Field 2 project. To address this immediate need, the Town Manager and I are proposing a simple revision of the Town's Revolving Loan Fund (RLF) guidelines, and the use of \$50,000 from that fund to support the Kelley's Field 2 project.

### RLF Guidelines Revision

See attached for the proposed revisions to the RLF guidelines. The RLF originated from State Community Development Program funds that were granted to the Town in 2011, and then loaned to Vermont Smoke and Cure to support their fit up of the Cheese Plant when they relocated to Hinesburg from Barre. The RLF was formally established in 2016 as the loan was paid back. From 2016-2022, the RLF was used for exclusively for economic development, including loans for business development/growth and grants to local businesses as part of COVID relief efforts. The proposed revisions would allow RLF funds to also be used to support affordable housing. The fund has a very healthy balance. As of June 30, 2022, the available RLF balance was \$164,603, with an additional \$79,670 in outstanding loans to two businesses that are still to be repaid.



The proposed revisions charge the Hinesburg Affordable Housing Committee with making recommendations to the Select Board on the use of the RLF for affordable housing projects. The Hinesburg Revolving Loan Fund Committee (aka Economic Development Committee) would continue to be charged with making recommendations on the use of the RLF for economic development projects.

The two remaining members of the Economic Development Committee were consulted and expressed no concerns. Patrick Scheld at the VT Community Development Program confirmed this is an allowed use of RLF per the original State funding, as long as we update our internal guidelines accordingly. I also ran this by Fred Kenney at the Addison County Economic Development Corporation, who manages the loan side of our RLF. Fred said this was fine, and that ACEDC would continue to oversee just the loan side of our RLF.

The proposal was also forwarded to the chairperson of the Hinesburg Affordable Housing Committee (Carl Bohlen), who may still provide comments. As you can see from the document, the Affordable Housing Committee would be responsible for determining eligibility and scoring criteria, but all projects would have to meet five basic requirements. We've talked about other criteria such as ownership vs. rental, and I think it's appropriate for the Affordable Housing Committee to discuss and refine those.

### **Kelley's Field 2 Project Grant Award**

Given all the Select Board discussion and support for the Kelley's Field 2 project, I recommend that the Board make this initial award without the need for additional review and a recommendation by the Affordable Housing Committee. The recommended award is \$50,000, in the form of a grant that would not be repaid.

The recommended amount respects the original fee reduction request while mirroring the maximum lending amount in the RLF guidelines. Technically, the proposed guidelines do not put a limit on awards for affordable housing grants. A \$50,000 award is close to original fee reduction request of \$63,175. It will also ensure that the RLF retains a healthy balance, so that funding remains for future affordable housing and economic development projects. The Town will undoubtedly be tapping the RLF again soon with another affordable housing project being planned for the Blomstrann property, and the impending approval and build out of the Haystack Crossing project.

### **Recommended Action Items**

- Motion to revise the Hinesburg Revolving Loan Fund Policies and Guidelines to allow use of the fund for affordable housing projects, per the draft revisions dated October 12, 2022.
- Motion to award Cathedral Square and Evernorth a \$50,000 grant from the Hinesburg Revolving Loan Fund to support the Kelley's Field 2 affordable senior housing project as approved by the Hinesburg Development Review Board on July 19, 2022.



## **Hinesburg Revolving Loan Fund - Policies and Guidelines**

*Draft Revisions – 10/12/2022*

*New language underlined. Deleted language under strikeouts.*

### **Section 1 – Introduction**

The Hinesburg Revolving Loan Fund (HRLF) ~~is being~~was established in 2016. In 2008, a fire destroyed a warehouse on the east side of the Cheese Plant property. The owner closed the facility, and sold the property. The new owners redeveloped the property with Vermont Smoke and Cure as an anchor tenant, thanks in part to funding secured by the Town of Hinesburg. as a result of the redevelopment of the Saputo Cheese Plant. In the redevelopment processThe Town of Hinesburg applied for and received Vermont Smoke and Cure applied for and received a \$550,000 Community Development Block Grant (CDBG) from the State of Vermont. This funding was then loaned to Vermont Smoke and Cure to help with redevelopment costs, and was then paid back to the Town. The Town was able to retain a portion of these funds to establish the revolving loan fund with the stipulation that the Town ~~One of the stipulations of this loan is that it be repaid to the local community and that the community must then create a mechanism to redeploy this money consistent with Vermont Community Development Program guidelines – e.g., economic development, affordable housing.~~to help further economic development.

~~From 2016-2022, the RLF was used for exclusively for economic development, including loans for business development/growth and grants to local businesses as part of COVID relief efforts. In 2022, the Town decided to amend the RLF guidelines so that the fund could also be used to provide grants to affordable housing projects. As we looked at various options to develop the Hinesburg Revolving Loan Fund and to nurture business growth in our community, we recognized that we needed technical support and advice to make sure that this money was put to good use and that there was a sustainable process to manage and administer the program.~~

~~After meeting with various organizations, it was determined that working with the Addison County Economic Development Corporation was the optimal solution.~~

~~The ACEDC is a non-profit organization based in Middlebury that has been working to create and retain a flourishing business community in Addison County that supports vibrant fiscal activity and improves the quality of life of all residents. ACEDC manages several existing loan funds in the Addison County area.~~

### **Section 2 – Administration**

The Hinesburg Select Board shall be responsible for making decisions on the awarding of funds based on recommendations by the Hinesburg Revolving Loan Fund Committee or the Hinesburg Affordable Housing Committee as noted below.

#### **Affordable Housing Grants:**

Funding recommendations for affordable housing projects shall be at the sole discretion of the Hinesburg Affordable Housing Committee (HAHC), with the Select Board responsible for final funding decisions for recommended projects. Funding will typically be in the form of a grant that need not be repaid. Requests shall provide adequate documentation to demonstrate that the affordable housing will meet the requirements of the VT Community Development Program. Requests shall also provide any additional information as may be reasonably requested by the HAHC.



Affordable housing shall be as defined in the Hinesburg Zoning Regulations. The HAHC shall determine eligibility and scoring criteria, which may be updated from time to time; however, all affordable housing projects must meet the following requirements:

- a. Be located in Hinesburg.
- b. Be part of a project that aligns with the Town Plan.
- c. Have received approval from the Hinesburg Development Review Board. Preferably final approval; however, preliminary plat approval for subdivision and planned unit development projects will suffice.
- d. Creates perpetually affordable housing in conformance with the inclusionary zoning provisions in the Hinesburg Zoning Regulations.
- e. Goes beyond the minimum requirements for number of affordable dwellings and/or level of affordability outlined in the inclusionary zoning provisions in Hinesburg Zoning Regulations.

#### **Economic Development Funding:**

Funding recommendations for economic development projects shall be at the sole discretion of the Hinesburg Revolving Loan Fund Committee, with the Select Board responsible for final funding decisions for recommended projects. Funding will typically be in the form of a loan.

Until such time as the Town of Hinesburg and the Hinesburg Economic Development Committee have the internal capacity and expertise to administer and manage the Hinesburg Revolving Loan Fund, the fund will be administered and managed by the Addison County Economic Development Corporation (ACEDC). The work of the ACEDC will be performed by the Executive Director and Bookkeeper of the organization. ACEDC is a non-profit organization based in Middlebury that has been working to create and retain a flourishing business community in Addison County that supports vibrant fiscal activity and improves the quality of life of all residents. ACEDC manages several existing loan funds in the Addison County area.

The Town of Hinesburg, through the HRLF Committee and Selectboard, shall be responsible for making decisions on the awarding of funds. Recommendations will be offered by the committee and approved by the Hinesburg Selectboard. Once the Town has made decisions on the awarding of economic development loans, ACEDC will then be charged with processing and managing the documents and details of the loans.

The Town of Hinesburg shall be responsible for creating the final legal documents and auditing the performance of the fund based on information provided by the ACEDC.

The HRLF Committee shall be a standing committee of the town and members will be approved by the Hinesburg Selectboard. ~~Details on the size and composition of the committee are found in the HRLF Committee Membership document~~Should the committee lack enough members for a quorum, or otherwise be unable to meet or take action, the Select Board may review requests directly.

**\*\* The remaining sections of this document address policies and guidelines for economic development projects. \*\***

#### **Section 3 – Security**

Loans made using funds will be secured by all business assets of the company. HRLF is typically in last priority position behind senior lenders and other bank debt; however, HRLF is ahead of investors. Personal assets may be used as collateral when business assets are inadequate or unverifiable.

In addition, HRLF requires the personal guarantee of all principals with 20% or greater ownership in the business, unless otherwise specifically approved by the HRLF Committee. In the event that no partner holds a 20% share, the personal guarantee could be required of the individual with the largest ownership share. The guarantee of the operating or parent company may also be required depending on the corporate structure of the business.

**Section 5 – Use of Funds**

These funds will be disbursed to ultimate recipients in Hinesburg, Vermont, in order to assist with financing business and economic development activity to create or retain jobs in Hinesburg.

**Section 6 – Fees and Charges**

1. A \$100 application fee is required at the time of application.
2. A closing fee of 1% will be assessed at closing to defray origination expenses.
3. Borrower will pay all attorneys', filing, and other fees associated preparation of loan documents.

**Section 7 – Goals and Objectives**

The goal of these monies is to increase economic activity, economic prosperity, and employment in Hinesburg. Funds can be used to support economic development, housing, and other community development projects (public facilities and public services) to benefit primarily low-to-moderate income persons.

The objectives of funds include:

- The provision of “gap” financing to start-up and established businesses that are unable to obtain all of the credit needed from a bank. Our RLF is a partner to the Vermont banking community, not a competitor.
- Retention and creation of jobs in eligible industries and other businesses that drive or have the potential to drive economic prosperity in Hinesburg.
- Where possible, support of women and minorities in business is encouraged.

**Section 8 – Program Guidelines/Eligibility Criteria**

In order to be eligible for Program assistance, an applicant must meet the following requirements:

- (a) The business activity that will be funded by this Loan Program must be located in the Town of Hinesburg, Vermont, with priority given to businesses owned by residents of the Town of Hinesburg.
- (b) The business activity to be undertaken with assistance from the Program must align with the Town Plan.

**Types of Business:**

Any organization existing or seeking to establish itself in Hinesburg may apply for a loan.

Preference will be given to applicants that have the potential for growth and who can show that the proposed financing will yield substantial economic benefits to the Town of Hinesburg, Vermont as measured by the number of jobs created or retained, or valuable services resulting from its activity.

Preference will also be given to small businesses. Businesses owned by women, minorities, and those defined as disadvantaged are encouraged to apply for loans under this RLF.

#### **Use of Funds:**

Funds must be used for community development projects, the establishment of new businesses, expansion of existing business, creation of employment opportunities, or saving existing jobs.

RLF will lend up to \$50,000. The minimum loan amount will generally be \$5,000, except in the case of emergency situations where a lesser sum will be considered. Some injection of owner equity will be required.

Loans may be used for, but are not limited to:

- Business and industrial acquisitions when the loan will keep the business from closing, prevent the loss of employment opportunities, or provide expanded job opportunities
- Business construction, conversion, enlargement, repair, modernization, or development
- Purchase and development of land, easements, rights-of-way, buildings, facilities, leases, or materials
- Equipment purchases, leasehold improvements, machinery, or supplies
- Start-up operating costs
- Working capital (long term)

Loans from RLF may not be used for:

- Lines of credit
- Refinancing existing debt (except in limited circumstances)
- Gambling facilities
- Any illegal activity

### **Section 9 – Loan Terms and Rates**

#### **Term of Loan:**

All loans made under this program will be term loans with the funds fully drawn down at the time of the loan closing. The term of any specific loan will be based on the repayment capability of the business and on the estimated life of the asset being financed. In general loans will have a term of 3 to 10 years.

#### **Interest Rates:**

Interest rates for loans made through the RLF will be set at the Wall Street Journal Prime Rate + 3% to reflect the additional risk of these loans, and to encourage borrowers to refinance using conventional loans as soon as it is feasible. The Loan Committee will review this rate at least annually to ensure that they reflect market conditions.

## **Section 9 – Application Process**

The process for receiving and closing revolving loan fund requests is in the application form for further details.

### **Application Processing**

Loan Applications. Applications for RLF financing must include all of the information required by the RLF Application Form, and any additional information as may be reasonably requested by Hinesburg RLF.

Application Fee. A \$100 application fee must accompany loan application.

Closing Fee: HRLF will take a closing fee of 1 percent of each loan to cover administrative costs. This amount will be netted out from the loan proceeds to the borrower.

Attorney Fees. All fees and expenses incurred in connection with the perfecting of the RLF's security interests shall be paid by the borrower.

Application Processing. The processing of loan applications will generally consist of the following:

- (a) Review applications for completeness and procure appropriate additional information.
- (b) Review for RLF eligibility criteria.
- (c) Determine economic feasibility, perform credit analysis, and assess risk.
- (d) Determine amount and terms of RLF financing, including appropriate security.
- (e) Prepare written credit analysis report to the HRLF Loan Committee summarizing the review process and providing recommendations as appropriate.

HRLF Committee Approval. The HRLF Committee will make recommendations and the ultimate authority rests with the Hinesburg Selectboard. Such authority shall include the commitment to lend RLF funds, the interest rate(s) to be charged, the repayment terms, and the requisite security for the loan. The application of other appropriate conditions of lending and covenants of the borrower shall be determined by the HRLF Loan Committee, subject to input from Town of Hinesburg attorney.

### Loan Disapproval.

- (a) Loan applications may be disapproved by the HRLF Committee based on a lack of application completeness, lack of accuracy, or a failure to meet the eligibility criteria pursuant to RLF guidelines. In such instances, the applicant will be notified in writing of the reason(s) for disapproval.
- (b) Loan applications may be disapproved by the HRLF Committee if the HRLF Committee determines that RLF financing is clearly inappropriate based on the reviews conducted in accordance with guidelines. In such instances, the applicant will be notified in writing of the reason(s) for disapproval.
- (c) Loan applications may be disapproved by the HRLF Committee for any reason or reasons which represent a reasonable determination that the approval of the RLF application would not meet the objectives of the program and/or would not represent an appropriate or prudent use of program funds. In such instances, the applicant will be notified in writing of the reason(s) for disapproval.

### **Post-Approval Process**

Commitment Letter. A commitment letter shall be sent to the applicant upon the approval of an RLF loan which will include, at a minimum, the following information:

- (a) The amount of the loan approved, the applicable interest rate, the term of the loan, the terms of repayment, and the expiration date of the commitment.
- (b) The required use of the loan funds.
- (c) HRLF's requirements for collateral and additional security – including guarantees, pledges of assets, etc.
- (d) Summary information regarding employment.
- (e) Any other conditions of lending.
- (f) A listing and explanation of any fees to be charged and other closing costs which will be the responsibility of the borrower.
- (g) A listing of those conditions and requirements of the borrower which must be fulfilled prior to a loan closing.
- (h) Any other information which could reasonably be expected to influence the borrower's decision to accept the terms of the loan commitment.

Loan Closings. Hinesburg's attorney shall have the responsibility to prepare and/or require the preparation of all appropriate and necessary closing documents. The borrower shall be required to pay all closing costs incurred by Hinesburg, including the fees and expenses of the Hinesburg's attorney. Hinesburg's attorney shall determine the appropriate closing documents to be executed. Such documents shall generally include, but are not limited to, the following:

- (a) A loan agreement which includes a description of the loan terms and security, appropriate representations and warranties, the conditions of lending, affirmative and negative covenants, including but not limited to compliance with applicable federal laws and regulations, default provisions, and any other provisions which may be appropriate.
- (b) A note or notes to evidence the indebtedness and the terms of repayment.
- (c) The appropriate documents to evidence and liens, guaranties, and such other security as may be required by the terms of the loan.
- (d) Other appropriate documents as determined by Hinesburg's attorney.

Security. Hinesburg's attorney will be responsible for perfecting all of Hinesburg's security interests including, where appropriate, the execution of security agreements, the filing of financing statements, the execution and filing of the execution of guaranties, and any other appropriate actions to adequately protect Hinesburg's security interests. All fees and expenses incurred in connection with the perfecting of the Hinesburg's security interests shall be paid by the borrower. Inter-creditor agreements will be executed where appropriate to further protect Hinesburg's interests and to facilitate the processing of defaults and foreclosures.

Loan Disbursements. The full amount of the loan request will be disbursed at closing, less any fees due to Hinesburg for attorney fees, 1% closing fees, perfecting of liens, etc.

## **Section 10 – Monitoring and Reporting**

Annual Financial Review. Initially, ACEDC will do this. When appropriate, this will be done by the Town of Hinesburg. ACEDC will at minimum conduct an annual financial review for all borrowers based primarily on the annual federal tax forms and other financial information submitted by the borrower. Quarterly reviews may regularly be conducted. Additional information may be procured as needed. The reviews may be presented to the HRLF Loan Committee for further action or recommendations as appropriate.

Delinquencies. ACEDC, as administrator, will allow a (10) day grace period calculated from the payment due date before determining that a monthly loan payment is delinquent. A late fee of 5% of the delinquent payment amount will be charged to all delinquent monthly payments. Failure to make a delinquent monthly payment for more than thirty (30) days after the due date shall constitute a default and entitle ACEDC and Hinesburg to pursue any and all enforcement remedies. ACEDC's acceptance of any payments, other than payment in full of the delinquent amount plus the late fee within thirty (30) days or less of the due date thereof, shall not constitute a waiver of any of Hinesburg's rights nor a cure of the default.

Adjustment of Terms, Rates, and Conditions. Requests by the borrower for adjustment of any of the terms, rates, and conditions of the loan will be reviewed to determine whether the adjustment is in the best interests of Hinesburg. The HRLF Committee will have the authority to make adjustments as appropriate, with approval by the Selectboard.

If a company moves its headquarters or 25% of its full-time equivalent employees out of Hinesburg, then its loan(s) may become immediately due and payable.

Additional Monitoring and Reporting. All past due loans will be reported to and reviewed by the HRLF Loan Committee. In general, past due loans over 30 days will be reported quarterly to the Hinesburg Selectboard with an explanation of the reason for delinquency and actions being taken to cure the delinquency.

Annually, the Loan Committee will provide summary information of all RLFs to the Hinesburg Selectboard. Further, the RLF portion of the annual audit prepared by our outside auditor will be reviewed in depth with the Hinesburg RLF Committee and the Hinesburg Selectboard.

## **Section 11 - Servicing and Liquidation**

The administration of the Hinesburg RLF is provided primarily by ACEDC's bookkeeper, Jennifer Molineaux, with oversight from the Executive Director, Robin Scheu. ACEDC uses Portfol software to manage all of its RLFs. Portfol is a program developed by the Philadelphia Industrial Development Corporation specifically for RLF management. All invoicing, principal and interest payments, fee assessment, loan histories, etc. are tracked or managed through Portfol. ACEDC currently has capacity to deal with significantly more volume on this system so the addition of new RLFs can easily be handled.

With regard to collection and liquidation, ACEDC will allow a 10-day grace period calculated from the payment due date before determining that a monthly loan payment is delinquent. A late fee of 5% of the delinquent payment amount will be charged to all delinquent monthly payments. Failure to make a delinquent monthly payment for more than thirty (30) days after the due date shall constitute a default and entitle Hinesburg to pursue any and all enforcement remedies. ACEDC's acceptance of any payments, other than payment in full of the delinquent amount plus the late fee within thirty (30) days or less of the due date thereof, shall not constitute a waiver of any of Hinesburg's rights nor a cure of the default.



Town of Hinesburg  
Planning & Zoning Department  
10632 Route 116, Hinesburg, VT 05461  
802-482-2281 (ph) 802-482-5404 (fax)  
www.hinesburg.org

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## MEMORANDUM

**TO:** Select Board & Town Manager  
**FROM:** Alex Weinhagen, Director of Planning & Zoning  
**DATE:** October 28, 2022  
**RE:** FY23 Municipal Planning Grant Project Proposal

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### Grant Program Overview

Each year, we try to apply for the State's Municipal Planning Grant (MPG) program. It is the one of the few State funding sources for municipal planning; however, it's a competitive grant process with very limited dollars that are divided up and competed for by county. The last time we were awarded this grant was in 2020 – village area design standards illustrations. The maximum award amount is \$26,400. A 10% local match is required, and the Planning & Zoning Department budget includes \$2,000 in "special projects" funds to cover this.

The application deadline is December 1, 2022. This grant program provides up to two years for project completion (i.e., by November 2024). Both the Planning Commission and the Select Board need to endorse the grant application. I plan to discuss the proposed project below with the Planning Commission at their November 9 meeting.

More information about the MPG program can be found online - <https://accd.vermont.gov/community-development/funding-incentives/municipal-planning-grant/applicant-guidance>

### Project Description – Town Plan Update, Community Engagement

Per State Statute, an updated Town Plan needs to be adopted by September 2025. Our last comprehensive plan update was in 2017, and was based in part on extensive community outreach in 2014-2015, followed by drafting and formal public hearings. It's time for more community engagement in conjunction with the plan update! I anticipate the Planning Commission and I will begin work near the end of 2023, with community engagement and drafting in 2024. The goal being to deliver proposed plan updates to the Select Board in the first quarter of 2025.

The proposed grant funding will cover costs for robust community engagement and education as part of our upcoming Town Plan update. These engagement efforts will mostly happen at the front end of the plan update, and will conclude by September 2024. Engagement efforts to include: conducting community surveys, bringing in speakers on key topics (e.g., housing, climate change adaptation, etc.), holding community forums and neighborhood listening sessions, hosting a community meetup event on the Town Common, collaborating with Town boards/committees. Estimated total project cost \$10,300. Requested grant amount \$9,270. Local match amount \$1,030. Cost centers are outlined below.

Statewide priorities for this year’s MPG program include, “equity-oriented projects focused on reducing unfair impacts to lower-resourced, under-served, and historically excluded communities, people and/or businesses (which may integrate an equity impact assessment).” As such, we might consider using a diversity, equity, and inclusion lens for the project, and be clear about that in the grant application. Neighborhood listening sessions in each of the three mobile home parks could be one facet of this. Including an equity impact assessment could be another facet. I’d be happy to coordinate with the Assistant Town Manager to flesh this out some more.

**Cost Centers**

Advertising:

- Town-wide mailings (postage): \$2,000
- Newspaper ads: \$1,000
- Front Porch Forum ads: \$300

Child care for forums (4): \$250

Speaker compensation: \$2,000

Culinary enticements:

- Forums & speaker events (4) \$200
- Neighborhood listening sessions (4-8) \$800
- Community meetup (1) \$500

Community meetup activities

- Band \$250
- Staging & Tent rental \$750
- Kids games & entertainment \$500

Event signage/banners \$500

Event displays & exhibits \$500

Project branding & graphic design \$500

Engagement materials (e.g., buttons, bumper stickers, etc.) \$250

**Total: \$10,300**

**Recommended Action Items**

- Motion to adopt the FY23 municipal planning grant resolution, and authorize Town staff to submit the application.
- Sign the resolution form (see attached).



# FY23 Municipal Resolution for Municipal Planning Grant

**WHEREAS**, the Municipality of Hinesburg is applying for funding as provided for in the FY23 Budget Act and may receive an award of funds under said provisions; and

**WHEREAS**, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

**WHEREAS**, the municipality is maintaining its efforts to provide local funds for municipal and regional planning purposes or that the municipality has voted at an annual or special meeting to provide local funds for municipal and regional planning purposes,

## Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds.
2. That the Municipal Planning Commission recommends applying for said Grant;

Denver Wilson

(Name of Planning Commission Chair)

(Signature)

- 3a. That (Name) Todd Odit Title Town Manager

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

- 3b. (Alternate Authorizing Official for redundancy)

That (Name) \_\_\_\_\_ Title \_\_\_\_\_

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

- 3c. That (Name) Alex Weinhagen Title Director of Planning & Zoning

is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Municipal Planning Grant program activities related to the application, and any subsequent Grant Agreement provisions.

Passed this 2 day of November, 2022.

- (For rural towns or consortia only)** The regional planning commission will serve as agent for the municipality or consortium. *(Check the box if the municipality authorizes its regional planning commission to prepare the application, support grant administration and be exempt from competitive selection if serving as project consultant.)*

**LEGISLATIVE BODY**

*(name)*

*(signature)*

<b>Merrily Lovell</b>	
<b>Maggie Gordon</b>	
<b>Phil Pouech</b>	
<b>Mike Loner</b>	
<b>Dennis Place</b>	

**INSTRUCTIONS FOR RESOLUTION FORM**

- A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be issued on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g. Selectboard), and the name and title of the Municipal/ Authorizing Official(s) (M/AOs); and the Grant Administrator.
- B. Following formal adoption, a majority of the legislative body must sign the Resolution. The Chair of the Planning Commission must also sign upon endorsement by vote of the Planning Commission.
- C. This form must be either uploaded to the online application or grant, or mailed to:
 

Municipal Planning Grant Program  
 Department of Housing and Community Development  
 One National Life Drive, Sixth Floor  
 Montpelier, VT 05620-0501
- D. If mailed, an electronic copy of the submitted Resolution document will be uploaded by DHCD staff and available online.
- E. Please note that the designated Municipal/Authorizing Official(s) and Grant Administrator must also [register for an account](#) in the online grants management system, if they have not done so already, before the application can be considered complete.

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**FROM:** Alex Weinhagen, Director of Planning & Zoning  
**DATE:** October 28, 2022  
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Community meetup activities	
• Band	\$250
• Staging & Tent rental	\$750
• Kids games & entertainment	\$500
Event signage/banners	\$500
Event displays & exhibits	\$500
Project branding & graphic design	\$500
Engagement materials (e.g., buttons, bumper stickers, etc.)	\$250
<b>Total:</b>	<b>\$10,300</b>

**Recommended Action Items**

- Motion to adopt the FY23 municipal planning grant resolution, and authorize Town staff to submit the application.
- Sign the resolution form (see attached).

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**Denver Wilson**

(Name of Planning Commission Chair)

(Signature)

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Passed this 2 day of November, 2022.

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**LEGISLATIVE BODY**

*(name)*

*(signature)*

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**TOWN OF HINESBURG**

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**TO:** SELECTBOARD  
**FROM:** TODD ODIT, TOWN MANAGER  
**SUBJECT:** MVP HDHP EMPLOYEE SHARE  
**DATE:** 11/2/2022

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**ISSUE:**

Whether the Selectboard will approve a 5% employee share for the MVP Silver 4 High Deductible Health Plan.

**DISCUSSION:**

In the recent past the Town has offered one health care plan, the MVP Platinum plan. Non-union employees contribute 10% toward the premium and union employees contribute 15%. A HDHP which has a lower premium than the platinum plan paired with a Health Savings Account funded by the town to cover the deductible is also going to be offered as an alternative plan to lower premium costs for the town and employee. To attract employees to the plan the premium contribution should be lower than they are for the platinum plan but probably should not be 0. Therefore, a 5% premium contribution is recommended. The attached email to employees breaks down the weekly deductions of both plans for employees.

**COST:**

N/A

**RECOMMENDATION:**

It is recommended that the Selectboard approve a 5% employee share for the MVP Silver 4 High Deductible Health Plan.

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**Re: MVP Health Care Open Enrollment**

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**From :** Todd Odit <todithvt@gmavt.net>

Thu, Oct 27, 2022 01:20 PM

**Subject :** Re: MVP Health Care Open Enrollment**To :** Joy Dubin Grossman <jdubingrossman@gmavt.net>**Cc :** Heather Roberts <hroberts@hinesburg.org>, Missy Ross <mross@hinesburg.org>, Jennifer McCuin <hinesburgrec@gmavt.net>, aweinhagen <aweinhagen@hinesburg.org>, Mitchel Cypes <mcypes@hinesburg.org>, Jim Jarvis <jjarvis@hinesburg.org>, John Alexander <jalexander@hinesburg.org>, Michael Anthony <hinesburghighway@gmavt.net>, Dominic Musumeci <dominicmusumeci@gmail.com>, Anthony Cambridge <Anthony.Cambridge@vermont.gov>, frank bryan <frank.bryan@vermont.gov>, jeremy hulshof <Jeremy.Hulshof@vermont.gov>, Nick Baker <nbaker@hinesburg.org>, mgray <mgray@hinesburg.org>, eshort <eshort@hinesburg.org>, brett flansburg <brett.flansburg@vermont.gov>, jbeauchemin <jbeauchemin@hinesburg.org>

Hello all,

I thought it would be helpful to you if we provided the weekly deductions for the plans being offered when they go into effect January 1, 2023. As well as a little more information so here you go.

Platinum Plan. Deductible of \$425 for single plan and \$850 for all others. Out of pocket maximum of \$1,500/\$3,000

AFSCME 15% of premium (Highway and Water&Sewer) Weekly Employee Deductions:

Single =	\$33.60
Emp+Spou	\$67.18
Emp+Chd	\$64.83
Family	\$94.39

All other employees 10% of premium. Weekly employee deduction:

Single	\$22.40
Emp+Spou	\$44.79
Emp+chd	\$43.22
Family	\$62.93



The Reflective Silver 4 HDHP has a deductible of \$2,100/\$4,200. The town will cover the deductible through a Health Savings Plan. Any unspent money at the end of the year stays in the employees HSA. The out of pocket maximum is \$7,050/\$14,100

Employee contribution is 5% of premium. Weekly employee deduction:

Single	\$7.86
Emp+Spou	\$15.71
Emp+Chd	\$15.16
Family	\$22.07

Employees can also contribute pre-tax dollars to the HSA. For more information on HSA's look here: <https://www.healthcare.gov/glossary/health-savings-account-hsa/>

Todd

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**From:** "Joy Dubin Grossman" <jdubingrossman@gmavt.net>  
**To:** "Heather Roberts" <hroberts@hinesburg.org>, "Missy Ross" <mross@hinesburg.org>, "Jennifer McCuin" <hinesburgrec@gmavt.net>, "aweinhagen" <aweinhagen@hinesburg.org>, "Mitchel Cypes" <mcypes@hinesburg.org>, "Jim Jarvis" <jjarvis@hinesburg.org>, "John Alexander" <jalexander@hinesburg.org>, "Michael Anthony" <hinesburghighway@gmavt.net>, "Dominic Musumeci" <dominicmusumeci@gmail.com>, "Anthony Cambridge" <Anthony.Cambridge@vermont.gov>, "frank bryan" <frank.bryan@vermont.gov>, "jeremy hulshof" <Jeremy.Hulshof@vermont.gov>, "Nick Baker" <nbaker@hinesburg.org>, "mgray" <mgray@hinesburg.org>, "eshort" <eshort@hinesburg.org>, "brett flansburg" <brett.flansburg@vermont.gov>, "jbeauchemin" <jbeauchemin@hinesburg.org>  
**Cc:** "todit" <todit@hinesburg.org>  
**Sent:** Monday, October 24, 2022 11:55:45 AM  
**Subject:** MVP Health Care Open Enrollment

Dear Town of Hinesburg Employees,  
Please find the attached letter in respect to MVP Health Care Open Enrollment.  
Thank you  
Joy

Joy Dubin Grossman  
Assistant Town Manager  
Town of Hinesburg  
10632 VT Route 116  
Hinesburg, VT 05461  
jdubingrossman@hinesburg.org  
(802)482-4207

Notice - Under Vermont's Open Records law, all e-mail and e-mail attachments received or prepared for use in matters concerning Town business or containing information relating to Town business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law. If you have received this message in error, please notify us immediately by return email. Thank you for your cooperation.

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# 2023 Vermont Small Group Plans

Indicate below which plan(s) you would like to offer your employees.

		Employee	Employee + Spouse	Employee + Child(ren)	Employee + Spouse + Child(ren)	
<b>MVP VT Plus (Non-Standard) Plans</b>						
<input type="checkbox"/>	<b>Gold 2</b>	\$850/\$1,700 (EMB) deductible, \$6,600/\$13,200 (EMB) OOPM	\$844.01	\$1,688.02	\$1,628.94	\$2,371.67
<input type="checkbox"/>	<b>Gold 3 HDHP†</b>	\$3,200/\$6,400 (AGG) deductible, \$3,200/\$6,400 (AGG) OOPM	\$829.87	\$1,659.74	\$1,601.65	\$2,331.93
<input type="checkbox"/>	<b>Reflective Silver 1*</b>	\$2,100/\$4,200 (EMB) deductible, \$7,000/\$14,000 (EMB) OOPM	\$664.20	\$1,328.40	\$1,281.91	\$1,866.40
<input type="checkbox"/>	<b>Reflective Silver 2 HDHP*</b>	\$5,525/\$11,050 (EMB) deductible, \$5,525/\$11,050 (EMB) OOPM	\$684.28	\$1,368.56	\$1,320.66	\$1,922.83
<input type="checkbox"/>	<b>Bronze 1</b>	\$7,250/\$14,500 (EMB) deductible, \$8,400/\$16,800 (EMB) OOPM	\$575.27	\$1,150.54	\$1,110.27	\$1,616.51
<input type="checkbox"/>	<b>Bronze 5</b>	\$9,100/\$18,200 (EMB) deductible, \$9,100/\$18,200 (EMB) OOPM	\$580.42	\$1,160.84	\$1,120.21	\$1,630.98

<b>MVP VT (Standard) Plans</b>						
<input checked="" type="checkbox"/>	<b>Platinum 1</b>	\$425/\$850 (EMB) deductible, \$1,500/\$3,000 (EMB) OOPM	\$970.41	\$1,940.82	\$1,872.89	\$2,726.85
<input type="checkbox"/>	<b>Gold 1</b>	\$1,400/\$2,800 (EMB) deductible, \$5,600/\$11,200 (EMB) OOPM	\$801.64	\$1,603.28	\$1,547.17	\$2,252.61
<input type="checkbox"/>	<b>Reflective Silver 3*</b>	\$4,000/\$8,000 (EMB) deductible, \$9,100/\$18,200 (EMB) OOPM	\$669.71	\$1,339.42	\$1,292.54	\$1,881.89
<input checked="" type="checkbox"/>	<b>Reflective Silver 4 HDHP*†</b>	\$2,100/\$4,200 (AGG) deductible, \$7,050/\$14,100 (AGG) OOPM	\$680.91	\$1,361.82	\$1,314.16	\$1,913.36
<input type="checkbox"/>	<b>Bronze 2</b>	\$6,450/\$12,900 (EMB) deductible, \$9,100/\$18,200 (EMB) OOPM	\$576.78	\$1,153.56	\$1,113.19	\$1,620.75
<input type="checkbox"/>	<b>Bronze 3 HDHP†</b>	\$5,800/\$11,600 (AGG) deductible, \$7,100/\$14,200 (AGG) OOPM	\$586.05	\$1,172.10	\$1,131.08	\$1,646.80
<input type="checkbox"/>	<b>Bronze 4</b>	\$9,000/\$18,000 (EMB) deductible, \$9,000/\$18,000 (EMB) OOPM	\$603.83	\$1,207.66	\$1,165.39	\$1,696.76

\*Reflective Silver plans are available only from MVP Health Care.

† This plan features an aggregate deductible and OOPM. Each member on a family plan will pay toward the family OOPM. However, no individual will pay more than the government mandated maximum OOPM of \$9,100. The term "Embedded" is used on VHC materials to define this deductible and OOPM structure.

**OOPM:** Out-of-pocket maximum **HDHP:** High-Deductible Health Plan **Aggregate (AGG):** All members of a family plan contribute toward the family deductible and OOPM until it is met.

**Embedded (EMB):** Each member pays toward, but never exceeds, their individual deductible and/or OOPM until the larger family deductible and/or OOPM is met, after which, the plan makes payments for all members on the contract. The term "Stacked" is used on Vermont Health Connect (VHC) materials to define this deductible and/or OOPM structure.

These plan overviews are intended to provide a general outline of coverage. For comprehensive benefit details, please review your Certificate of Coverage (COC), Schedule of Benefits, Summary of Benefits and Coverage (SBC), and any applicable Rider(s). Your COC, SBC, and Rider(s) will be controlling. These documents can be found in your MVP online account, or are available by request. Health benefit plans are issued or administered by MVP Health Plan, Inc.; MVP Health Insurance Company; MVP Select Care, Inc.; and MVP Health Services Corp., operating subsidiaries of MVP Health Care, Inc. Not all plans available in all states and counties.

Group Health Benefits Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_ Group Name \_\_\_\_\_ Group Number (if assigned) \_\_\_\_\_

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**TOWN OF HINESBURG**

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**TO:** SELECTBOARD  
**FROM:** TODD ODIT, TOWN MANAGER  
**SUBJECT:** RICHMOND RESCUE CONTRACT  
**DATE:** 11/2/2022

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**ISSUE:**

Whether the Selectboard will approve the contract with Richmond Rescue.

**DISCUSSION:**

When Fire Chief Nick Baker and I talked with Richmond Rescue about them taking over service on a longer period, we agreed on a three-year commitment with a maximum increase of 3%. We finally found some time to put a contract together. It is based off the contract that Hinesburg had with St. Mikes Rescue.

**COST:**

N/A

**RECOMMENDATION:**

It is recommended that the Selectboard approve the contract with Richmond Rescue.

## 2022-2025 Transport Letter of Agreement

As per EMS Rules Section 5.4.3.8, this agreement is entered into on this \_\_\_\_ Day of \_\_\_\_\_ effective July 1, 2022 through June 30, 2025 between Richmond Rescue, Inc. (hereinafter "Transporter") and the Hinesburg Fire Department (HFD).

This agreement is entered into by the Transporter and HFD for the purpose of providing emergency ambulance transport service in the regions where HFD provides primary first response services to the towns of Hinesburg and St George.

1. Dispatching for HFD and the Transporter will be done by Shelburne Emergency Dispatch Center ("Shelburne Dispatch") in Shelburne, VT.
2. When Shelburne Dispatch receives a call requiring emergency ambulance service in the areas covered by HFD, they will dispatch HFD and the Transporter. If the request for emergency ambulance service goes directly to the Transporter or HFD, they will immediately notify Shelburne Dispatch by calling 985-8051.
  - a. Calls requiring emergency ambulance service include, but are not limited to, medical emergencies, lift assists, motor vehicle crashes and structure fires. In general automatic fire alarms and calls for CO alarms with no ill effects will not require the Transporter to respond.
  - b. On lift-assist calls HFD will endeavor to cancel the Transporter after HFD EMS personnel are on scene and determine there are no injuries or other need for ambulance transport. HFD may also request a downgrade to code 2 if circumstances warrant.
3. In cases where the primary Transporter is unavailable, the Transporter will notify Shelburne Dispatch of their unavailability and Shelburne Dispatch will be responsible to find the next due available ambulance following the EMS District 3 response matrix.
4. Communications will be done on the HFD repeater frequency, TX 158.730 PL 114.8, RX 154.145 PL 114.8 It is expected that the Transporter's ambulance will advise Shelburne Dispatch when they are responding and arriving on scene, and available for updates and instructions, on this frequency.
5. Any requests for additional assistance for the incident, including requests for police or additional ambulances, will be made to Shelburne Dispatch using the HFD operating frequency. This will be the case whether HFD or the Transporter is making the request. In the event the HFD repeater is unavailable then Dispatch frequency may be used with the prefix "calling party on-dispatch frequency".

6. The Transporter shall maintain a valid Vermont Paramedic Transport License. HFD Shall maintain a valid Vermont AEMT Non-Transport License. Any change in licensure shall require written notification to the other agency no less than 90 days prior to the effective date.

### **Patient Care and Incident Command**

1. HFD will establish Incident Command and/or EMS Control and direct patient care upon arrival at the scene when they are the first to arrive
2. Incident Command/EMS Control reserves the authority based on their judgment, licensing, and Vermont EMS regulations to downgrade or cancel the responding Transporter when conditions warrant this or request additional ambulances as required. In all cases, cancellation requests will only be made by licensed EMS providers.
3. When the Transporter arrives and a verbal exchange of patient care takes place between the Transporter and HFD on the scene, care may be transferred to the Transporter. If requested by Transport Crew Chief, HFD personnel may accompany the Transporter to the receiving hospital.
4. In cases where patient care is started at an ALS level, HFD may transfer patient care to the Transporter only if a crew member from the Transporter is licensed at an Advanced EMT or a higher level. In cases where a crew member certified at the advanced level is not available, an Advanced EMT from HFD will accompany the patient during transport to the receiving hospital.
5. When patient care is transferred, HFD will make their best effort to provide the Transporter with a patient care report as well as any documentation provided by family or caretakers including medication lists, DNR or COLST forms and, in the case of stroke and per UVMMC requirements, the patient's driver's license or other photo-ID, also stroke-team contact information for the patient's family or caretakers.
6. In the event that HFD terminates a CODE under TOR Protocols (8.15) and prior to the Transporter's arrival then HFD will make the required SIREN report and send to UVMMC.

### **Availability and Crew Assignments**

1. The Transporter will make every effort to maintain satisfactory staffing and ambulance availability as per EMS District 3 policies and State of Vermont EMS rules.
2. The Transporter's ambulance will make every effort to provide staffing by a crew of at least three members (including the driver) and that at least one of those members (not the driver) will be certified at the Advanced EMT level or higher.

3. Should HFD be unable to field a response to an incident, Shelburne Dispatch will notify the Transporter as early as practical during the initial response.
4. Should EMS Control identify the need for ALS intervention, and an Advanced EMT is not available, timely notification of this need shall be made to the responding Transporter.
5. When the Transporter will be unavailable for an extended period of time the Transporter will notify Shelburne Dispatch of this status. This includes out of service status caused by mechanical issues, staffing shortages, or extended duration incidents. When the Transporter has returned to service a follow-up notification will be made to Shelburne Dispatch.

**Payment**

1. The Town of Hinesburg will be billed quarterly for the ambulance service provided to the Towns of Hinesburg and St. George
2. The towns will be charged on a per capita rate based on the latest census data
3. The maximum per capita rate for each year is listed below

<b>Fiscal Year</b>	<b>Maximum Per Capita Rate</b>
2022-2023	\$14.00
2023-2024	\$14.42
2024-2025	\$14.85

Signed \_\_\_\_\_

\_\_\_\_\_

Printed \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Richmond Rescue Head of Service

Hinesburg First Response Head of Service

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**TOWN OF HINESBURG**

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**TO:** SELECTBOARD  
**FROM:** TODD ODIT, TOWN MANAGER  
**SUBJECT:** DRAFT CAPITAL BUDGET  
**DATE:** 11/2/2022

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**ISSUE:**

Reviewing the draft FY24 Capital Budget.

**DISCUSSION:**

Overall the draft FY24 Capital Budget is an increase of \$35,089. Most of the capital budget is the same as last year. The changes are outlined below:

Highway: The last payment of \$26,757 on the 2018 Freightliner truck was made in FY23. In replacement of that payment, \$25,000 is programmed for the future replacement of the 2014 Mack truck. The last payment on the 2017 Loader was made in FY23 and no funds are scheduled at this time for its replacement. Highway has a total decrease of (\$30,192).

Fire: Funds in the amount of \$50,000 are added for the replacement of Engine #2. The Fire Department plans on seeking Selectboard approval to ask voters to approve replacing that engine at Town Meeting in 2023. There is about a 1 and ½ year lead time from order to delivery. A communications line item has been added and \$5,000 is programmed. The intent is to build funds over time for radio replacement and other communications infrastructure like repeaters. Fire has a total increase of \$55,000.

Buildings and Facilities: Sidewalk construction is increased by \$5,000 to \$20,000. The sidewalk plow is reduced to \$5,000 since it has been replaced. These funds will be saved toward another replacement or toward an additional sidewalk plow if needed due to future development. The last payment on the Ford truck was made in FY23 so \$3,000 is budgeted toward future replacement.

Cemetery: Repair and maintenance projects is increased by \$5,000 to \$10,000 due to the needs of the cemeteries, such as the road in the village cemetery.

**COST:**

The total draft capital budget is \$761,867, an increase of \$35,089 from FY23. The FY23 budget was funded with \$525,778 in new taxes and \$201,000 from fund balance. The hard part is going to be figuring out how to make up that difference. One approach might be to reduce the amount of fund balance used to \$100,000, ask the voters to establish a \$0.05 dedicated capital tax rate, which would raise an estimated \$324,500 and then raise the rest of the funds (\$337,367) through the general fund.

**TOWN OF HINESBURG, VT - Capital Improvement Plan FY24-FY28**

		Proposed						
<b>HIGHWAY</b>		<b>FY23 Budget</b>	<b>FY24 Budget</b>	<b>FY25 Plan</b>	<b>FY26 Plan</b>	<b>FY27 Plan</b>	<b>FY28 Plan</b>	<b>FY23-FY28 TOTAL</b>
<b>Bridge</b>								
	Bridge Repair/Replacement	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000
	<i>Bridge Total:</i>	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000
<b>Gravel Roads/Culverts</b>								
	Culvert Replacement	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$90,000
	Gravel	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$180,000
	Gravel Roads Total							
	<i>Gravel Roads/Culverts Total:</i>	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$330,000
<b>Paving</b>								
	Charlotte Road (phase I)							\$0
	Charlotte Road (phase II)							\$0
	CVU Road							\$0
	Commerce Street							\$0
	Farnall Drive							\$0
	Frederic Way							\$0
	Hollow Road							\$0
	Mechanicsville Road							\$0
	North Road		\$250,000					\$250,000
	Pond Brook Rd. (0.3 mile)							\$0
	Pond Road							\$0
	Richmond Road (phase I)	\$125,000						\$125,000
	Richmond Road (phase II)	\$125,000						\$125,000
	Shelburne Falls Road (phase I)							\$0
	Shelburne Falls Road (phase II)							\$0
	Silver Street (phase I)			\$125,000				\$125,000
	Silver Street (phase II)			\$125,000				\$125,000
	Tyler Bridge Road							\$0
	Paving Reserves				\$250,000	\$250,000	\$250,000	\$750,000
	<i>Road &amp; Bridge Total:</i>	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$750,000
<b>Facilities</b>								
	Highway Garage/Sand Shed (see debt service line in CF budget)							\$0
	<i>Facilities Total:</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0



TOWN OF HINESBURG, VT - Capital Improvement Plan FY24-FY28

	Proposed							
	FY23 Budget	FY24 Budget	FY25 Plan	FY26 Plan	FY27 Plan	FY28 Plan	FY23-FY28 TOTAL	
<b>Equipment</b>								
2009 International Replacement	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$0	\$100,000	
2014 Mack Replacement	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	
2018 Freightliner Replacement	\$26,757	\$0	\$0	\$0	\$40,000	\$40,000	\$106,757	
2016 Freightliner Replacement	\$0	\$0	\$0	\$45,000	\$45,000	\$45,000	\$135,000	
2017 F350 w/plow replacement	\$13,653	\$15,000	\$15,000	\$15,000	\$0	\$0	\$58,653	
2017 Volvo Loader	\$29,341	\$0	\$0	\$0	\$0	\$0	\$29,341	
2020 Massey-Ferguson Tractor/Mower	\$23,805	\$23,365	\$22,926	\$22,483	\$0	\$0	\$92,579	
2012 John Deere Excavator	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2021 John Deere Grader	\$30,502	\$30,502	\$30,502	\$30,502	\$0	\$0	\$122,008	
Flabed Truck	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Unallocated Fund Balance	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000	
<b>Equipment Total:</b>	\$149,059	\$118,867	\$118,428	\$162,985	\$135,000	\$115,000	\$799,338	
<b>Total Highway:</b>	\$454,059	\$423,867	\$423,428	\$467,985	\$440,000	\$420,000	\$1,939,338	
<b>POLICE</b>								
<b>Equipment</b>								
2021 Dodge Durango	\$16,000	\$16,000	\$0	\$0	\$0	\$0	\$32,000	
2021 Dodge Durango	\$16,000	\$16,000	\$0	\$0	\$0	\$0	\$32,000	
2018 Ford Interceptor Replacement	\$0	\$0	\$16,000	\$16,000	\$16,000	\$16,000	\$48,000	
2018 Chevy Tahoe Replacement	\$0	\$0	\$16,000	\$16,000	\$16,000	\$16,000	\$64,000	
Mobile Technology Replacement Fund	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000	
<b>Equipment Total:</b>	\$42,000	\$42,000	\$42,000	\$42,000	\$42,000	\$26,000	\$236,000	
<b>Facilities</b>								
Technology	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000	
Police Facility - Upgrades	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000	
Retrofits/Removals	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$12,000	
<b>Facilities Total:</b>	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000	\$102,000	
Unallocated fund balance	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000	
<b>Total Police:</b>	\$64,000	\$64,000	\$64,000	\$64,000	\$64,000	\$48,000	\$338,000	
<b>FIRE</b>								
<b>Vehicles</b>								
Med 100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Engine 2	\$0	\$50,000	\$150,000	\$150,000	\$150,000	\$150,000	\$650,000	
Engine 3	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$0	\$400,000	

See summary and narrative for detail, totals.



TOWN OF HINESBURG, VT - Capital Improvement Plan FY24-FY28

		Proposed						
	FY23 Budget	FY24 Budget	FY25 Plan	FY26 Plan	FY27 Plan	FY28 Plan	FY23-FY28 TOTAL	
<i>See summary and narrative for detail, totals.</i>								
<b>Total Recreation:</b>	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$60,000	
<b>CEMETERY</b>								
Repair & Maintenance Projects	\$5,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$55,000	
<b>Total Cemetery:</b>	\$5,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$55,000	
<b>TECHNOLOGY</b>								
Audio/Visual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Town website	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$6,000	
Town Server	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$18,000	
<b>Total Technology:</b>	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$24,000	
<b>GENERAL GOVERNMENT</b>								
Zoning Regulations	\$3,500	\$3,500	\$3,500	\$500	\$500	\$500	\$12,000	
<b>Total General Government:</b>	\$3,500	\$3,500	\$3,500	\$500	\$500	\$500	\$12,000	
<b>STORMWATER</b>								
Stormwater Permit (Roads) Assessment	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$45,000	
<b>Total Stormwater:</b>	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$45,000	
<b>UNALLOCATED FUND BALANCE</b>	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000	
<b>TOTAL</b>	\$726,778	\$761,867	\$861,428	\$907,985	\$930,000	\$818,000	\$2,350,073	

+35,089

10/28/22  
09:37 am

Town of Hinesburg Payroll  
Posting Register Report

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Printed Checks Pay 10/25/22-10/27/22 All Employees By Employee

Dept	Employee	Sequence	PR	Ending				
Description	Units	Rate	Amount	Job	Work	G/L	Account	
-----								
ALEXANDER	ALEXANDER, JOHN C., JR		37577	10/26/22				
Check Date: 10/27/22 Check Number: E 16386								
H1:W/WW OPER I	40.00 Hrs	33.4800	1339.20			330-5331-10.00	SALARIES	
H3:ON-CALL PAY	7.00 Hrs	16.8000	117.60			330-5331-10.00	SALARIES	
OT:OVERTIME	1.00 Hrs	50.2200	50.22			330-5331-10.00	SALARIES	
Total	Hrs: 48.00	Gross: 1507.02	Net: 1507.02					
ANTHONMI	ANTHONY, MICHAEL W.		37578	10/26/22				
Check Date: 10/27/22 Check Number: E 16387								
G4:INS OPT OUT			140.29			440-9705-10.00	OPT OUT INSUR PAY	
H1:HIGHWAY PAY	40.00 Hrs	35.5900	1423.60			440-5100-10.00	HIGHWAY SALARIES	
OT:OVERTIME	4.00 Hrs	53.3850	213.54			440-5100-10.00	HIGHWAY SALARIES	
Total	Hrs: 44.00	Gross: 1777.43	Net: 1777.43					
BAKER N	BAKER, NICHOLAS R.		37579	10/26/22				
Check Date: 10/27/22 Check Number: E 16388								
G4:INS OPT OUT			84.15			440-9705-10.00	OPT OUT INSUR PAY	
H1:FIRE CHIEF P	24.00 Hrs	36.0000	864.00			440-4500-10.10	EMS/FIRE PAY	
Total	Hrs: 24.00	Gross: 948.15	Net: 948.15					
BEAUCHEM	BEAUCHEMIN, JUSTIN R.		37580	10/26/22				
Check Date: 10/27/22 Check Number: E 16389								
H1:FIRE AEMT	42.50 Hrs	22.8400	970.70			440-4500-10.10	EMS/FIRE PAY	
Total	Hrs: 42.50	Gross: 970.70	Net: 970.70					
BRYANFRA	BRYAN, FRANK M.		37581	10/26/22				
Check Date: 10/27/22 Check Number: E 16390								
H1:POLICE PAY	16.00 Hrs	30.9000	494.40			440-4151-10.00	POLICE SALARIES	
L1:CTO PAY	24.00 Hrs	30.9000	741.60			440-4151-10.00	POLICE SALARIES	
Total	Hrs: 40.00	Gross: 1236.00	Net: 1236.00					
CAMBRIDGE	CAMBRIDGE, ANTHONY S.		37582	10/26/22				
Check Date: 10/27/22 Check Number: E 16391								
H1:POLICE OFFIC	40.00 Hrs	44.2900	1771.60			440-4151-10.00	POLICE SALARIES	
Total	Hrs: 40.00	Gross: 1771.60	Net: 1771.60					
CYPESMIT	CYPES, MITCHEL S.		37583	10/26/22				
Check Date: 10/27/22 Check Number: E 16392								
G4:INS OPT OUT			140.29			440-9705-10.00	OPT OUT INSUR PAY	
H1:ZONING ADMIN	40.00 Hrs	27.5200	1100.80			440-3600-11.00	PLANNING/ZONING SALARY	
Total	Hrs: 40.00	Gross: 1241.09	Net: 1241.09					
FLANSBURG	FLANSBURG, BRETT P.		37584	10/26/22				
Check Date: 10/27/22 Check Number: E 16394								
H1:POLICE PAY	36.50 Hrs	35.0000	1277.50			440-4151-10.00	POLICE SALARIES	
Total	Hrs: 36.50	Gross: 1277.50	Net: 1277.50					
REC GIROUXTOM	GIROUX, TOM		37597	10/26/22				
Check Date: 10/27/22 Check Number: E 16395								
H1:REC DEPT AST	8.00 Hrs	19.5700	156.56			440-5600-10.00	REC DEPT PAY	

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Town of Hinesburg Payroll  
Posting Register Report  
Printed Checks Pay 10/25/22-10/27/22 All Employees By Employee

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Dept	Employee	Description	Units	Rate	Sequence	PR	Ending	Job	Work	G/L	Account
-----											
Total	Hrs: 8.00	Gross: 156.56	Net: 156.56								
	GRAY MATT	GRAY, MATTHEW I.			37585	10/26/22					
Check Date: 10/27/22 Check Number: E 16396											
G4:	INS	OPT OUT			140.29			440-9705-10.00	OPT OUT INSUR PAY		
H1:	WATER/WW	PAY	40.00	Hrs	23.4000	936.00		330-5331-10.00	SALARIES		
OT:	OVERTIME		1.00	Hrs	35.1000	35.10		330-5331-10.00	SALARIES		
Total	Hrs: 41.00	Gross: 1111.39	Net: 1111.39								
	GROSSMAN	DUBIN GROSSMAN, JOY			37586	10/26/22					
Check Date: 10/27/22 Check Number: E 16393											
G4:	INS	OPT OUT			140.29			440-9705-10.00	OPT OUT INSUR PAY		
H1:	ASST TOWN AD		36.00	Hrs	34.6600	1247.76		440-3200-10.00	TOWN MANAGER SALARY		
H2:	WATER/SEWER		4.00	Hrs	34.6600	138.64		330-5331-10.00	SALARIES		
Total	Hrs: 40.00	Gross: 1526.69	Net: 1526.69								
	HULSHOFJ	HULSHOF, JEREMY B.			37587	10/26/22					
Check Date: 10/27/22 Check Number: E 16397											
H1:	POLICE OFFIC		40.00	Hrs	31.9300	1277.20		440-4151-10.00	POLICE SALARIES		
Total	Hrs: 40.00	Gross: 1277.20	Net: 1277.20								
	JARVISJIM	JARVIS, JAMES L.			37588	10/26/22					
Check Date: 10/27/22 Check Number: E 16398											
G4:	INS	OPT OUT			70.15			440-9705-10.00	OPT OUT INSUR PAY		
H1:	ZONING ADMIN		21.50	Hrs	22.6600	487.19		440-3600-11.00	PLANNING/ZONING SALARY		
Total	Hrs: 21.50	Gross: 557.34	Net: 557.34								
	LOWITT D	LOWITT, DAVID M.			37599	10/26/22					
Check Date: 10/27/22 Check Number: E 16399											
HE:	EMS COVERAGE		24.00	Hrs	10.0000	240.00		440-4500-10.00	FIRE/RESC CALL REIMBURSE		
HR:	FIRE&RESCUE		4.00	Hrs	16.0000	64.00		440-4500-10.00	FIRE/RESC CALL REIMBURSE		
HT:	FIRE TRAININ		21.50	Hrs	10.0000	215.00		440-4500-10.00	FIRE/RESC CALL REIMBURSE		
Total	Hrs: 49.50	Gross: 519.00	Net: 519.00								
	MCCUINJEN	MCCUIN, JENNIFER			37589	10/26/22					
Check Date: 10/27/22 Check Number: E 16400											
G4:	INS	OPT OUT			105.22			440-9705-10.00	OPT OUT INSUR PAY		
H1:	REC DIRECTO		30.00	Hrs	25.0000	750.00		440-5600-10.00	REC DEPT PAY		
Total	Hrs: 30.00	Gross: 855.22	Net: 855.22								
	MUSUMECI	MUSUMECI, DOMINIC			37590	10/26/22					
Check Date: 10/27/22 Check Number: E 16401											
H1:	HWY MAINT II		40.00	Hrs	28.6700	1146.80		440-5100-10.00	HIGHWAY SALARIES		
Total	Hrs: 40.00	Gross: 1146.80	Net: 1146.80								
	ODIT TODD	ODIT, TODD R.			37591	10/26/22					
Check Date: 10/27/22 Check Number: E 16402											
G4:	INS	OPT OUT			140.29			440-9705-10.00	OPT OUT INSUR PAY		
H1:	TOWN MANAGER		32.00	Hrs	56.9500	1822.40		440-3200-10.00	TOWN MANAGER SALARY		
H2:	WATER/WW		6.00	Hrs	56.9500	341.70		330-5331-10.00	SALARIES		



10/28/22  
09:37 am

Town of Hinesburg Payroll  
Posting Register Report  
Printed Checks Pay 10/25/22-10/27/22 All Employees By Employee

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Dept	Employee	Sequence	PR	Ending		
Description	Units	Rate	Amount	Job	Work	G/L Account
L1:CTO PAY	2.00 Hrs	56.9500	113.90			440-3200-10.00 TOWN MANAGER SALARY
R1:REIMBURSEMEN			77.50			440-3200-40.00 PROFESSIONAL DEVELOPMT
<b>Total</b>	<b>Hrs: 40.00</b>	<b>Gross: 2418.29</b>	<b>Reim: 77.50</b>	<b>Net: 2495.79</b>		
PETERSON	PETERSON, DANIELLE E.		37592	10/26/22		
Check Date: 10/27/22 Check Number: E 16403						
H1:P&Z ASSISTAN	16.00 Hrs	18.0000	288.00			440-3600-11.00 PLANNING/ZONING SALARY
<b>Total</b>	<b>Hrs: 16.00</b>	<b>Gross: 288.00</b>	<b>Net: 288.00</b>			
ROBERTS H	ROBERTS, HEATHER J.		37593	10/26/22		
Check Date: 10/27/22 Check Number: E 16404						
H1:CLERK/TREAS	24.00 Hrs	24.1600	579.84			440-3400-10.00 CLERK/TREAS SALARIES
H2:W&S PAY	16.00 Hrs	24.1600	386.56			330-5331-10.00 SALARIES
<b>Total</b>	<b>Hrs: 40.00</b>	<b>Gross: 966.40</b>	<b>Net: 966.40</b>			
ROSSME	ROSS, MELISSA B.		37594	10/26/22		
Check Date: 10/27/22 Check Number: E 16405						
H2:TOWN CLERK	36.00 Hrs	37.2500	1341.00			440-3400-10.00 CLERK/TREAS SALARIES
H3:WATER/WW	4.00 Hrs	37.2500	149.00			330-5331-10.00 SALARIES
<b>Total</b>	<b>Hrs: 40.00</b>	<b>Gross: 1490.00</b>	<b>Net: 1490.00</b>			
SHORTERIK	SHORT, ERIK M.		37595	10/26/22		
Check Date: 10/27/22 Check Number: E 16406						
G4:INS OPT OUT			140.29			440-9705-10.00 OPT OUT INSUR PAY
H1:FIRE/EMT	42.50 Hrs	22.8400	970.70			440-4500-10.10 EMS/FIRE PAY
<b>Total</b>	<b>Hrs: 42.50</b>	<b>Gross: 1110.99</b>	<b>Net: 1110.99</b>			
SUTLEY N	SUTLEY, NICHOLAS J.		37576	10/26/22		
Check Date: 10/27/22 Check Number: E 16407						
G1:ANIMAL CONTR			250.00			440-4151-90.10 ANIMAL CONTROL EXP
<b>Total</b>	<b>Gross: 250.00</b>	<b>Net: 250.00</b>				
THOMAS A	THOMAS, ANDREW M.		37598	10/26/22		
Check Date: 10/27/22 Check Number: E 16408						
H1:POLICE OFFIC	17.00 Hrs	24.0000	408.00			440-4151-10.00 POLICE SALARIES
<b>Total</b>	<b>Hrs: 17.00</b>	<b>Gross: 408.00</b>	<b>Net: 408.00</b>			
WEINHAGA	WEINHAGEN, ALEXANDER C.		37596	10/26/22		
Check Date: 10/27/22 Check Number: E 16409						
H1:PLANNING DIR	28.00 Hrs	36.9200	1033.76			440-3600-11.00 PLANNING/ZONING SALARY
L1:CTO PAY	12.00 Hrs	36.9200	443.04			440-3600-11.00 PLANNING/ZONING SALARY
<b>Total</b>	<b>Hrs: 40.00</b>	<b>Gross: 1476.80</b>	<b>Net: 1476.80</b>			

10/28/22  
09:37 am

Town of Hinesburg Payroll  
Posting Register Report

Printed Checks Pay 10/25/22-10/27/22 All Employees By Employee

Report totals	Hours Used		
Gross income	26,288.17		
CTO	1,298.54	38.000	0.000 Inc. in Gross
Reimbursement 1	77.50		

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Net income 26,365.67 (0 checks 24 e-checks.)

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Total hours 820.50  
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Printed Checks Pay 10/18/22-10/20/22 All Employees By Employee

Dept Employee	Sequence	PR	Ending				
Description	Units	Rate	Amount	Job	Work	G/L	Account
ALEXANDER ALEXANDER, JOHN C., JR			37552				10/19/22
Check Date: 10/20/22 Check Number: E 16362							
H1:W/WW OPER I	40.00 Hrs	33.4800	1339.20			330-5331-10.00	SALARIES
H3:ON-CALL PAY	7.00 Hrs	16.8000	117.60			330-5331-10.00	SALARIES
OT:OVERTIME	6.00 Hrs	50.2200	301.32			330-5331-10.00	SALARIES
R1:REIMBURSEMEN			45.00			330-5331-77.00	TELEPHONE
Total	Hrs: 53.00	Gross: 1758.12	Reim: 45.00				Net: 1803.12
ANTHONMI ANTHONY, MICHAEL W.			37553				10/19/22
Check Date: 10/20/22 Check Number: E 16363							
G4:INS OPT OUT			140.29			440-9705-10.00	OPT OUT INSUR PAY
H1:HIGHWAY PAY	40.00 Hrs	35.5900	1423.60			440-5100-10.00	HIGHWAY SALARIES
OT:OVERTIME	4.00 Hrs	53.3850	213.54			440-5100-10.00	HIGHWAY SALARIES
R1:REIMBURSEMEN			45.00			440-5310-77.00	HW BLDG TELEPHONE
Total	Hrs: 44.00	Gross: 1777.43	Reim: 45.00				Net: 1822.43
BAKER N BAKER, NICHOLAS R.			37554				10/19/22
Check Date: 10/20/22 Check Number: E 16364							
G4:INS OPT OUT			84.15			440-9705-10.00	OPT OUT INSUR PAY
H1:FIRE CHIEF P	24.00 Hrs	36.0000	864.00			440-4500-10.10	EMS/FIRE PAY
Total	Hrs: 24.00	Gross: 948.15	Net: 948.15				
BEAUCHEM BEAUCHEMIN, JUSTIN R.			37555				10/19/22
Check Date: 10/20/22 Check Number: E 16365							
H1:FIRE AEMT	42.50 Hrs	22.8400	970.70			440-4500-10.10	EMS/FIRE PAY
Total	Hrs: 42.50	Gross: 970.70	Net: 970.70				
BENOITDUS BENOIT, DUSTIN L.			37525				10/17/22
Check Date: 10/18/22 Check Number: E 16335							
HR:FIRE&RESCUE	4.00 Hrs	15.0000	60.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total	Hrs: 4.00	Gross: 60.00	Net: 60.00				
BLANCKK BLANCK, KENDALL A.			37526				10/17/22
Check Date: 10/18/22 Check Number: E 16336							
HE:EMS COVERAGE	8.00 Hrs	10.0000	80.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
HR:FIRE&RESCUE	3.00 Hrs	16.0000	48.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
	4.50 Hrs	10.0000	45.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total	Hrs: 15.50	Gross: 173.00	Net: 173.00				
BROOKMAN BROOKMAN, JACOB L.			37527				10/17/22
Check Date: 10/18/22 Check Number: E 16337							
HE:EMS COVERAGE	12.00 Hrs	10.0000	120.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
HR:FIRE&RESCUE	2.00 Hrs	16.0000	32.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
HT:FIRE TRAININ	6.00 Hrs	10.0000	60.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total	Hrs: 20.00	Gross: 212.00	Net: 212.00				
BRYANFRA BRYAN, FRANK M.			37556				10/19/22
Check Date: 10/20/22 Check Number: E 16366							
H1:POLICE PAY	40.00 Hrs	30.9000	1236.00			440-4151-10.00	POLICE SALARIES
OT:OVERTIME	6.00 Hrs	46.3500	278.10			440-4151-10.00	POLICE SALARIES

Printed Checks Pay 10/18/22-10/20/22 All Employees By Employee

Dept	Employee	Sequence	PR	Ending			
Description	Units	Rate	Amount	Job	Work	G/L	Account
-----							
Total	Hrs: 46.00	Gross: 1514.10	Net: 1514.10				
CAMBRIDGE	CAMBRIDGE, ANTHONY S.		37557	10/19/22			
Check Date: 10/20/22 Check Number: E 16367							
H1:POLICE OFFIC	24.00 Hrs	44.2900	1062.96			440-4151-10.00	POLICE SALARIES
L1:CTO	16.00 Hrs	44.2900	708.64			440-4151-10.00	POLICE SALARIES
Total	Hrs: 40.00	Gross: 1771.60	Net: 1771.60				
CHARBLUC	CHARBONNEAU, LUCAS W.		37529	10/17/22			
Check Date: 10/18/22 Check Number: E 16339							
HE:EMS COVERAGE	4.00 Hrs	10.0000	40.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
HR:FIRE&RESC	10.00 Hrs	19.0000	190.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
HT:FIRE TRAININ	6.00 Hrs	10.0000	60.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total	Hrs: 20.00	Gross: 290.00	Net: 290.00				
CHARBOKAT	CHARBONNEAU, KATIE A.		37528	10/17/22			
Check Date: 10/18/22 Check Number: E 16338							
HE:EMS COVERAGE	2.00 Hrs	10.0000	20.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
HR:FIRE&RESCUE	3.00 Hrs	16.0000	48.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
HT:FIRE TRAININ	6.00 Hrs	10.0000	60.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total	Hrs: 11.00	Gross: 128.00	Net: 128.00				
CONTOISCO	CONTOIS, CONNOR M.		37530	10/17/22			
Check Date: 10/18/22 Check Number: E 16340							
HR:FIRE&RESCUE	1.00 Hrs	17.0000	17.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total	Hrs: 1.00	Gross: 17.00	Net: 17.00				
COONRADT	COONRADT, AMY A.		37558	10/19/22			
Check Date: 10/20/22 Check Number: E 16368							
H1:RECORDING SE	5.50 Hrs	17.0000	93.50			440-3600-11.00	PLANNING/ZONING SALARY
Total	Hrs: 5.50	Gross: 93.50	Net: 93.50				
CYPESMIT	CYPES, MITCHEL S.		37559	10/19/22			
Check Date: 10/20/22 Check Number: E 16369							
G4:INS OPT OUT			140.29			440-9705-10.00	OPT OUT INSUR PAY
H1:ZONING ADMIN	40.00 Hrs	27.5200	1100.80			440-3600-11.00	PLANNING/ZONING SALARY
Total	Hrs: 40.00	Gross: 1241.09	Net: 1241.09				
DUNSTAN A	DUNSTAN, ALEXANDRA R.		37531	10/17/22			
Check Date: 10/18/22 Check Number: E 16341							
HE:EMS COVERAGE	4.00 Hrs	10.0000	40.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
HR:FIRE&RESCUE	1.00 Hrs	14.0000	14.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
HT:FIRE TRAININ	1.50 Hrs	10.0000	15.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total	Hrs: 6.50	Gross: 69.00	Net: 69.00				
ESTEYDAVE	ESTEY, DAVE		37532	10/17/22			
Check Date: 10/18/22 Check Number: E 16342							
HR:FIRE&RESCUE	13.00 Hrs	20.0000	260.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
HT:FIRE TRAININ	1.50 Hrs	10.0000	15.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total	Hrs: 14.50	Gross: 275.00	Net: 275.00				

Printed Checks Pay 10/18/22-10/20/22 All Employees By Employee

Dept	Employee	Sequence	PR	Ending			
Description	Units	Rate	Amount	Job	Work	G/L	Account
-----							
FLANSBURG	FLANSBURG, BRETT P.		37560	10/19/22			
Check Date: 10/20/22 Check Number: E 16371							
H1:POLICE PAY	40.00 Hrs	35.0000	1400.00			440-4151-10.00	POLICE SALARIES
OT:OVERTIME	2.00 Hrs	52.5000	105.00			440-4151-10.00	POLICE SALARIES
Total	Hrs: 42.00	Gross: 1505.00	Net: 1505.00				
REC GIROUXTOM	GIROUX, TOM		37575	10/19/22			
Check Date: 10/20/22 Check Number: E 16372							
H1:REC DEPT AST	20.50 Hrs	19.5700	401.19			440-5600-10.00	REC DEPT PAY
R1:REIMBURSEMEN			65.90			440-5600-80.00	REC FACILITIES MAINT
Total	Hrs: 20.50	Gross: 401.19	Reim: 65.90	Net: 467.09			
GRAY MATT	GRAY, MATTHEW I.		37561	10/19/22			
Check Date: 10/20/22 Check Number: E 16373							
G4:INS OPT OUT			140.29			440-9705-10.00	OPT OUT INSUR PAY
H1:WATER/WW PAY	40.00 Hrs	23.4000	936.00			330-5331-10.00	SALARIES
Total	Hrs: 40.00	Gross: 1076.29	Net: 1076.29				
GROSSMAN	DUBIN GROSSMAN, JOY		37562	10/19/22			
Check Date: 10/20/22 Check Number: E 16370							
G4:INS OPT OUT			140.29			440-9705-10.00	OPT OUT INSUR PAY
H1:ASST TOWN AD	36.00 Hrs	34.6600	1247.76			440-3200-10.00	TOWN MANAGER SALARY
H2:WATER/SEWER	4.00 Hrs	34.6600	138.64			330-5331-10.00	SALARIES
R1:REIMBURSEMEN			45.00			440-5360-77.00	PHONE/FAX/INTERNET
Total	Hrs: 40.00	Gross: 1526.69	Reim: 45.00	Net: 1571.69			
HATHAWAYJ	HATHAWAY, JEFFREY A.		37533	10/17/22			
Check Date: 10/18/22 Check Number: E 16343							
HE:EMS COVERAGE	8.00 Hrs	10.0000	80.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total	Hrs: 8.00	Gross: 80.00	Net: 80.00				
HESFORD	HESFORD, JOHN D.		37534	10/17/22			
Check Date: 10/18/22 Check Number: E 16344							
HE:EMS COVERAGE	16.00 Hrs	10.0000	160.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
HR:FIRE&RESCUE	3.00 Hrs	14.0000	42.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
HT:FIRE TRAININ	6.00 Hrs	10.0000	60.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total	Hrs: 25.00	Gross: 262.00	Net: 262.00				
HULSHOFJ	HULSHOF, JEREMY B.		37563	10/19/22			
Check Date: 10/20/22 Check Number: E 16374							
H1:POLICE OFFIC	40.00 Hrs	31.9300	1277.20			440-4151-10.00	POLICE SALARIES
OT:OVERTIME	6.00 Hrs	47.8950	287.37			440-4151-10.00	POLICE SALARIES
Total	Hrs: 46.00	Gross: 1564.57	Net: 1564.57				
JARVISJIM	JARVIS, JAMES L.		37564	10/19/22			
Check Date: 10/20/22 Check Number: E 16375							
G4:INS OPT OUT			70.15			440-9705-10.00	OPT OUT INSUR PAY
H1:ZONING ADMIN	20.50 Hrs	22.6600	464.53			440-3600-11.00	PLANNING/ZONING SALARY
Total	Hrs: 20.50	Gross: 534.68	Net: 534.68				



Printed Checks Pay 10/18/22-10/20/22 All Employees By Employee

Dept	Employee	Sequence	PR	Ending			
Description	Units	Rate	Amount	Job	Work	G/L	Account
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JONES G	JONES, GRAHAM B.		37565	10/19/22			
Check Date: 10/20/22 Check Number: E 16376							
H1:POLICE PAY	18.00 Hrs	24.0000	432.00			440-4151-10.00	POLICE SALARIES
Total	Hrs: 18.00	Gross: 432.00	Net: 432.00				
LEBEAU N	LEBEAU, NICHOLAS J.		37535	10/17/22			
Check Date: 10/18/22 Check Number: E 16345							
HR:FIRE&RESCUE	7.00 Hrs	17.0000	119.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total	Hrs: 7.00	Gross: 119.00	Net: 119.00				
LOFTUS S	LOFTUS, SCOTT L., JR		37536	10/17/22			
Check Date: 10/18/22 Check Number: E 16346							
HT:FIRE TRAININ	1.50 Hrs	10.0000	15.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total	Hrs: 1.50	Gross: 15.00	Net: 15.00				
MCCUINJEN	MCCUIN, JENNIFER		37566	10/19/22			
Check Date: 10/20/22 Check Number: E 16377							
G4:INS OPT OUT			105.22			440-9705-10.00	OPT OUT INSUR PAY
H1: REC DIRECTO	30.00 Hrs	25.0000	750.00			440-5600-10.00	REC DEPT PAY
R1:PHONE REIMB			33.75			440-5360-77.00	PHONE/FAX/INTERNET
Total	Hrs: 30.00	Gross: 855.22	Reim: 33.75	Net: 888.97			
MOORE J	MOORE, JOSEPH A.		37537	10/17/22			
Check Date: 10/18/22 Check Number: E 16347							
HR:FIRE&RESCUE	1.00 Hrs	16.0000	16.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total	Hrs: 1.00	Gross: 16.00	Net: 16.00				
MUSUMECI	MUSUMECI, DOMINIC		37567	10/19/22			
Check Date: 10/20/22 Check Number: E 16378							
H1:HWY MAINT II	40.00 Hrs	28.6700	1146.80			440-5100-10.00	HIGHWAY SALARIES
Total	Hrs: 40.00	Gross: 1146.80	Net: 1146.80				
NATERAS S	NATERAS, STEPHANIE		37538	10/17/22			
Check Date: 10/18/22 Check Number: E 16348							
HE:EMS COVERAGE	4.00 Hrs	10.0000	40.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
HR:FIRE&RESCUE	1.00 Hrs	16.0000	16.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
HT:FIRE TRAININ	3.50 Hrs	10.0000	35.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total	Hrs: 8.50	Gross: 91.00	Net: 91.00				
ODIT TODD	ODIT, TODD R.		37568	10/19/22			
Check Date: 10/20/22 Check Number: E 16379							
G4:INS OPT OUT			140.29			440-9705-10.00	OPT OUT INSUR PAY
H1:TOWN MANAGER	32.00 Hrs	56.9500	1822.40			440-3200-10.00	TOWN MANAGER SALARY
H2:WATER/WW	6.00 Hrs	56.9500	341.70			330-5331-10.00	SALARIES
L1:CTO PAY	2.00 Hrs	56.9500	113.90			440-3200-10.00	TOWN MANAGER SALARY
Total	Hrs: 40.00	Gross: 2418.29	Net: 2418.29				
PETERSON	PETERSON, DANIELLE E.		37569	10/19/22			
Check Date: 10/20/22 Check Number: E 16380							
H1:P&Z ASSISTAN	15.00 Hrs	18.0000	270.00			440-3600-11.00	PLANNING/ZONING SALARY

Dept	Employee	Description	Units	Rate	Sequence	PR	Ending	Job	Work	G/L	Account
Total			Hrs: 15.00	Gross: 270.00	Net: 270.00						
	PORTERLYN PORTER, LYN M.				37539		10/17/22				
Check Date: 10/18/22			Check Number: E 16349								
HE:EMS COVERAGE		12.00	Hrs	10.0000			120.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total			Hrs: 12.00	Gross: 120.00	Net: 120.00						
	ROBERTELL ROBERTELLO, LAURA A.				37540		10/17/22				
Check Date: 10/18/22			Check Number: E 16350								
HT:FIRE TRAININ		4.00	Hrs	10.0000			40.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total			Hrs: 4.00	Gross: 40.00	Net: 40.00						
	ROBERTS H ROBERTS, HEATHER J.				37570		10/19/22				
Check Date: 10/20/22			Check Number: E 16381								
H1:CLERK/TREAS		23.00	Hrs	24.1600			555.68			440-3400-10.00	CLERK/TREAS SALARIES
H2:W&S PAY		16.00	Hrs	24.1600			386.56			330-5331-10.00	SALARIES
L2:COMP TIME		1.00	Hrs	24.1600			24.16			440-3400-10.00	CLERK/TREAS SALARIES
Total			Hrs: 40.00	Gross: 966.40	Net: 966.40						
	ROSSME ROSS, MELISSA B.				37571		10/19/22				
Check Date: 10/20/22			Check Number: E 16382								
H2:TOWN CLERK		36.00	Hrs	37.2500			1341.00			440-3400-10.00	CLERK/TREAS SALARIES
H3:WATER/WW		4.00	Hrs	37.2500			149.00			330-5331-10.00	SALARIES
Total			Hrs: 40.00	Gross: 1490.00	Net: 1490.00						
	SHEA KATH SHEA, KATHLEEN A.				37541		10/17/22				
Check Date: 10/18/22			Check Number: E 16351								
HE:EMS COVERAGE		6.00	Hrs	10.0000			60.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
HR:FIRE&RESCUE		1.00	Hrs	15.0000			15.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total			Hrs: 7.00	Gross: 75.00	Net: 75.00						
	SHORTERIK SHORT, ERIK M.				37572		10/19/22				
Check Date: 10/20/22			Check Number: E 16383								
G4:INS OPT OUT							140.29			440-9705-10.00	OPT OUT INSUR PAY
H1:FIRE/EMT		42.50	Hrs	22.8400			970.70			440-4500-10.10	EMS/FIRE PAY
OT:OVERTIME		3.00	Hrs	34.2600			102.78			440-4500-10.10	EMS/FIRE PAY
Total			Hrs: 45.50	Gross: 1213.77	Net: 1213.77						
	SOUTHWELL SOUTHWELL, JEREMY J.				37542		10/17/22				
Check Date: 10/18/22			Check Number: E 16352								
HR:FIRE&RESCUE		11.00	Hrs	18.0000			198.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
HT:FIRE TRAININ		6.00	Hrs	10.0000			60.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total			Hrs: 17.00	Gross: 258.00	Net: 258.00						
	SPIVACK SPIVACK, ERIC				37543		10/17/22				
Check Date: 10/18/22			Check Number: E 16353								
HR:FIRE&RESCUE		20.00	Hrs	20.0000			400.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
HT:FIRE TRAININ		6.00	Hrs	10.0000			60.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total			Hrs: 26.00	Gross: 460.00	Net: 460.00						

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Town of Hinesburg Payroll  
Posting Register Report  
Printed Checks Pay 10/18/22-10/20/22 All Employees By Employee

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Dept Employee	Sequence	PR	Ending				
Description	Units	Rate	Amount	Job	Work	G/L	Account
-----							
STEELE C STEELE, CAMERON J.			37544	10/17/22			
Check Date: 10/18/22	Check Number: E	16354					
HR:FIRE&RESCUE	1.00 Hrs	14.0000	14.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
HT:FIRE TRAININ	4.00 Hrs	10.0000	40.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total	Hrs: 5.00	Gross: 54.00	Net: 54.00				
STEELE CH STEELE, CHELSEY A.			37545	10/17/22			
Check Date: 10/18/22	Check Number: E	16355					
HR:FIRE&RESCUE	1.00 Hrs	14.0000	14.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
HT:FIRE TRAININ	2.50 Hrs	10.0000	25.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total	Hrs: 3.50	Gross: 39.00	Net: 39.00				
STEELE J STEELE, JEREMY W.			37546	10/17/22			
Check Date: 10/18/22	Check Number: E	16356					
HE:EMS COVERAGE	8.00 Hrs	10.0000	80.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
HR:FIRE&RESCUE	3.00 Hrs	16.0000	48.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
HT:FIRE TRAININ	6.00 Hrs	10.0000	60.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total	Hrs: 17.00	Gross: 188.00	Net: 188.00				
THOMAS A THOMAS, ANDREW M.			37573	10/19/22			
Check Date: 10/20/22	Check Number: E	16384					
H1:POLICE OFFIC	60.00 Hrs	24.0000	1440.00			440-4151-10.00	POLICE SALARIES
Total	Hrs: 60.00	Gross: 1440.00	Net: 1440.00				
WAITE ED WAITE, EDWARD			37547	10/17/22			
Check Date: 10/18/22	Check Number: E	16357					
HR:FIRE&RESCUE	11.00 Hrs	19.0000	209.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
HT:FIRE TRAININ	1.50 Hrs	10.0000	15.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total	Hrs: 12.50	Gross: 224.00	Net: 224.00				
WAITE SH WAITE, SHAYNE M.			37549	10/17/22			
Check Date: 10/18/22	Check Number: E	16359					
HR:FIRE&RESCUE	1.00 Hrs	14.0000	14.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
HT:FIRE TRAININ	3.50 Hrs	10.0000	35.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total	Hrs: 4.50	Gross: 49.00	Net: 49.00				
WAITEMEAD WAITE, MEADOW			37548	10/17/22			
Check Date: 10/18/22	Check Number: E	16358					
HR:FIRE&RESCUE	1.00 Hrs	14.0000	14.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
HT:FIRE TRAININ	6.00 Hrs	10.0000	60.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE
Total	Hrs: 7.00	Gross: 74.00	Net: 74.00				
WEINHAGA WEINHAGEN, ALEXANDER C.			37574	10/19/22			
Check Date: 10/20/22	Check Number: E	16385					
H1:PLANNING DIR	40.00 Hrs	36.9200	1476.80			440-3600-11.00	PLANNING/ZONING SALARY
Total	Hrs: 40.00	Gross: 1476.80	Net: 1476.80				
WHITE DOM WHITE, DOMINIC A.			37550	10/17/22			
Check Date: 10/18/22	Check Number: E	16360					
HR:FIRE&RESCUE	3.00 Hrs	14.0000	42.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE

10/28/22  
09:36 am

Town of Hinesburg Payroll  
Posting Register Report  
Printed Checks Pay 10/18/22-10/20/22 All Employees By Employee

Page 7 of 8  
todit

Dept Employee				Sequence	PR	Ending			
Description	Units		Rate	Amount	Job	Work	G/L	Account	
-----									
Total	Hrs: 3.00	Gross: 42.00	Net: 42.00						
WHITE ETH	WHITE, ETHAN P.			37551	10/17/22				
Check Date: 10/18/22 Check Number: E 16361									
HR:FIRE&RESCUE	8.00 Hrs		14.0000	112.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE	
HT:FIRE TRAININ	1.50 Hrs		10.0000	15.00			440-4500-10.00	FIRE/RESC CALL REIMBURSE	
Total	Hrs: 9.50	Gross: 127.00	Net: 127.00						

10/28/22  
09:36 am

Town of Hinesburg Payroll  
Posting Register Report

Printed Checks Pay 10/18/22-10/20/22 All Employees By Employee

Report totals		Hours Used	
Gross income	31,949.39		
CTO	822.54	18.000	0.000 Inc. in Gross
COMP TIM	24.16	1.000	0.000 Inc. in Gross
Reimbursement 1	234.65		

Net income 32,184.04 (0 checks 51 e-checks.)

Total hours 1,144.00

For checks For Check Acct 04 (GENERAL FUND) 39843 To 39862 10/21/2022 To 10/21/2022

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
AIRGAS	AIRGAS USA LLC	9991494764 HWY GASSES	69.50	0.00	69.50	39843	10/21/22
ATT	AT&T MOBILITY	10122022 ONBOARD IPADS	401.42	0.00	401.42	39844	10/21/22
AUBUCHON	AUBUCHON HARDWARE	SUB#1 9/22 HWY GARAGE MAINT	28.01	0.00	28.01	39845	10/21/22
AUBUCHON	AUBUCHON HARDWARE	SUB#4 9/22 POLICE STATION MAINT	69.95	0.00	69.95	39845	10/21/22
AUBUCHON	AUBUCHON HARDWARE	SUB#6 9/22 FIRE STATION MAINT	332.57	0.00	332.57	39845	10/21/22
AUBUCHON	AUBUCHON HARDWARE	TOWN 9/22 TOWN CHARGES	128.00	0.00	128.00	39845	10/21/22
					-----		
					Check Total	558.53	
BASIC	BASIC	2533371 OCT 2022 COBRA ADMIN	45.00	0.00	45.00	39846	10/21/22
CASELLA	CASELLA WASTE MANANGEMENT	3350296 HWY GARAGE TRASH	192.30	0.00	192.30	39847	10/21/22
CASELLA	CASELLA WASTE MANANGEMENT	3351961 TOWN HALL TRASH	100.63	0.00	100.63	39847	10/21/22
CASELLA	CASELLA WASTE MANANGEMENT	3352092 POLICE STATION TRASH	48.07	0.00	48.07	39847	10/21/22
CASELLA	CASELLA WASTE MANANGEMENT	3352369 LYMAN PARK	49.51	0.00	49.51	39847	10/21/22
					-----		
					Check Total	390.51	
GMP	GREEN MOUNTAIN POWER CORP	14552 10/22 OLD FIRE STATION	23.93	0.00	23.93	39848	10/21/22
GMP	GREEN MOUNTAIN POWER CORP	19252 10/22 STREET LIGHTS	513.41	0.00	513.41	39848	10/21/22
GMP	GREEN MOUNTAIN POWER CORP	28552 10/22 TOWN HALL	270.57	0.00	270.57	39848	10/21/22
GMP	GREEN MOUNTAIN POWER CORP	44552 10/22 FIRE STATION	326.73	0.00	326.73	39848	10/21/22
GMP	GREEN MOUNTAIN POWER CORP	55682 10/22 POLICE STATION	40.51	0.00	40.51	39848	10/21/22
GMP	GREEN MOUNTAIN POWER CORP	61781 10/22 REC FACILITIES	25.34	0.00	25.34	39848	10/21/22
GMP	GREEN MOUNTAIN POWER CORP	72881 10/22 SOLAR TRACKER ACCT	21.62	0.00	21.62	39848	10/21/22
					-----		
					Check Total	1222.11	
CADORETTE HENRY CADORETTE		OCT 2022 FIRE STATION CLEANING	208.00	0.00	208.00	39849	10/21/22
HS&G	HINESBURG SAND & GRAVEL CO INC	9/30/22 INV WINTER HWY SAND	19146.41	0.00	19146.41	39850	10/21/22
JACKMANS	JACKMAN'S OF BRISTOL INC	35416 HPD STATION MAINT	162.00	0.00	162.00	39851	10/21/22
GROSSMAN	JOY DUBIN GROSSMAN	10/11/22REIM OFFICE SUPPLIES	160.97	0.00	160.97	39852	10/21/22
KONICA	KONICA MINOLTA PREMIER FINANCE	484197157 POLICE STATION COPIER	535.86	0.00	535.86	39853	10/21/22
MVP	MVP HEALTH CARE INC	17317897 GROUP#431364 SUB#0001	13260.44	0.00	13260.44	39854	10/21/22
PPSS	P & P SEPTIC SERVICE INC	T-582691 PORTA POTTY HAYSTACK	120.00	0.00	120.00	39855	10/21/22
PPSS	P & P SEPTIC SERVICE INC	T-582692 HAYSTACK PORTA POTTY	120.00	0.00	120.00	39855	10/21/22
PPSS	P & P SEPTIC SERVICE INC	T-583385 PORTA POTTY REPLACEMENT	100.00	0.00	100.00	39855	10/21/22
					-----		
					Check Total	340.00	
SEVENDAYS SEVEN DAYS		224822 PUBLIC WORKS DIR ADVERT	518.50	0.00	518.50	39856	10/21/22

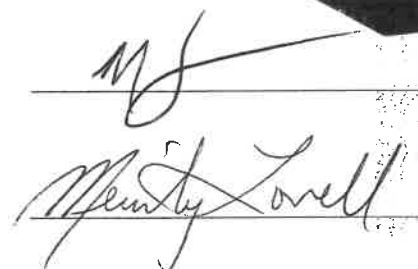


10/21/22  
10:54 am

Town of Hinesburg Accounts Payable  
Check Warrant Report # 43218 Current Prior Next FY Invoices  
For checks For Check Acct 04(GENERAL FUND) 39843 To 39862 10/21/2022 To 10/21/2022

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
STORMWAT STATE OF VERMONT DEC	HPMJDYQB45V3	HWY STORMWATER PERMIT	348.80	0.00	348.80	39857	10/21/22
STORMWAT STATE OF VERMONT DEC	HPN60P3KE6YH	HWY GARAGE PERMIT RENEWA	240.00	0.00	240.00	39857	10/21/22
					Check Total	588.80	
TECH RISK TECHNOLOGY ASSIGNED RISK	FD 2023 WC	FIRE WORKER'S COMP 2023	10045.00	0.00	10045.00	39858	10/21/22
TOWN TOWN OF HINESBURG	LIHWAP081838	ACCT#0818-38 PRICE	243.32	0.00	243.32	39859	10/21/22
UNIFIRST UNIFIRST CORPORATION	1080109625	HWY UNIFORMS	54.92	0.00	54.92	39860	10/21/22
UNITED CH UNITED CHURCH OF HINESBURG	10/19/22 INV	RENTAL PARISH HALL	100.00	0.00	100.00	39861	10/21/22
VISION VISION SERVICE PLAN	816328252	VISION CARE PLAN	249.78	0.00	249.78	39862	10/21/22
Report Total			48,301.07	0.00	48,301.07		

To the Treasurer of Hinesburg, we hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*\*\*\*48,301.07  
Let this be your order for the payments of these amounts.



Added \$1391.11 as  
I reprinted check on  
GF check