



**Town of Hinesburg**  
10632 Rte. 116  
Hinesburg, VT 05461  
[www.hinesburg.org](http://www.hinesburg.org)  
(802) 482-2281

## **SELECTBOARD AGENDA**

**April 20, 2022**

**7:00PM**

**MEETING WILL BE HELD IN-PERSON & REMOTELY  
FACE MASKS SUGGESTED FOR IN-PERSON ATTENDANCE**

Join Zoom Meeting

<https://us06web.zoom.us/j/85305413070?pwd=L1dhTUlrVXJaclDWctDWVhZz09>

Dial by your location

+1 929 205 6099 US (New York)

Meeting ID: 853 0541 3070

Passcode: 358997

Link to meeting on Media Factory: <https://www.mediafactory.org/hinesburg>

You can also view on Comcast Ch.1084

- |  |        |
|--|--------|
| 1. Meeting Call to Order   | 7:00PM |
| 2. Agenda Additions or Deletions                                 | 7:00PM |
| 3. Public Comment (for items not on the agenda)                  | 7:05PM |
| 4. Approve Minutes of 4/6/2022                                   | 7:15PM |
| 5. Affordable Housing Committee Interview – Xander Patterson     | 7:20PM |
| 6. Public Hearing – Contractor Yard Zoning Bylaw Amendments      | 7:25PM |
| 7. Consider Adoption of Contractor Yard Zoning Bylaw Amendments  | 7:35PM |
| 8. Review of Updated Police Impact Fee and Study                 | 7:45PM |
| 9. Consider Approval of Statement in Remembrance of Fern Feather | 8:00PM |
| 10. Consider Approval of St. George Fire Department Contract     | 8:05PM |
| 11. Consider Approval of Revised Police Budget Vote              | 8:10PM |
| 12. Consider Approval of Selectboard Code of Ethics              | 8:15PM |
| 13. Approve Quote for Water Filter Replacements                  | 8:25PM |
| 14. Selectboard Forum  | 8:30PM |
| 15. Town Manager Update  | 8:40PM |
| 16. Approve Warrants and Payroll                                 | 8:45PM |
| 17. Adjourn  | 8:50PM |

Questions or comments during the live broadcast? Email [selectboard@hinesburg.org](mailto:selectboard@hinesburg.org) and those questions or comments may be read during the meeting. ***All times are approximate. For meeting materials, please visit: <https://www.hinesburg.org/select-board>*** Contact the Town Manager if you have questions: [todit@hinesburg.org](mailto:todit@hinesburg.org); or 482-4206

1 **HINESBURG SELECTBOARD DRAFT**

2 April 6, 2022

3 Attending the meeting in person; Merrily Lovell, Maggie Gordon, Mike Loner, Dennis Place, Joy Dubin  
4 Grossman, Nick Baker, Eric Spivak, Natacha Liuzzi, Jackie Hickerson, Stuart Deliduka, Richard Watz, Kim  
5 Hazelrigg, George LeClair, Kristi Brown, Dan Silver, Beth A Danon, Frank Bryan, Jeremy Hulshof, Gavin  
6 Sennott, Anthony Cambridge, Caleb Casco, Ray Nails.

7 Attending the meeting remotely; Todd Odit, Tobi Schulman, Jennifer Decker, Colin Caulo, Kate Littlefield,  
8 Carl Bohlen, Allison Cleary, Monique Jackson, Morgen Decker, Alex Weinhagen, Becky Alford, Andrew  
9 Leise, Ali Martin, Michelle Jimmo, Miles Hickok, Jamie Osgood, Brett Grabowski, Erik Bailey, Val  
10 Spadaccini.

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

12 Agenda Additions or Deletions

13 None

14 Public Comment

15 Morgen D asked when the Board will be addressing the ambulance question. Merrily said the Police  
16 Budget is the priority at this time and the ambulance will be addressed at a future meeting.

17 Selectboard Forum

18 Phil reminded us of Green Up Day on May 7. Rocky Martin will be working alongside Phil on this. More  
19 information will be posted on FPF and the Town Website.

20 Phil said the Town Hall preliminary committee that is looking at structural issues and the leak in the roof  
21 met. Rocky Martin and Rolfe Kielman have joined the committee. They are working on the immediate  
22 need to patch the roof as well as creating a survey to gather information about the use of the space in  
23 Town Hall now and for the future.

24 Approve minutes of 3/16/22

25 Maggie moved to approve the minutes of 3/16/22 as amended. Seconded by Mike and approved with 5  
26 yes votes.

27 Conservation Commission Interview – Tobiah Schulman

28 Tobi grew up in Hinesburg and about 2 years ago moved back to Town. She has a degree in plant and  
29 soil science as well as 20 years' experience working locally in agriculture and horticulture. She has  
30 attended several meetings.

31 Phil moved to appoint Tobiah Schulman to the Conservation Commission for a term that expires  
32 4/1/2023. Seconded by Maggie and approved with 5 yes votes.

33 Consider Acceptance of Engine #3 Replacement Proposal

34 Nick Baker said at the request of the Board he attempted to get more quotes on the replacement  
35 vehicle. Nick said he did not get any responses for various reasons with the exception of another E-One  
36 dealer in NY which came in \$30,000 higher than the dealer in St. Albans. Nick is requesting approval to  
37 order the vehicle from the E-One dealer in St. Albans. He noted the cost has increased \$16,000 since the  
38 quote he had in December which he expected and shared that with the Board at that time.

39 Merrily asked if the quote for the \$394,700 is subject to increase. Nick said the quote from 3/31/22 will  
40 expire in 30 days. He cannot guarantee the cost will not go up after 30 days. Once a contract for the  
41 order is put in the price is locked in.

42 Phil asked Todd what the plan is for payment of the vehicle.

43 Todd said we have \$10,000 in last year's capital budget that was transferred and there are some funds  
44 in this year's budget. The capital plan has projected payments over 5 years. He anticipates using the  
45 funds that have been collected for a down payment and we can do a municipal lease purchase for the  
46 balance for probably 3 years.

47 Phil asked about the current engine #3. Nick said it is not on the road and will not pass inspection. We  
48 have mutual aid agreements with Huntington and Charlotte for their 4 wheel drive fire engines to  
49 respond.

50 Merrily moved to accept and approve the latest bid from E-One, Desorcie Emergency Products, in St.  
51 Albans for a new Engine #3 for the price of \$394,700. Seconded by Mike and approved with 5 yes votes.

52

### 53 Consider Approval of Fire Station Needs Assessment RFQ

54 Nick said there has been ongoing discussion on when and how do we get a new fire station. The request  
55 is for a study and design to be paid for from impact fees.

56 Maggie asked why now? Nick said the station was built in 1972 and they have outgrown the station.  
57 This will include space for an ambulance.

58 Phil thinks it would be appropriate in the assessment to address an assessment of the current building.  
59 This will answer any questions about if the Town has considered expanding what we currently have.

60 Todd said this will provide a current figure on replacement for the fire impact fee update.

61 Dennis said we have been collecting impact fees since 2010. The amount collected is roughly \$332,000.  
62 We now have \$170,000 left. He noted expenses paid from impact fees over the years. His question is,  
63 who approved spending \$166,000 of impact fees on a previous design. We are now asking to spend  
64 another \$170,000. This is an ongoing problem of continuing to spend money and not follow through.  
65 He feels we need to have the discussion about impact fees before making a decision on this.

66 Todd said there is no intention the study would cost \$170,00. The request is to advertise for the bid.

67 Dennis asked where the plans that we already spent money on are? Todd said a big chunk of that went  
68 to the failed combined police / fire services proposal.

69 Nick said he only asking for approval to get bids not to spend any money.

70 Eric S said one of the things done in the previous assessment was to see if the Tail Hook building would  
71 be a good fit. It was determined that building would not work.

72 Mike asked if it would make sense to do a master plan for emergency and security services

73 Phil moved to approve advertising a Fire Station Needs Assessment RFQ. Mike seconded and approved  
74 with 5 yes votes.

75 Consider Acceptance of Annual Audit Proposal

76 Todd said the Town received three proposals and recommend going with Telling and Hillman.

77 Maggie asked how long the Town worked with the previous auditor. Todd said he was not sure but 5 to  
78 10 years.

79 Phil moved the Board accept the proposal from Telling and Hillman, P.C, for the annual audit. Seconded  
80 by Maggie and approved with 5 yes votes.

81 Consider Approval of Town Highway Finance Plan and Approval of the Certificate of Compliance for  
82 Road and Bridge Standards

83 Phil moved the Board approve the annual Town highway finance plan and the certificate of compliance  
84 for road and bridge standards. Seconded by Mike and approved with 5 yes votes.

85

86 Consider Adoption of Affordable Housing Proclamation

87 Carl Bohlen, chair of the Affordable Housing Committee, said the month of April has been the Fair  
88 Housing month in the nation and in the State for a number of years. The Committee felt it was  
89 important for Hinesburg to issue a proclamation against discrimination against anyone seeking to buy or  
90 rent. Carl read the proclamation which can be read on the Town website in tonight's meeting packet.

91 Maggie moved to approve the proclamation declaring April 2022 fair housing month in Hinesburg.  
92 Seconded by Mike and approved with 5 yes votes.

93 Consider Approval of Town Highway Structures Grant Application

94 Todd said there were some engineering plans drawn up for replacement of three hydrologically  
95 undersized culverts. The estimated cost of the project is \$325,000 and the grant program can provide  
96 up to \$175,000.

97 Phil asked if we have a list of all the culverts noting which ones are at risk. Todd said the Town has a  
98 culvert inventory but a hydraulic analysis has not been done for every culvert.

99 Dennis asked if replacement of these culverts will need to be contracted out. Todd said yes, the culverts  
100 are very large.

101 Maggie asked what the chance is we will be awarded the grant. Todd said the chance is pretty good.  
102 You can pretty much count on getting one about every three years.

103 Maggie moved to approve applying for a Town Highway Structures Grant for Lincoln Hill Rd culvert  
104 replacement in the amount of \$175,000. Seconded by Mike and approved with 5 yes votes.

105 Public Input on Draft Revised Police Department Budget

106 Merrily reminded us that we are up against a deadline as the Town needs a budget approved by the end  
107 of the fiscal year, July 1, 2022. The Board realizes there is a desire for an in depth look at what we need  
108 and what the police do and plan to do that in the fall. Merrily also pointed out the fact that there is  
109 misinformation being shared and she will correct someone if they refer incorrectly to something.

110 Todd put together a Q&A which is on the Town website with correct figures.

111 Val Spadaccini asked about the discrepancy in the case numbers reported. The number reported for Jan  
112 through Nov 18 was 1261 calls. The latest numbers show over 600 more calls to year end which is a lot  
113 for that short period of time. She also noted in the strategic plan that was done the population was  
114 4500. According to the 2020 census we now have only 198 more residents. We now have 3 more full  
115 time officers for just 198 residents.

116 Chief Cambridge addressed the call volume explaining half the state was on one system and half on  
117 another. The entire state is now on the same system. The new end of year total number includes calls  
118 recorded by both systems.

119 Merrily referred to the information in the packet Todd put together which shows staffing since FY 09.  
120 Todd further explained population numbers do not necessarily correlate with incident numbers.

121 Val said her personal opinion regarding the COPS Grant was that it was a rushed deal brought to the  
122 Board. There really was no opportunity for good public input on it. She said, if memory serves me there  
123 were Board members who were hesitant about applying for the grant and said if we apply we don't have  
124 to accept it if we get it. She feels there had not been enough information about it, we now have it and  
125 have to pay for it.

126 Anthony said this has been brought up multiple times. They found out about the grant at the end of  
127 2019 and it was voted on at least 5 times. Multiple Selectboards voted on it, there was a preliminary  
128 vote and then the usual vote and probably voted on more like 10 times. He thinks a lot of people who  
129 say they had no input did not live in Hinesburg at that time. Approval to apply was voted and a couple  
130 months later they voted again. Saying it was not voted on is totally inaccurate.

131 Carl B. said he takes issue with what the Chief just said. At the Selectboard meeting in the middle of  
132 March, Board members and Todd made some really good comments and good reactions on how to  
133 proceed. And Phil's comment, Carl feels, was right on. The voters were not really brought into it. The  
134 Selectboard may have voted numerous times but at Town Meeting in 2020 there was not vote to do the  
135 COPS Grant. He thinks Val said something about the COPS Grant, but we were told when he asked the  
136 Chief if he was happy with the number of full time equivalents, he got the impression that he and the  
137 Board thought that at that time we were fine. The Board voted in July, right in the middle of COVID, to  
138 accept the COPS Grant. Carl said he honestly was not paying attention to Board meetings he was more  
139 worried about COVID and his family. He said a member of the public urged the Board not to support it.  
140 While it might have gone through some votes, in his mind it was really not brought before the public in  
141 any major way. Carl sent questions to the Chief yesterday; he says there has not been any detailed

142 explanation why we needed the COPS Grant. It was not clear what information was provided to the  
143 Board for applying for the grant, it was to be to deal with fraud of the elderly. What was the purpose of  
144 the grant?

145 Jackie Hickerson said she still does not see any data to support the police force we currently have let  
146 alone an increased police force. In 2021 there were 1,956 calls which means 5 calls per day. We don't  
147 know how many of those calls are referrals to the Howard Center or non-emergency calls. We read  
148 what is in the Citizen which have quaint stories that are funny but it is not funny. We pay a lot of money  
149 and she does not want her tax dollars spent on those type of things to pay someone that kind of salary  
150 to do silly things. The other thing raised was the need for more officers so officers do not go out on calls  
151 alone is puzzling to her. She is a public servant, works in the field and goes to locations by herself  
152 unarmed with no de-escalation training except life experience without even a taser. She is handing out  
153 \$200,000 and \$300,000 tax bills which can be a volitive situation. She has been threatened and bit by  
154 dogs. She would never ask tax payers to pay another bill so she could have someone accompany her  
155 because she can't handle the job herself. She made the statement that there is police brutality in this  
156 State based on race, according to her Vermont is one the highest states in the nation for biased traffic  
157 stops.

158 Merrily pointed out in the informational packet there is information on the statistics of traffic stops by  
159 Hinesburg police on race and gender.

160 Ray Nails said at the Burlington Police Department in the first race data collection done the university  
161 running it said the data would be skewed because of the population. He has spent 22 years as a police  
162 officer in Burlington. He said look at Burlington's problems now. His advice is to be careful what you  
163 wish for. If you want to do away with and create whatever it is you want to create, incorporate and  
164 include the people already doing that job in the decision making process. When Burlington first had its  
165 issue, Ray contacted the mayor and asked him to lean into the problem, you have a fantastic  
166 organization that is trained and a role model for other organizations. He said the only reason we have  
167 cops working here is that they feel supported in this community, once that is gone no one will want to  
168 work here. He loves having officers that know him by name, that his kids know. That if anything  
169 happens at CVU we will all go help. We have a fantastic community, lean into it. If you want to make it  
170 better, let's make it better but we have to incorporate the people that go out and put that badge on.  
171 They are running toward danger.

172 Richard Watz, 30 year resident, commented about the public process and the package of information  
173 put together. He has watched over time the police department in Hinesburg grow. He was at the July  
174 meeting and did oppose the COPS vote to additional cops. He added none of this is in any way to  
175 detract from the work the police do and the commitment they make. At some time, we really have to  
176 think about what the appropriate costs are for a town this size. UVM has done a comprehensive survey  
177 of all the towns in Vermont, Hinesburg is in the top 30. Towns with police departments obviously spend  
178 more, there are towns the size of Hinesburg that spend less. He feels it is time to have a discussion  
179 about that. He feels the voters spoke on Town Meeting and the Town needs to take into effect what the  
180 voters said. Cutting the budget by 1 ½ % is not really acknowledging what people said. In a democracy,  
181 unfortunately when people vote, even if it is by 1 vote that what the vote is. He does not feel the Board  
182 has taken that into account. None of this is meant to be personal or about the fine work our police do.  
183 The idea that we have such a limited time to talk about this, he would love to have a conversation about

184 this and has offered his resources. At the end of the day, he thinks the Board has to take into account  
185 what the voters said.

186 Merrily repeated the reason we don't have so much time is the need to have a vote approved by July 1  
187 and the idea that has been discussed is in the fall when there is more time there will be further  
188 discussions and more time for public input. There are a lot of issues about what the people in Town  
189 want regarding how many police and what the police do. The budget reduction is minimal so we do not  
190 make big changes until there is time to discuss things more deeply. Richard replied saying in a public  
191 hearing generally you don't respond to everything people say, but if you are going to refer to the  
192 reduction, he would say the Town Manager prepared a budget with 5 police officers, that would have  
193 been responsive to what the voters said. Merrily replied we then lose the COPS grant so it does not  
194 reduce the budget, it is complicated.

195 Kim Hazelrigg said she was recently at a party where discussion about the police came up. One thought  
196 came up that she felt was quite simple is to look at when we have these calls, put a red dot at every spot  
197 the police go to and start looking at how often police are going to certain spots and figure out what is  
198 going on in this area that is causing that. We need to look at the bigger picture. We can't keep paying  
199 more and more taxes, we need to figure out a way to make it all work.

200 Allison Cleary said she is very frustrated by the fact that the vote was clear, the police budget was voted  
201 down, and now we are being told there is no time. We have to do this in the fall and continue with this  
202 large budget. She referred to the Supreme Court – if they vote 4 to 5, it is the 5 that win and the  
203 decision is made. She said the voters have spoken, our taxes are outrageous in this Town and people  
204 are very frustrated. To be told that we didn't say enough earlier, she was also at the July meeting and  
205 argued against the COPS Grant. She has no problem with the cops we currently have, she feels the  
206 Town did not need an additional police officer. She read there was a retiring police officer and this is the  
207 time to release that COPS Grant and we really need to re-think this. She does not think it is fair to  
208 belittle the public and say you spoke a little too late. We did not have the Town Meeting in which we  
209 could have had a really robust conversation, instead we are being told we will take it down by \$15,000  
210 out of \$800 plus thousand dollars, that is an insult to the public and very upsetting.

211 Miles Hickok said he is looking for some clarity. He does not understand why we don't have time; his  
212 understanding is if we do not pass a budget by the end of the fiscal year we continue with the existing  
213 budget. That does not sound like an emergency.

214 Merrily asked Todd to address that. Todd said that was his understanding as well but his recent reading  
215 of the Statute for Australian Ballot is the Town needs to keep voting till it has a budget.

216 Miles said he agrees with some of the other comments, in particular, from this evening and he  
217 personally would want to see the appropriate resources applied to the situations that arise in the Town  
218 of Hinesburg. He does not feel that police are always the answer, in some cases they are the easy  
219 answer and maybe that's why we got here is to just add more police. He thinks other services can be  
220 brought to bear in situations that police are not appropriate.

221 Becky Alford said besides me, my husband and children are black and indigenous people of color. The  
222 town citizens voting down the police budget creates an opportunity to look much more deeply at the  
223 role policing plays in our community. She does not think incremental budget changes meet that

224 opportunity. She said this is not a critique of our current officers and would like us to consider the life  
225 experience of black indigenous people of color is different than just looking at statistics. The major  
226 question she would like to address is, does the current crime level in our community necessitate two  
227 armed officers for each shift as our current budget accounts for. What would it look like for us to half  
228 that number of armed officers, a separate budget line item that focuses on concerns such as mental  
229 health, social welfare, more accessible medical care for vulnerable citizens? Does the entire call volume  
230 need to be done by an armed force? She does not think we can discount that an armed officer showing  
231 up to a scene can in itself change the dynamics of that scene. And finally, with this revised budget being  
232 due by July, are we really doing enough as a Town to get to the root of why the budget was voted down  
233 and what's the true intent right now of our community. If that happens in the fall, as was mentioned,  
234 what does that mean for our current budget? Two and a half months seems to her quite enough time  
235 for at least an initial effort, and what effort are we making to prioritize BIPOC voices in this conversation.

236 Morgen Decker said the Town voted for an ambulance and what we got was more weaponized policing.  
237 She believes we need to end impunity for police in terms of violence and build accountability in our  
238 Town. She wanted to step aside from speaking as herself and read the Hinesburg Racial Equity groups  
239 statement – the Town Manager compiled data on race and traffic stops for the year of 2021 and is  
240 working on the stats for 2020 and the first quarter of 2022. They have been analyzing that. The Town  
241 Manager posted on FPF from the last time the Town had 4 full time officers was 2008, crime rates in  
242 Hinesburg have remained steady and Selectboard members have acknowledged in recent meetings that  
243 police departments staffing increases have been driven internally by the department rather than by  
244 community need and the desire to have two police officers on shift has been a driving force as well  
245 which other folks mentioned is a real concern and there is no data backing that up that it makes it safer  
246 for civilians. An FBI maintained data base of crimes reported by Hinesburg over the 10 years between  
247 2010 and 2020 showed really low averages in terms of crime. She recommends people read the entire  
248 statement in FPF. Their recommendations are terminating the COPS Grant, take the time to have  
249 meaningful dialog now to transition funds toward social work and community support. Based on the  
250 data reported to the FBI she re-recommends the police department have no more than 4 full time  
251 officers, research and develop civil and social supports for mutual and support regionalization of these  
252 same supports. Create an independent and transparent police accountability board. These are things  
253 we wanted the Hinesburg Selectboard to take seriously in the months leading up to July 1.

254 Kate Littlefield said she agrees with a lot of the comments and wanted to add two things. She looked at  
255 the 2008 strategic plan, she was struck by what the community wanted back then and how little of that  
256 list seems to have been accomplished. She is new to the community and wanted to encourage the  
257 Board to think about the votes that were done over COVID and the population of this Town is going to  
258 continue to shift over the next several years, this is not going to be a stagnant area. She thinks it can't be  
259 based on what was but needs to be based on what we have right now and what people are expressing  
260 right now. She agrees with the caller who said it feels insulting that the budget was reduced by so little  
261 when there was a clear change in what the public is wanting. And lastly, she hears a lot about  
262 community policing, she has yet to have any positive interactions with our police, she has not had any  
263 interactions with them and just by being really public about concerns not one time has anyone from the  
264 police force reached out to her to say I hear your concerns can you tell me more about that. She feels  
265 like everything she has researched about community policing that is a big part of what community  
266 policing is, to reach out to constituents. She wants to de-personalize this, it is not about police, she also



267 works in the public sector and working in a school her job could also be cut and she gets it. She feels we  
268 have to do some real looking at what we are actually getting and what we actually want. We did it in  
269 2008 and she is worried if we wait until the fall, it will push it off even more, we will get more data and  
270 what are we going to do with that. She asks the Board to reflect on the work that has been done in the  
271 last 10 plus years, the progress of that your constituency is now saying we need you to take some action  
272 do something different and we feel like you are not listening and that feels really hard.

273 Mike L asked why we keep saying we will not the conversations till fall? Merrily said we could just as  
274 well say this summer. Once the budget is passed and the fiscal year ended, we will have more time.  
275 Usually too many people are away during summer. Mike said he heard the request to act much sooner  
276 than fall and also the concept of timeliness in his mind is the reason for the budget put together this  
277 time around so we could get a budget out and hopefully get it passed and immediately start having  
278 community conversations on what our police department should look like, what our emergency  
279 department should look like rather than putting a budget together having it voted and repeating that  
280 and just spending all their time trying to get a budget passed. Maggie added her thoughts were to make  
281 a slight shift in the budget, run it by voters again. If it passes then move ahead and update the strategic  
282 plan and figure out through conversations with the community, more input than this, and more data to  
283 find out what is the right size police department for this community. We need to have really inclusive  
284 conversations before we can decide that.

285 Stuart D, his wife is the owner of Element Nail Salon, said in reading the strategic plan what was not  
286 taken into consideration was the business growth and types of businesses which bring in customers  
287 from outside of Hinesburg. They have had nothing but positive interactions with the Hinesburg police  
288 department. He said he saw some remarks about the morale of the Hinesburg police department being  
289 high because of the numbers. Morale is not measured by numbers but by surveys and other measures  
290 not just say morale is good because we have so many quality police officers. When you look at  
291 scheduling, he would not want to be in a position to not have back up and the letter from the State  
292 Police saying there won't be back up. He likes looking at what's today not 2008 and what's going to be  
293 tomorrow.

294 Kristi Brown said she could probably have one of those "red dots". She is a taxpayer and between the  
295 business she runs and her personal taxes she pays probably over \$50,000 so feels she does have a big  
296 say. In 2008 she came face to face with someone who broke into her store, now she does not have to  
297 worry about that. The police are always there before her, protecting her. To cut police we would  
298 probably lose the on call night coverage. She asked if that is a liability for the Town if she gets hurt  
299 because there was nobody to respond? We need to look at that also.

300 Beth Danon said she has so many questions for the police Chief and the officers. She has not had an  
301 opportunity to have any interaction with them other than very little which was cordial and positive. She  
302 had a question about something she saw in Town and went to the station and had a long talk with one  
303 of the officers about it which was very helpful. She has no critique of the current staffing of the  
304 department but does have a ton of questions which would help her as a taxpayer and voter to figure out  
305 what is the right number for the Town. What are the Town needs and are we addressing them  
306 adequately? She would love to see the Town police and the Town come together and have a  
307 conversation. We can ask what their day looks like, what kind of calls do you go to, what happens at  
308 those calls? She does not know what their day consists of and would like to have a conversation not just

309 with the public and Selectboard but the public and the people working for the department and maybe  
310 even the same for the fire department and EMT's. A lot of voters feel in the dark and thinks that is a lot  
311 of what the Board is hearing.

312 Merrily referred to the 2008 plan which recommends how many calls are ideal for a police officer, which  
313 is between 300 and 350. Right now, with the 6 officers we have 325 calls per officer. If we have less  
314 than 6 officers, she thinks Kristi is right and the first thing to go would be the night shift.

315 Beth said she does not know when referring to two officers per shift she does not know if that means  
316 one officer is in the car and one at the station, if the Chief is there is that an extra one? She said there  
317 are just so many questions she has. She really wants to have a conversation and build that trust to make  
318 it true community policing and part of that is everybody understanding what everybody is doing.

319 Merrily said she likes that picture of a community discussion with everybody that Beth suggested and  
320 thinks that is a good place to end.

321 Merrily asked Anthony if he wanted to add a final word. Anthony said it was said several times we  
322 voted during COVID, he said we voted again because of COVID. The other thing he wanted to say was  
323 that they had Shelburne and the State Police and other agencies helping them. They do not have that  
324 anymore. They have families, they don't want to go to hot calls and wonder if they will come back and  
325 see their kids. He does not understand why this Town thinks it is ok we are just going to put one officer  
326 out there; it is 40 square miles and there is no back up. They need back up, so whatever the call volume  
327 is they need have somebody that can help them if they are in a fight. He understands not everyone sees  
328 the types of calls they see but even one call, one domestic, is enough for somebody to get hurt. He  
329 wants to go home to his family; he does not know why people think it is ok for them to put themselves  
330 in danger. No other profession would be ok with it but it is ok for police. That is what the grant position  
331 was about, to eliminate one person shifts. If we go down to 5 it is seriously going to bring back over 31  
332 person shifts and if we go down to 4, we are going to be working by ourselves permanently. They are  
333 already by themselves in the middle of the night. After 9:00 at night when they are racing to a call in 40  
334 square miles who is there to back them up?

335 Merrily said we will need to continue this and will talk about it as a Selectboard on how to continue. She  
336 thanked everyone for their input and especially to the officers who took their time to come here  
337 tonight.

338 Kate L said she feels like there were problems with this meeting she needs to address before we close.  
339 Ending with the Police Chief and placing value of one voice over other voices feels incredibly harmful to  
340 the people who took time away from their families, her family is sick with COVID. She works in a public  
341 school and shooting numbers in schools are ridiculous, people work in mental health and plenty of other  
342 fields where people put their lives on the line, we all want to go home. To end with the Police Chief who  
343 has more power over other people is like the antiseptis of community policing. She is really upset that  
344 the Selectboard would say they want to end on Beth's positive note and then switch over to the Police  
345 Chief who just went on this thing that instills enormous amounts of fear when there is no data to back it  
346 up and when plenty of people in this community work in incredibly high risk professions. And for  
347 Merrily to say especially officers who showed up, she would like to thank people leaving their families  
348 who came to have a discussion. This feels incredibly insulting and hope the Selectboard takes some time  
349 to review their process about how they are handling these conversations because there have been a

350 number of problems with the way the meeting was managed tonight that make her concerned about  
351 placing her trust in them for making any kind of a plan going forward.

352 Merrily said she is not taking further comment and pointed out she said they are not ready as a  
353 Selectboard to go forward with this budget. There will be more discussion about it as they have heard  
354 her and there a lot of people with a lot of questions who are upset with the Selectboard and upset with  
355 the budget and the way things are with community policing in Hinesburg.

356 Allison C said less than one hour was spent on the only item in the budget that was voted down. That  
357 needs to be considered along with the fact that people commenting were cut off at 2 minutes.

#### 358 Consider Action on Revised Police Department Budget

359 No action was taken at the meeting tonight.

#### 360 Discussion on Revised Village Design Standard Regulations

361 Alex referred to his memo answering Mike L.'s questions from the last meeting. Regarding multi-level  
362 mobile homes, Alex said we are fine and this will not be a statutory issue. Regarding his questions on  
363 affordability specifically the front porch requirement. Alex said the PC did not look at the cost  
364 implications with this requirement. Alex said it would add considerable cost and feels it appropriate for  
365 the Board to discuss that requirement further.

366 Mike thanked Alex for the conversations and noted he put a lot of work into these questions and said it  
367 is timely as the Board signed the affordability proclamation earlier in the meeting. It is not the big  
368 developers putting in large housing developments who will have as big an impact to them. Mike said it  
369 might be a moot point as there are not many lots in this village design area but his concern is a small lot  
370 with a family trying to build a house and finding out they have to add another \$15,000 to that cost so  
371 they can have a porch. He wonders if there is a way to make a financial waiver. He feels it is important  
372 to think about adding that kind of cost above the cost to build a house.

373 Maggie is glad Mike brought this question up, particularly with the proclamation signed tonight. Maggie  
374 addressed Alex answering his question about a mobile home. Mike said this would prohibit someone  
375 from putting a mobile home in the village, he does not think that is the intent. Maggie said it is about  
376 density in the village which is about building up. Regarding the front porches, she did the first survey in  
377 the older part of Town on how many houses had front or side porches or large porticos and pushed for  
378 that in the design standards. She said it is about community and engagement. She feels it is incredibly  
379 important to have that engagement, to have houses and buildings that invite engagement conversation  
380 and acknowledging neighbors.

381 Phil said if the porch requirement is removed it would not need to go back to the PC.

382 Janice Osgood, resident on Mechanicsville Rd., said a front porch is nice but does not think a porch will  
383 help people communicate. If Hinesburg wants to have affordable housing you need to rethink the front  
384 porch requirement. Entryways will probably be closed as this is a colder climate.

385 Barb F said she would like to see the revisions sent back to the PC as they spent a lot of time discussing  
386 these porches and they have their reasons for them.

387 Michelle Jimmo agrees with Janice, we live in a different society than 20 years ago. Maybe a  
388 homeowner builds a front porch or garage later when they can afford it.

389 Alex reviewed the options the Board has on making any change.

390 Phil moved to strike the porch language out of the new standards and ask Alex to update for it to be  
391 presented at the Public Hearing. Seconded by Mike. Phil, Mike, Merrily and Dennis in favor, Maggie  
392 opposed. Motion approved.

393 The scheduled Public Hearing will be cancelled and rescheduled.

394

#### 395 Discussion on Town's Estimated Water and Sewer Usage Rates

396 Brett Grabowski has requested the Town consider using actual historical flows for Hinesburg's allocation  
397 requirements. Brett also noted the Town's high allocation fees.

398 Todd said he will speak with Wayne Elliott about a review of all rates and fees.

#### 399 Consider Readoption of Selectboard Operating Guidelines

400 Dennis asked about item 8 – Media Relations. He was looking for clarification of what that means.

401 Merrily said she felt it should be under Public Relations.

402 Joy said this was adopted from the Town of Colchester. Her interpretation is that it refers to talking to  
403 the media.

404 Dennis asked if talking to the media is different than talking to your constituents.

405 Todd said this should be included under Board Conduct. He will make the necessary change and the  
406 Board can consider it at their next meeting.

#### 407 Committee Reappointments

408 Phil moved to reappoint Oren Guttman, Charles McArthur and Bret Golan to the Trails Committee for a  
409 3 year term. Seconded by Maggie and approved with 5 yes votes.

#### 410 Town Manager Update

- 411 • the Town was awarded the grant to reconfigure the crosswalk at Lantman's.
- 412 • the neighborhood development designation for Kelley's field has been approved.
- 413 • the general fund loan to the Water and Sewer Fund has been paid back
- 414 • a quote in the amount of \$7,300 was received to patch the Town Hall roof
- 415 • sidewalk repairs received no response to advertisement for bids, they will be advertised again
- 416 • Todd will be attending the St. George Selectboard meeting on 4/21 to discuss contracts for Fire  
417 and Police coverage.

#### 418 Approve Warrants and Payroll

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

421 Adjourn

422 Phil moved to adjourn at 10:04 p.m., seconded by Mike and approved with 5 yes votes.

423 Respectfully submitted,

424 Valerie Spadaccini, clerk of the Board

---

---

---

**TOWN OF HINESBURG**

---

---

**TO:** SELECTBOARD  
**FROM:** TODD ODOT, TOWN MANAGER  
**SUBJECT:** AFFORDABLE HOUSING INTERVIEW  
**DATE:** 4/6/2022

---

**ISSUE:**

The issue is whether the Selectboard will appoint Xander Patterson to the Affordable Housing Committee.

**DISCUSSION:**

See the attached application and letter from Xander. There is one vacancy with a term that expires 4/1/2024.

**COST:**

N/A

**RECOMMENDATION:**

It is recommended that the Selectboard consider appointing Xander Patterson to the Affordable Housing Committee with a term that expires in 4/1/2024.

---



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: **Alexander C. Patterson "Xander"** Date: **3/28/22**

Mailing Address: **\_PO Box 507, 40 Old Rte. 116, Hinesburg, VT 05461 \_**

Phone Number: **503-313-9828** E-mail Address: **XanPat@gmail.com**

Name of Commission Board or Committee: **Affordable Housing Committee**

Hinesburg Resident: Y / N (circle one) Hinesburg Resident for how long? **I grew up part-time in Hinesburg. I have lived here full-time for nearly three years.** / 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.

**I have a great appreciation for the affordable housing crisis besetting our region and a strong desire to help Hinesburg do its part to address it. I have over twenty years of experience in nonprofit management, especially financial management. Some of that has involved property management and development. I will strive to meet or exceed the expectations of committee members to assess the housing situation in Hinesburg and evaluate any opportunities to increase affordable housing while conforming to other development and quality of life goals established by the town.**

2) 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 (**newly adopted 7/21/21**)), as it relates to the Commission, Board or Committee on which you are applying to serve.

**With regards to the first priority, I support the potential for public-private partnerships to leverage resources for the good of the town. I am also a bit leery that in such arrangements the private partner sometimes ends up with the longer end of the stick. I will be attentive to making sure the public gets a fair deal. For example, the HAHC is recommending that ARPA funds be used to offset water hookup fees in new developments. The hope is these subsidies will make new developments more affordable. I will be keeping an eye out to make sure those public subsidies are indeed passed on to home buyers and not pocketed by developers.**

**I also strongly support the emphasis on higher densities in the village area. Higher densities should be more efficient for many kinds of infrastructure, especially for public**

**transportation. Done properly, higher density can also lessen environmental impact and foster a sense of community. We must be careful, however, to make sure infrastructure keeps up with development, not just in terms of basics like water and sewer, but in indirect ways such as school capacity, traffic, grocery shopping, and recreational facilities, among other things.**

3) 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

4) Please introduce yourself to the Selectboard by providing a short cover letter and/or resume.

**Here is an abridged CV:**

## **EMPLOYMENT**

### **Director of Finance and Operations**

January 2013 - March 2019

#### **Audubon Society of Portland**

Managed finances, facilities, and administration for \$5 million budget, 42 FTE, pillar of Oregon's environmental community.

- Project-managed in 2018 \$1.1 million construction of a youth camp facility on Mt. Hood: on budget, on time, and truly beautiful.
- Supervised 6 straight clean audits, the most recent with no adjustments and no management recommendations.
- Supervised 5 staff, 5 buildings, 150 acres and 4 miles of trails in Forest Park sanctuaries.
  - Reports included IT manager, volunteer manager, facilities manager, accountant, and office manager.
- Managed creation of \$5 million budgets spread over 6 departments.
- Provided ED, Finance Committee and Board with regular, audience-appropriate financial reports and presentations including variance analysis, dashboard updates, and long and short-term forecasting.
- Represented staff on Investment Committee supervising 4 endowments and \$10 million in assets.
- Managed risk and compliance, and procured insurance.
- Managed payroll, benefits, and other HR functions.
- Managed contracts for services and independent contractors.
- Took year-long staff training in 2018 on Equity, Diversity, and Inclusion.

### **Business Manager**

February 2007 - August 2010

#### **Cedarwood Waldorf School**

As head of administration, guided young and struggling pre-K to 8<sup>th</sup> grade school through period of rapid growth to financial health and stability.

- Managed finances
  - Created and ensured the school kept to \$2.5 million budget.
  - Reversed three-year trend of failure to meet bank loan covenants.
  - Procured financing for a multi-million dollar expansion project.
- Managed HR for 40 employees
  - Directly supervised five staff.
  - Restructured benefits package and wrote personnel policies.





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

---

## MEMORANDUM

**TO:** Select Board & Town Manager  
**FROM:** Alex Weinhagen, Director of Planning & Zoning  
**DATE:** March 3, 2022  
**RE:** Zoning Regulation Revision – Home Occupation Contractor Yards, Vehicle Repair Services

---

At their February 9, 2022 meeting, the Planning Commission (PC) voted to forward a Zoning Regulation revision proposal to the Select Board. The purpose is to revise regulations for home occupation contractor yards and home occupation vehicle repair services. It focuses on revisions to section 5.3 of the Zoning Regulations. I'd like to attend an upcoming Select Board meeting to briefly explain the proposal and discuss next steps

This proposal should look very familiar. The Select Board held a public hearing on an earlier version of this proposal on August 4, 2021. Based on suggestions from two business owners, the Board sent the proposal back to the PC for possible refinements. After substantial discussion, the PC added limited allowances for outdoor processing of topsoil (contractor yards) and for outdoor work on vehicles (vehicle repair services). The PC held a public hearing on January 26 and February 9, 2022.

See attached for the new proposal and for an updated PC reporting form dated 1/4/2022, which details the background and rationale for the proposal. The reporting form also highlights the major changes included in the proposal. The rewrite is substantial enough that we've provided a clean version of the proposed language rather than a track changes version of the existing regulations. However, the draft does use track changes to show what changes were made since the Select Board's August 4, 2021 hearing.

### Select Board Review Protocol:

1. Review the material and decide if you want to make any further changes.
2. Make any changes and then schedule a public hearing.
  - a. Public notice/warning must be 15 days prior to a hearing.
  - b. There are special warning requirements (VSA Title 24, Chapter 117, Section 4444).
  - c. Any changes to the proposal must be filed with the Town Clerk and PC.
3. Hold the public hearing.
4. Decide if further changes are needed.
  - a. If you make ANY further changes (except for grammar, punctuation, numbering, etc.), then you must warn and notice another public hearing.
  - b. If you make no changes, then you can proceed with adoption.

5. Adopt the revisions\*. You can do this at the same meeting as the public hearing if there are no additional changes. You simply need to close the hearing first.

**\* Note – if the revisions are not approved by 2/9/2023 (one year from the PC public hearing), they are considered disapproved.**

Normally, the Select Board takes action by voting on regulation revisions. However, you can defer to the voters, and hold a town-wide vote (via Australian ballot) on the proposal instead of a simple Select Board vote. If the Select Board does take action to adopt changes, citizens do have the right to petition for a popular vote on the proposed changes. A petition by at least five percent of the voters, filed within 20 days of Select Board adoption can force a popular vote on the regulation revisions – via Australian ballot.

If the Select Board feels there are problems with the proposal, you can choose to take no action or vote to reject the proposal (after a public hearing), and return it to the Planning Commission with guidance on the issues that need further work.

**Planning Commission Reporting Form  
for Municipal Bylaw Amendments  
1/4/2022**

**Proposed Revisions to Hinesburg’s Zoning Regulations  
Contractor Yards & Vehicle Repair Services  
*for Planning Commission draft proposal – January 26, 2022 public hearing***

This report is in accordance with 24 V.S.A. §4441 (c) which states:

When considering an amendment to a bylaw, the planning commission shall prepare and approve a written report on the proposal. The report shall provide:

-----  
***(A) Brief explanation of the proposed bylaw, amendment, or repeal and ....include a statement of purpose as required for notice under section §4444 of this title,***

The Hinesburg Planning Commission will hold a public hearing on January 26, 2022 at 7pm to receive public comment on proposed changes to the Zoning Regulations. The purpose is to revise regulations for home occupation contractor yards and home occupation vehicle repair services. The geographic area affected is town-wide. A very similar proposal was considered by the Planning Commission and Select Board in 2021. Based on public feedback at their August 4, 2021 public hearing, the Select Board sent that proposal back to the Planning Commission for refinements. The proposal was revised based on public feedback and additional discussion – hence the need for additional public hearings.

Copies of the proposed revisions, as well as a report on how the proposed changes comply with State Statute on the Town web site ([www.hinesburg.org](http://www.hinesburg.org)), and by contacting Alex Weinhagen (Director of Planning & Zoning) at [aweinhagen@hinesburg.org](mailto:aweinhagen@hinesburg.org) or 482-4209. A list of the affected section headings follows, as required pursuant to Title 24, Chapter 117 V.S.A. Section 4444 (b).

Zoning Regulation Sections:

5.1 - Home Occupations

5.3 - Contractors' Yards; Home Occup Vehicle Repair Services

10.1 - Definitions

**Background - Process**

A subcommittee of the Planning Commission worked on draft language in the fall of 2019. Work stalled in early 2020, and the full Planning Commission took up the draft language more intensively in the fall of 2020. Changes were made based on the legal review by Town counsel (Brian Monaghan, Monaghan Safar Ducham PLLC), and the Planning Commission held a public hearing on April 14, 2021. The proposal was revised based on feedback received, and forwarded to the Select Board. The Select Board held a public hearing on August 4, 2021, and based on suggestions from two business owners, the Board sent the proposal back to the Planning Commission for possible refinements. After more discussion, the Planning Commission added limited allowances for outdoor processing of materials (contractor yards) and for outdoor work on vehicles (vehicle repair services).

## **Background – Contractor Yards**

A home occupation contractor yard is a special type of home business addressed in section 5.3 of the Zoning Regulations – specifically, “Property used for storage of heavy equipment and construction materials for use in off-site construction... including but not limited to trucks, excavators, graders, and cranes, and trailers for the same...” Think landscaping, excavating, and construction businesses. These businesses are extremely important to Hinesburg’s rural economy. They also have the potential to pose issues for neighbors and the environment due to the heavy equipment and materials involved – e.g., back up beepers, diesel exhaust, piles of stone/dirt, etc.

Action item 4.3.5 of the 2017 Town Plan (page 41) directs the Planning Commission to, “Review zoning regulations for contractor yards with a goal of developing performance standards that would allow the separation distances to be reduced to facilitate the review/approval of new yards that are compatible with the surroundings.” Over the years, the Town has heard from landowners interested in relocating an existing contractor yard or starting a new one. The existing zoning regulations include minimum separation distances from property lines and adjacent homes that make this very difficult.

The most significant changes to the existing contractor yard regulations are listed below:

- Clarifies that home occupation contractor yards are only allowed in the Agricultural, Rural Residential 1, and Rural Residential 2 zoning districts. Prohibited in the village growth area districts and the Shoreline zoning district.
- Revised definition with more specificity in terms of the types and numbers of vehicles.
- Removal of the 600-foot setback to any surrounding homes.
- Reduction of the 200-foot setback from property lines and 100-foot setback from roads. Now proposed as a uniform 50-foot setback from property lines.
- More specific screening/landscaping requirements.
- Increased size allowance for buildings used for the business – increased limit from 2,000 to 4,000 square feet.
- Allows for limited outdoor processing of materials (topsoil screening only). Limited to 30 days per year (between May-October), no more than seven days per month, 8am-5pm.
- New requirement for containment of materials stored outside.

The proposed changes strive to make new home occupation contractor yards more possible, while still ensuring a public review process with adequate standards to respect the use of neighboring residential properties. The proposal identifies 14 sections:

1. Conditional use approval requirement
2. Definition & applicability – including a small-scale exception
3. Allowed locations & setbacks
4. Screening/landscaping
5. Maximum amount of equipment
6. Employee parking
7. Maximum size of structures
8. Processing of materials

- |                                      |  |
|--------------------------------------|--|
| 9. Hours of operation                | 12. Pre-existing non-conforming yards – not subject to these standards |
| 10. Hazardous material storage       | 13. Transferability to a new owner                                     |
| 11. Containment of outside materials | 14. Performance standards  |

**Background – Vehicle Repair Services**

The changes also revise the review standards for home occupation vehicle repair services, so that they are not addressed in the contractor yard section (section 5.3), but simply as conditional use home occupations via a new section (5.1.8). A definition of vehicle repair service is proposed, along with seven standards that address allowable locations, limits on building size and outdoor storage, as well as screening/landscaping requirements.

The most significant changes to the existing home occupation vehicle repair services regulations are listed below:

- Requires conditional use review for all new home occupation vehicle repair services. Even for shops that service just one vehicle at a time.
- Clarifies that repair work must generally be conducted indoors with limited exceptions for immobile and oversize vehicles.
- Allows for up to ten customer vehicles to be stored outside at one time, unless reduced by the Development Review Board due to site constraints.
- Reduces the allowed building size from 2,000 square feet to 1,000 square feet to be more consistent with allowances for other types of home occupations.
- Greatly reduces required setbacks for the use and outdoor storage from property lines, surrounding homes, etc. Proposed setbacks: 10 feet from property boundaries, 20 feet from the traveled edge of any road, 75 feet from streams and water bodies.
- Clarifies that outdoor storage (vehicles and equipment) shall be screened/landscaped from roads and adjacent uses by evergreen vegetation and/or fencing.

---

***Findings regarding how the proposal:***

***1. Conforms with or furthers the goals and policies contained in the municipal plan, including the effect of the proposal on the availability of safe and affordable housing:***

The proposal is directly tied to implementation of Town Plan action item 4.3.5 (page 41). The proposal will have no effect on the availability of safe and affordable housing.

---

***2. Is compatible with the proposed future land uses and densities of the municipal plan:***

The changes will have no substantial effect on future land uses and development densities.

---

***3. Carries out, as applicable, any specific proposals for any planned community facilities.”***

Not applicable.

# Hinesburg Zoning Regulation Revisions

## Home Occupation Contractor Yards & Vehicle Repair Services

*Draft 10 – Planning Commission Proposal - Last updated 1/4/2022*

*PC public hearing on 1/26/2022; Vote to forward to Select Board as drafted on 2/9/2022*

*Changes made to address issues noted at Select Board public hearing on 8/4/2021*

*Changes shown in red – deletions under red strikeouts, new language underlined in red*

### **Contractor Yards**

*Revise Sections 5.3 & 10.1*

#### **Section 5.3 Contractor Yards as a Home Occupation**

**Section 5.3.1 Use Approval:** Home occupation contractor yards under this section are permitted only after conditional use review and site plan approval by the Development Review Board.

**Section 5.3.2 Definition & Applicability:** Per the definition in section 10.1, a contractor yard is a parcel of land, with or without buildings, used for the storage of equipment, materials, and/or vehicles used in off-site work (e.g., construction, excavating, landscaping, etc.). This includes the repair and maintenance of said equipment and vehicles. Contractor yards are allowed as a principal, stand-alone use in certain industrial zoning districts. Home occupation contractor yards are allowed more widely as outlined in section 5.3, but only on lots where the primary residence of the principal owner of the business is also located.

Small-scale exception – Small-scale home occupation contractor yards that have two or fewer of the following (in any combination), shall not be subject to section 5.3: registered vehicles used for the business; heavy equipment including but not limited to excavators, backhoes, bulldozers, graders, loaders, etc. Heavy equipment shall include smaller or light-duty versions – e.g., mini-loader, compact excavator, skid steer, etc. Lawn mowing equipment, field mowing equipment (including tractors and tractor attachments), and trailers (open or enclosed) shall not be considered heavy equipment for the purposes of this small-scale exception. Such small-scale home occupations shall be reviewed as a conditional use pursuant to the provisions of section 5.1.2.

**Section 5.3.3 Location & Setbacks:** All of the following provisions must be met for the establishment of a contractor yard:

1. Home occupation contractor yards are only allowed in the Agricultural, Rural Residential 1, and Rural Residential 2 Zoning Districts.
2. Contractor yards are allowed as a principal use in the Industrial 1, Industrial 2, and Industrial 4 Zoning Districts. Multiple principal uses are also allowed in these

districts pursuant to section 2.5.5(1). Therefore, contractor yards in these districts shall not be reviewed as home occupations under section 5.1, 5.2, or 5.3, and shall instead be reviewed as principal, stand-alone uses.

3. The business must be located on a lot at least 3 acres in size, inclusive of any roads and shared right of way areas on the lot.
4. Any portion of the lot used in connection with the business must be at least 50 feet away from an adjoining property line.
5. The business must not be located on a lot accessed by a Class 4 Town road – either directly, or via a private road or right-of-way. If access is by a shared private right-of-way, the applicant shall address how the costs of maintenance, repair, and snow plowing of the shared private right-of-way will be handled. Furthermore, the applicant shall notify all landowners that utilize the right-of-way of the conditional use application. This notification shall be concurrent with, or in advance of, submitting the conditional use application.

**5.3.4 Screening:** All trucks and all other materials and equipment, and all parking for employees, shall be well screened from adjoining properties, from public and private roads, and from waterways. Screening shall be predominantly a mixture of vegetation that creates a visual buffer (not necessarily an impervious “wall”). Fencing integrated with the vegetation, can also be used. The amount and type of plantings required will be determined by the Development Review Board based on

- (a) the location and context of the site,
- (b) the type of use,
- (c) proximity to neighbors, and
- (d) the pattern and extent of existing vegetation (on-site and in the immediate area).

In all developments, to the extent practicable, existing trees shall be retained and used to satisfy the provisions of the minimum landscaping requirement.

**5.3.5 Amount of Equipment Allowed:** No more than a total of fifteen (15) business vehicles and pieces of equipment used for the business may be stored on the site at one time, regardless of the ownership of said vehicles and equipment. Any piece of equipment shall be considered a separate piece of equipment for the purposes of this section if it: a) has its own means of propulsion, or b) is registered or registerable but not including trailers (open or enclosed), or c) is not intended to be used by attachment to any other piece of equipment normally located on the site.

**5.3.6 Employee Parking:** No more than eight (8) employees may park on the site at any

one time. Sufficient off-street parking shall be provided for all employees.

**5.3.7 Size of Structures:** Any structures used in connection with the business shall be no larger than 4,000 square feet in floor area, and shall be designed for easy conversion to residential, accessory, or agricultural use if the business ceases to operate.

**5.3.8 Processing of Materials:** Outdoor storage and loading/unloading of materials are allowed. Materials shall be used for the off-site construction business only – i.e., they shall not be sold separately as a retail or wholesale product. ,but-outdoor Outdoor processing of materials shall be limited to screening of topsoil (e.g., no rock/gravel crushing, gravel screening, etc.). Screening of topsoil shall comply with the following:(e.g., screening topsoil, gravel, etc.) is prohibited.

1. Time of Year: May through October.
2. Number of Days: No more than 30 days per calendar year. No more than seven days in any given calendar month. Any day with screening for more than 60 minutes shall count toward these limits.
3. Days/Hours: Only Monday through Friday between the hours of 8am-5pm.
4. Notice: Must notify the Zoning Administrator by email or phone within 24 hours of commencing screening, and again within 24 hours of stopping screening to facilitate a record of the activity.

**5.3.9 Hours of Operation:** The Development Review Board, as part of conditional use approval, shall establish hours of operation for the contractor yard. In any event, except for simple ingress and egress from the site (not including loading vehicles, equipment, or materials), contractor yard hours of operation shall be limited to 6am-9pm on weekdays and 8am-5pm on weekends. Outside of these hours, the intent is to prohibit on-site work (e.g., delivery, moving and loading materials; loading vehicles/equipment on trailers, repair work, etc.), while allowing the departure and arrival of vehicles.

**5.3.10 Hazardous Materials:** On-site storage of hazardous materials shall be allowed only in accordance with applicable state and federal regulations. Storage of fuel and other hazardous materials shall be limited to that needed for heating of buildings and the operation of equipment and vehicles that are part of the business. The intent is to minimize the quantity of fuel and other hazardous materials stored on the site. Businesses which principally deal with toxic or radioactive materials, fuels, garbage or other refuse are not allowed as home occupations under this section.

**5.3.11 Erosion Control:** In addition to any applicable erosion and stormwater control measures required in section 5.27, the contractor yard shall be managed to minimize



erosion. Stabilized gravel or paved surfaces shall be used for the storage/parking of equipment or vehicles. Materials such as dirt, gravel, mulch, compost, and vegetative debris shall be contained and/or stabilized to prevent erosion, as well as adverse impacts to streams, wetlands, and other water bodies. Unless contained in a concrete or similar barrier, these materials shall be stabilized and treated in accordance with the following provisions in the State of Vermont's "Low Risk Site Handbook for Erosion Prevention and Sediment Control" (February 2020, or most recent update):

#2 – Pollution Prevention

#4 – Site Stabilization - specifically, stabilize exposed soil stockpiles that are not in use for more than 14 days, through the use of seed/mulch, erosion control matting, hydroseeding, etc.

#7 - Install Perimeter Controls – e.g., silt fence, erosion control berms, filter socks, straw wattles.

#10 – Slow Down Channelized Runoff

#13 – Dewatering Activities

#16 – Inspection, Maintenance – specifically, inspect and perform maintenance to ensure the above practices are functioning properly.

**5.3.12 Pre-existing Non-conforming Contractor Yards:** Home occupation contractor yards that constitute a valid pre-existing non-conforming use shall conform with the provisions of section 5.10 rather than section 5.3. This includes home occupation contractor yards that were deemed pre-existing when zoning regulations for contractor yards were first adopted on June 3, 1996. Any such pre-existing non-conforming home occupation contractor yard may also seek conditional use approval under section 5.3 in order to become a conforming use, and to enjoy the greater ability to expand said use as provided in section 5.3.

**5.3.13 Transferability:** Contractor yard approvals shall not be transferable to a new owner/occupant of the property without first obtaining a zoning permit, and only if the property is in compliance with all applicable regulations, including, but not limited to, Section 5.3, as determined by the Zoning Administrator. The applicant shall provide any and all information the Zoning Administrator may require to assess compliance with the zoning regulations. If any compliance issues are not resolved to the satisfaction of the Zoning Administrator, the zoning permit shall be denied, and the applicant may either appeal that ruling or simply apply for a new conditional use approval under Section 5.3.

**5.3.14 Performance Standards:** Contractor yards must meet the performance standards set forth for home occupations in Sections 5.1.3(3), 5.1.3(4) and 5.1.3(5), and must not have an undue adverse effect upon the character of the residential area in which the

contractor yard is located.

### **Section 10.1 – Revised Definition**

Contractor Yard: Property used for storage of heavy equipment and construction materials for use in off-site construction, as more fully set forth in Section 5.3.4.

A parcel of land, with or without buildings, used for the storage of equipment, materials, and/or vehicles used in off-site work (e.g., construction, excavating, landscaping, etc.). This includes the repair and maintenance of said equipment and vehicles. Home occupation contractor yards are more fully set forth in Section 5.3.

### **Vehicle Repair Service**

*Remove from Section 5.3. Add to section 5.1 & 10.1*

### **Section 10.1 – New Definition**

Vehicle Repair Service: Any property used for the commercial repair, detailing, restoration, or re-upholstering of motor vehicles and recreational vehicles (e.g., cars, pickup trucks, recreational vehicles, motorcycles, boats, snowmobiles, all-terrain vehicles, etc.).

**Section 5.1.8 Vehicle Repair Service:** Vehicle repair services shall require conditional use approval from the Development Review Board pursuant to section 5.1.2, even if such a use would otherwise be a permitted home occupation pursuant to Section 5.1.1. The following special standards shall apply:

1. Only allowed in the RR1, RR2, and AG zoning districts.
2. Repair work must generally be conducted indoors with the exception of work needed to get a vehicle inside for repairs. The intent is to allow for a simple visual inspection or a change of a flat tire outdoors, but otherwise keep the impacts of the repair work inside a building (e.g., noise, fluids, etc.). Occasional outdoor work is allowed when a vehicle or trailer is too large to fit indoors, is immobile, or under other extenuating circumstances. Such outdoor work shall be minimized and infrequent.
3. No more than ten customer vehicles shall be outside at one time; however, the Development Review Board shall reduce this number if there are limitations due to small lot size, available parking, traffic circulation, and screening.
4. The use shall occupy not more than 1,000 square feet of a building – either in an accessory structure, the principal dwelling, or a combination of both.
5. Outdoor storage associated with the business (vehicles or equipment) must be setback at least 10 feet from property boundaries, 20 feet from the travelled edge of any road, and at least 75 feet from streams and water bodies.
6. Outdoor storage (vehicles and equipment) shall be screened from public roads, private roads, and adjacent uses by evergreen vegetation and/or fencing. This is not

intended to require screening across the driveway access (e.g., gate).

7. The applicant shall demonstrate that the generation or accumulation of motor oil, gasoline, coolant and other hazardous chemicals/substances will be controlled in order to minimize risk to soils, surface water, ground water, and public health.

Zimbra

todithvt@gmavt.net

---

**Police Impact Fees**


---

**From :** Alex Weinhagen <aweinhagen@hinesburg.org>

Thu, Apr 14, 2022 11:52 AM

**Subject :** Police Impact Fees

6 attachments

**To :** Todd Odit <todit@hinesburg.org>**Reply To :** aweinhagen@hinesburg.org**From:** Alex Weinhagen <aweinhagen@hinesburg.org>**Sent:** Tuesday, March 8, 2022 11:37 AM**To:** 'Todd Odit' <todithvt@gmavt.net>**Subject:** RE: impact fees

Todd,

As for updating the fire impact fee, I think we need to do some work on our capital budget before we re-engage Jonathan Slason. We need to make some policy decisions about the fire station (e.g., new vs. improve existing) and the ambulance service, so that the capital budget can be revised with tentative time horizons and estimated costs. We probably need to hire someone to help us with these cost estimates before we spend more to update the fire impact fee.

See attached for three documents related to the police impact fee update. Let me know if you want to talk through the police impact fee update, or if there is any other information that would help with the Select Board discussion.

- **Handbook** - *police impact fee handbook for ZA 011022.pdf* – A user guide for how to calculate the police impact fee.
- **Analysis** - *hinesburg final draft police impact fee 011022.pdf* – Comprehensive analysis and basis for the police impact fee.
- **Ordinance** - *impact fee ordinance draft 030822.pdf* – Completely new impact fee ordinance drafted by Jonathan Slason. Unclear if a complete ordinance rewrite is necessary. Option 1 – Thoroughly review and finalize this new impact fee ordinance. Option 2 – Simply revise the existing impact fee ordinance (adopted in 2009) as necessary to reflect the new police impact fee analysis. Existing ordinance also attached for reference, and online at <https://www.hinesburg.org/ordinances/pages/other>

Some cost comparisons between the existing and proposed police impact fees:

|                 | <b>Existing Police Impact Fee</b> | <b>Proposed Police Impact Fee</b> | Fire Impact Fee | Zoning Permit Fee | Recording Fee | Total fees with proposed police impact fee |
|-----------------|-----------------------------------|-----------------------------------|-----------------|-------------------|---------------|--|
| New residential | \$341.97                          | \$443.98                          | \$1321.7        | \$800.00          | \$15.00       | \$2580.72                                  |

|  |           |          |               |               |         |           |
|--|-----------|----------|---------------|---------------|---------|-----------|
| home<br>2000 sq ft; 3<br>bdrms; 5 acres  |           |          | 4             |               |         |           |
| Residential<br>addition –<br>accessory apt<br>900 sq ft; 1<br>bdrm             | \$110.01  | \$398.76 | \$600.48      | \$360.00      | \$15.00 | \$1374.24 |
| New office<br>building<br>6000 sq ft; wood<br>frame;<br>sprinklers; 5<br>acres | \$1050.53 | \$605.50 | \$3986.2<br>3 | \$3000.0<br>0 | \$15.00 | \$7606.73 |
| Commercial<br>addition<br>600 sq ft; wood<br>frame;<br>sprinklers; 5<br>acres  | \$105.06  | \$41.45  | \$448.92      | \$300.00      | \$15.00 | \$805.37  |

-----  
 Alex Weinhagen  
 Director of Planning & Zoning, Town of Hinesburg  
[aweinhagen@hinesburg.org](mailto:aweinhagen@hinesburg.org)  
[www.hinesburg.org](http://www.hinesburg.org) - Planning/Zoning page  
 802-482-4209  
 10632 Route 116, Hinesburg, VT 05461



Notice – Under Vermont Open Records law, e-mail and attachments received or prepared for use in matters concerning Town business, or 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.

**From:** Todd Odit <[todithvt@gmavt.net](mailto:todithvt@gmavt.net)>  
**Sent:** Tuesday, March 8, 2022 8:04 AM  
**To:** aweinhagen <[aweinhagen@hinesburg.org](mailto:aweinhagen@hinesburg.org)>  
**Subject:** Re: impact fees

Great. Sounds like Dennis will want to dig into the FD impact fee. Seems like a good time to do so, we will just need to spend more \$ to get that part finished.

Todd

**From:** "aweinhagen" <[aweinhagen@hinesburg.org](mailto:aweinhagen@hinesburg.org)>  
**To:** "Todd Odit" <[todithvt@gmavt.net](mailto:todithvt@gmavt.net)>  
**Sent:** Monday, March 7, 2022 1:51:24 PM  
**Subject:** RE: impact fees

Todd,

The police impact fee ordinance revision is complete and ready for you and the Select Board to discuss and approve, if acceptable. I've been sitting on this for a bit. I'll package it up and send it to you separately.

As you know, we paused on the fire impact fee ordinance revision due to the policy change regarding fire capital budget items – i.e., aerial/ladder truck, station expansion.

-----  
Alex Weinhagen  
Director of Planning & Zoning, Town of Hinesburg  
[aweinhagen@hinesburg.org](mailto:aweinhagen@hinesburg.org)  
[www.hinesburg.org](http://www.hinesburg.org) - Planning/Zoning page  
802-482-4209  
10632 Route 116, Hinesburg, VT 05461  
-----



Notice – Under Vermont Open Records law, e-mail and attachments received or prepared for use in matters concerning Town business, or 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.

**From:** Todd Odit <[todithvt@gmavt.net](mailto:todithvt@gmavt.net)>  
**Sent:** Monday, March 7, 2022 12:46 PM  
**To:** aweinhagen <[aweinhagen@hinesburg.org](mailto:aweinhagen@hinesburg.org)>  
**Subject:** impact fees

Alex,

Dennis wants to talk about impact fees at an upcoming meeting. We should include the current update. On that, what is the status? We need to wrap that up.

--

Todd Odit  
Town Manager  
802-482-4206  
[todit@hinesburg.org](mailto:todit@hinesburg.org)



# MEMO

**TO:** Town of Hinesburg Impact Fee Administrator  
**FROM:** Jonathan Slason, RSG  
**CC:** Alex Weinhagen, Director of Planning & Zoning  
**DATE:** January 10, 2022  
**SUBJECT:** Impact Fee Administrator Handbook

---

This handbook summarizes the process of calculating the police impact fee using the methodology set out by the January 10, 2022, Hinesburg Police Impact Fee Report.

It is intended to be a guide for the town impact fee administrator. This handbook applies only to this version of the Police Impact Fee and is not comprehensive of other impact fees.

## Basic Fee Derivation

### Step 1: Land Use Selection

Land use: is it residential or nonresidential, or both?

- Residential: will it increase the occupancy of the land? The fee is based on estimated numbers of persons in the house using the bedroom count as the unit of growth.
- Nonresidential: any other use than a residence. This fee is based on the size of structure using gross leasable square footage as the metric. This typically includes usable space that would be expected to be occupied by people. It could exclude areas such as unoccupied warehouses, coolers, etc., except if they are frequently part of an occupied working area, common areas such as stairwells, elevators, etc. The square footage should be logically checked for average space per employee. See table below which includes data on the square feet per employee estimates from Dun & Bradstreet employment data purchased by CCRPC for planning purposes only, aggregated by NAICS sector and averaged for Chittenden County communities.



| <b>Industry Sector</b>                                 | <b>Average Square Feet per Employee</b> |
|--|---|
| Accommodation and Food Services                        | 325                                     |
| Administrative, Support, Waste Management, Remediation | 417                                     |
| Agriculture, Forestry, Fishing and Hunting             | 1,025                                   |
| Arts, Entertainment, and Recreation                    | 877                                     |
| Construction   | 406                                     |
| Educational Services                                   | 263                                     |
| Finance and Insurance                                  | 682                                     |
| Health Care and Social Assistance                      | 608                                     |
| Information  | 414                                     |
| Manufacturing  | 546                                     |
| Other Services (except Public Administration)          | 649                                     |
| Professional, Scientific, and Technical Services       | 319                                     |
| Public Administration                                  | 282                                     |
| Real Estate and Rental and Leasing                     | 955                                     |
| Retail Trade   | 439                                     |
| Transportation and Warehousing                         | 527                                     |
| Utilities  | 871                                     |
| Wholesale Trade  | 811                                     |
| <b>Unweighted Average</b>                              | <b>580</b>                              |

- Residential and nonresidential land use developments shall separate the two uses, for the fee to be determined for each type separately.

## Step 2: Base Fee

### Residential:

- The base impact fee is calculated by the number of units by bedroom using Table 11 from the impact fee study:

**TABLE 1: BASE IMPACT FEE PER HOUSEHOLD BY NUMBER OF BEDROOMS**

| Bedrooms                  | 0                | 1                | 2                | 3                | 4                | 5+                 |
|---------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| Avg. Persons per Dwelling | 1.6              | 2                | 2.4              | 2.8              | 3.3              | 4                  |
| <b>Base Impact Fee</b>    | <b>\$ 462.37</b> | <b>\$ 577.97</b> | <b>\$ 693.56</b> | <b>\$ 809.15</b> | <b>\$ 953.65</b> | <b>\$ 1,155.94</b> |

- The fee is per unit given the number of bedrooms.
- Examples:
  - o An accessory dwelling unit is added to an existing home. It is a studio unit, with a common, kitchenette, living area, and bed. This is a 0 bedroom with 1.6 persons on-average.
  - o A 16-unit building is proposed comprised of 8 2-bedroom units and 8 3-bedroom units. The base fee would be:
    - $(8 * \$693.56) + (8 * \$809.15) =$
    - $\$5,548.48 + \$6,473.20 =$
    - $\$12,021.68$





### Nonresidential:

- The base impact fee for nonresidential land uses can be either on the basis of the number of persons employed on site or the GLA (gross leasable square footage).
- Some land use applications include estimates on the number of employees, which would be a more accurate representation of impact on the police department. If the number of employees is not known, the fee per 1,000 of GLA is used.
  - o The number of new employees at \$183.49 per employee, or
  - o The square footage of the gross floor area at \$315.60 per 1,000 square feet.

### **Step 3: Revenue Impact Fee Credits – Past Tax**

#### Residential Uses on Undeveloped Land

- Tax rate:
  - o Check when the parcel was bought by the applicant or what years the applicant has paid property taxes on the parcel.
  - o If the applicant has owned the parcel since 2021, then Column D tax rate from Table 14 can be used directly for the year of development.
  - o If the applicant has owned the parcel for a year after 2021 (i.e., the applicant purchases the parcel in 2030 and develops it in 2035), then they are credited for 5 years of property tax that contributed toward the police station. This is calculated by subtracting the 2030 tax rate from the 2035 tax rate using values in Column D.
- The property specific assessment for the raw undeveloped land is preferable to the average per acre value. The credit calculation using the average value of residential land value per acre of  $\$3,524 / 1,000 = \$3.524$  \* [tax rate calculated above ]

#### Nonresidential

- Tax rate:
  - o The tax rate applied to the value of the future development is included in Column D in Table 13 and Column D in Table 15 based on the year of ownership.

- If the property was owned and paying taxes between 2013 and 2020, use Table 13 to calculate the credit for this period of time.
  - If the parcel was purchased between 2013 and 2020, then the rate to apply would be the difference between the year the parcel was purchased and the \$0.59 value for 2020. For example, the parcel was purchased in 2015, the PAST TAX rate would be ( $\$0.59 - \$0.22 = \$0.37$ ) per \$1,000 of taxable value.
- If the property continues to be owned and paying taxes from 2021 onwards, use Table 15 to calculate the credit.
  - If the applicant has owned the parcel for a year after 2021 (i.e., the applicant purchases the parcel in 2030 and develops it in 2035), then they are credited for 5 years of property tax that contributed toward the police station. This is calculated by subtracting the 2030 tax rate from the 2035 tax rate using values in Column D.
- The property specific assessment for the raw undeveloped land is preferable to the average per acre value. Credit calculation uses the average value of nonresidential land value per acre of  $\$2,624 / 1,000 = \$2.624$  \* [tax rate calculated above ]

### Examples

- A 5-acre undeveloped residential lot, with an average assessed value per acre of \$3,524 for a total of \$17,618, is developed in 2027. The past tax credit off any base impact fee would equal to  $(17.62 * 0.48) = \$8.46$
- A 2-acre undeveloped nonresidential lot, with an average assessed value per acre of \$2,624 for a total of \$5,248, is developed in 2030. It was purchased in 2024. The past tax credit off any base impact fee would equal to  $[\$5.248 * (0.75 - 0.23)] = \$2.73$

### Split developments

- The most recent assessment per acre should be used for the basis of the past tax credit regardless of the makeup or share of the property between residential and nonresidential.
- If an assessment is not available or considered inadequate for any reason (desertion to the impact fee administrator) then a weighted value per acre should be used based on the total square footage for the two uses.



The average value of undeveloped land per acre by zoning should be periodically revised. A stable value using a rolling average is preferred to avoid dramatic swings in value.

### **Step 3: Revenue Impact Fee Credits – Future Tax**

#### Residential

- Tax rate:
  - o The tax rate applied to the value of the future development is included in Column E in Table 15 based on the year of occupancy.
  - o The estimated sales price for new residential construction is \$161.17 per square foot in 2020 dollars. The data includes sales price by improved square foot that include finished basements and livable space that are heated or cooled. This would exclude garages, porches, or other external spaces. This value should be periodically escalated based on latest available data. The source of the data: New Housing cost data [https://www.census.gov/construction/chars/xls/soldpricesqft\\_cust.xls](https://www.census.gov/construction/chars/xls/soldpricesqft_cust.xls).
  - o Average sales data for new manufactured housing, or more commonly referred to as mobile homes, indicates that these structures with an average size of approximately 1,200 square feet, are sold for \$60,000.<sup>1</sup> This is an average sales price of \$50 per square foot. This value should be periodically revisited and escalated as appropriate based on available data.
- The tax rate is applied to the sum of the land value and the structure value.
- Credit calculation uses the expected future value (in \$1,000s) and the tax rate calculated in Column E of Table 15.

#### Nonresidential

- Tax rate:
  - o The tax rate applied to the value of the future development is included in Column E in Table 15 based on the year of occupancy.
  - o Some land use applications may have an estimated construction value or cost of the construction which may be close to the assessed value. If these values are part of the application, they can be used.

---

<sup>1</sup> Sources for sales prices for new manufactured homes  
<https://www.thehomedirect.com/blog/average-cost-of-a-manufactured-home> and  
<https://home.costhelper.com/mobile-home.html>

- Post construction values can also be estimated using Table 14 in the impact fee report based on the land use type and the general construction type. The average cost of construction types should be periodically revisited or escalated using appropriate sources, such as the Engineering New-Record data for construction costs (<http://enr.construction.com/economics/default.asp>)
- The value in the table is multiplied by the gross square footage of the structure.
- The tax rate is applied to the sum of the land value and the structure value. The land value for nonresidential property has been shown to increase upon development to an average value of \$8,970 per acre.
- Credit calculation uses the expected future value (in \$1,000s) and the tax rate calculated in Column E of Table 15 for the year of occupancy.

#### Examples

- Residential: A 4-bedroom 2,400 square foot home is built on the 5-acre residential lot in 2027. The property value is the land (\$17,618) plus the structure value estimated at \$386,808 ( $\$161.17 \text{ per sq ft} * 2,400 \text{ sq ft}$ ) equals \$404,426. The future tax impact fee credit would equal  $(404.426 * 0.86) = \$347.81$
- Nonresidential: A 3-acre nonresidential parcel puts a 50,000 square foot warehouse on it for a development value of \$5.6 million (pre-fab steel warehouse building at \$112 per square foot). With the estimate of the land now at valued at \$26,910 ( $\$8,970 * 3$ ) and the structure, the parcel has a total post development value of \$5,626,910 in 2030. The future tax impact fee credit equals  $(5,626.910 *.73) = \$4,108$ .

#### Split developments

- Land uses that may combine land uses, such as retail on the ground floor and residential above require an assessment of the land value after construction. This could be again an average or weighted share based on the three different values that have analyzed from the grand list data:
  - Residential per acre: \$3,524
  - Nonresidential, undeveloped, per acre: \$2,624
  - Nonresidential, post development, per acre: \$8,970
- Construction value should use a weighted average mix based on the ratio of commercial to residential uses. This can be calculated using the residential value



for the residential square footage (\$161.17 in 2020 dollars) and an appropriate nonresidential construction cost value (see Table 14) can be used for the nonresidential square footage. RSM means square foot cost data indicates that 2-3 story residential with ground floor retail is often somewhere between the residential cost per square foot and the commercial cost per square foot.

### **Step 5: Net Fee**

- Net fee = Base fee – Revenue Credits
- Net fee = Base fee – (Past tax credit + Future tax credit)

### **Frequent Questions**

- How is a redevelopment treated?
  - a. Base fee should be calculated on the additional residential occupants or the additional square footage for nonresidential uses.
  - b. Past tax credit should be calculated on the currently assessed value and take a credit back to the year that the applicant owned the property (only back to 2021 with the most recent fee revision).
  - c. Future tax credit should be calculated on the net change in taxable value on the property as a result of the redevelopment.
- What values should be escalated?
  - a. The land values per acre should be periodically reviewed using the grand list data for undeveloped and developed properties. The data should try to avoid outliers and control for oddities inherent in the data.
  - b. Cost of residential and nonresidential construction. The residential is the final assessed or sales price and is publicly tracked for the northeast region by the US Census. The nonresidential construction value of various building types and land uses is proprietary data that has been purchased in 2018. This data should be purchased approximately every five years and escalated using appropriate cost indices, such as the Engineering News-Record Construction Cost Index (CCI).

# TOWN OF HINESBURG POLICE IMPACT FEES



January 10, 2022

Town of Hinesburg

 **RSG**  
the science of insight

---

Cover Image Credit: Hinesburg Community Police Station  
© 2022 RSG

---

# CONTENTS

|   |           |
|---|-----------|
| <b>1.0 INTRODUCTION .....</b>                     | <b>1</b>  |
| 1.1 LEGAL BACKGROUND .....                        | 2         |
| <b>2.0 COMMUNITY CONTEXT .....</b>                | <b>4</b>  |
| 2.1 POPULATION .....                              | 5         |
| 2.2 HOUSEHOLDS .....                              | 5         |
| 2.3 EMPLOYMENT .....                              | 9         |
| 2.4 LAND USE FORECASTS .....                      | 9         |
| <b>3.0 POLICE DEPARTMENT .....</b>                | <b>13</b> |
| 3.1 INTRODUCTION .....                            | 13        |
| 3.2 IMPACT FEE OVERVIEW .....                     | 13        |
| 3.3 CALL HISTORY .....                            | 14        |
| RESIDENTIAL VS. NONRESIDENTIAL .....              | 14        |
| CALL VOLUME OVER TIME .....                       | 16        |
| 3.4 EXISTING SERVICE STANDARDS .....              | 16        |
| SPACE PER OFFICER .....                           | 17        |
| SPACE PER CAPITA AND PER EMPLOYED PERSON .....    | 18        |
| OFFICERS PER CAPITA AND PER EMPLOYED PERSON ..... | 19        |
| 3.5 BASE IMPACT FEE .....                         | 19        |
| CAPITAL COSTS .....                               | 19        |
| BASE RESIDENTIAL FEE .....                        | 20        |
| BASE NONRESIDENTIAL FEE .....                     | 21        |
| 3.6 IMPACT FEE REVENUE .....                      | 21        |
| HISTORICAL IMPACT FEE COLLECTION .....            | 22        |
| <b>4.0 CREDITS .....</b>                          | <b>24</b> |
| 4.1 CREDITS .....                                 | 24        |



|                              |    |
|------------------------------|----|
| INFRASTRUCTURE CREDITS ..... | 24 |
| REVENUE CREDITS .....        | 24 |
| 4.2 REVENUE CREDITS .....    | 25 |
| PAST TAX.....                | 25 |
| FUTURE TAX .....             | 27 |
| TAX RATE .....               | 29 |
| NET POLICE IMPACT FEE .....  | 30 |

## LIST OF FIGURES

|   |    |
|---|----|
| FIGURE 1: IMPACT FEE PROCESS.....   | 1  |
| FIGURE 2: HINESBURG LOCATION.....   | 4  |
| FIGURE 3: TOWN OF HINESBURG HISTORICAL POPULATION .....                             | 5  |
| FIGURE 4: NEW DWELLING UNITS IN HINESBURG (1980-2016) .....                         | 6  |
| FIGURE 5: AVERAGE HOUSEHOLD SIZE (1940-2016).....                                   | 7  |
| FIGURE 6: VERMONT PERSONS PER HOUSEHOLD BY BEDROOM.....                             | 8  |
| FIGURE 7: CHITTENDEN COUNTY POPULATION PROJECTIONS.....                             | 10 |
| FIGURE 8: HINESBURG POPULATION, HOUSEHOLDS, AND HOUSEHOLD<br>SIZE FORECAST.....     | 12 |
| FIGURE 9: POLICE CALLS OVER TIME .....  | 16 |
| FIGURE 10: ANNUAL INCIDENT COUNT PER OFFICER.....                                   | 17 |
| FIGURE 11: SHARE OF NEW HOMES SOLD IN THE NORTHEAST BY COST<br>PER SQUARE FOOT..... | 28 |

## LIST OF TABLES

|  |    |
|--|----|
| TABLE 1: HINESBURG IMPACT FEE CAPITAL COST CENTERS.....  | 2  |
| TABLE 2: BEDROOMS, BY HOUSEHOLD UNIT (2019 5-YEAR ACS) .....   | 6  |
| TABLE 3: DISTRIBUTION OF EMPLOYMENT SECTORS IN THE TOWN OF<br>HINESBURG.....                                     | 9  |
| TABLE 4: CHITTENDEN COUNTY POPULATION PROJECTED ANNUAL<br>RATES OF GROWTH.....                                   | 10 |
| TABLE 5: HINESBURG FORECAST GROWTH.....  | 11 |
| TABLE 6: RECENT POLICE CALLS BY LAND USE TYPE.....   | 15 |
| TABLE 7: PROPORTION OF POLICE CALLS BY LAND USE TYPE (AVG.<br>2016-2018).....                                    | 16 |
| TABLE 8: SERVICE STANDARD PER SQUARE FOOTAGE .....   | 18 |
| TABLE 9: SERVICE STANDARD PER CAPITA AND USERS.....  | 19 |
| TABLE 10: COST OF STATION CAPACITY BY LAND USE TYPE .....  | 20 |
| TABLE 11: BASE IMPACT FEE PER HOUSEHOLD BY NUMBER OF<br>BEDROOMS .....   | 20 |
| TABLE 12: POSSIBLE IMPACT FEE REVENUE.....   | 22 |
| TABLE 13: 2013-2020 PAST TAX RATE FOR POLICE STATION PER \$1,000<br>OF VALUATION .....                           | 26 |
| TABLE 14: 2021 CONSTRUCTION VALUES FOR NONRESIDENTIAL USES<br>BY CONSTRUCTION TYPE (VALUE PER SQUARE FOOT) ..... | 29 |
| TABLE 15: POLICE STATION TAX RATE PER \$1,000 OF VALUATION.....  | 29 |

## LIST OF ABBREVIATIONS

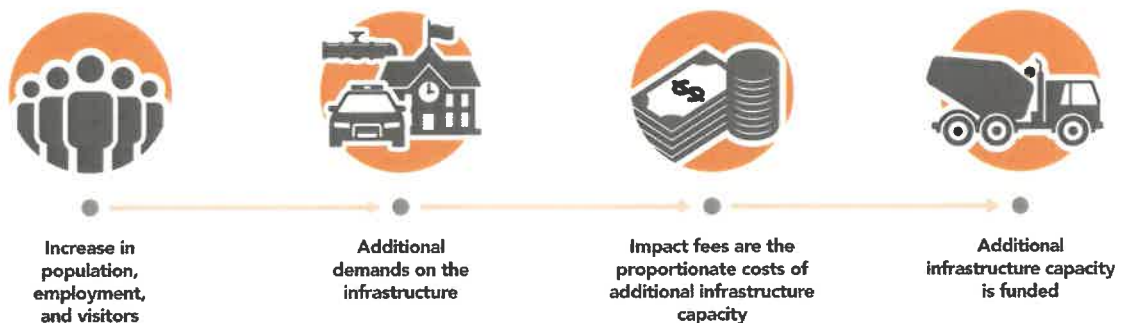
|       |  |
|-------|--|
| ACS   | American Community Survey                      |
| CCI   | [ENR] Construction Cost Index                  |
| CCRPC | Chittenden County Regional Planning Commission |
| DMV   | Department of Motor Vehicles                   |
| FTE   | Full Time Equivalent staffing                  |
| GFA   | Gross floor area                               |
| MTP   | Metropolitan Transportation Plan               |
| PUMS  | Public Use Microdata Sample                    |

## 1.0 INTRODUCTION

This impact fee study report evaluates how land use development in the town of Hinesburg can accommodate new demands it places on existing services and infrastructure. Impact fees are a type of land use regulation that local governments use to generate revenue to construct additional capacity to accommodate this demand. The Town of Hinesburg retained RSG to develop this needs study to identify a fair and equitable impact fee structure for its transportation investments.

Vermont statute authorizes municipalities to levy impact fees on new development. The purpose of these fees is to allocate the cost of new capital facilities to the development that will benefit from those facilities.<sup>1</sup> This can include fees to offset the costs of facilities built in the past with excess capacity for anticipated future development (such as the Hinesburg police station), facilities planned to be built to accommodate future development, and marginal expansion of capacity in response to population growth and changes in community expectations. The statute states that the costs of such infrastructure should only include the portion associated with new capacity to accommodate the future land development's demand. The process is visualized in Figure 1 below.

**FIGURE 1: IMPACT FEE PROCESS**



Source: RSG

The methodology used in the Hinesburg police impact study follows a “consumption” or standards based approach by expanding marginal capacity based on incremental changes in demand (i.e., population).

The consumption based approach identifies the standards by which the services are currently provided, compares those to expected standards of service, and uses a change in base demand to forecast how much additional capacity may be necessary in the future. The plan

<sup>1</sup> 24 V.S.A. § 5200

based approach uses an established plan or vision to identify the necessary capital investments to meet the needs of the future population. Table 1 summarizes the methods and growth units for the two capital impact fee areas. The fire department cost center is not evaluated at this time.

**TABLE 1: HINESBURG IMPACT FEE CAPITAL COST CENTERS**

| COST CENTERS | METHOD                                     | UNITS                                    | GROWTH UNITS                          |
|--------------|--|--|---------------------------------------|
| Fire         | Standards "Consumption" based / Plan based | Staff, Space and equipment per capita    | Bedrooms and Employees or square feet |
| Police       | Standards "Consumption" based              | Space & full time equivalents per capita | Bedrooms and Employees or square feet |

## 1.1 LEGAL BACKGROUND

The American Planning Association, which is a national organization dedicated to supporting local communities and planning processes, has developed standards for impact fees. These standards are as follows:<sup>2</sup>

- *The imposition of a fee must be rationally linked (the "rational nexus") to an impact created by a particular development and the demonstrated need for related capital improvements pursuant to a capital improvement plan and program.*
- *Some benefit must accrue to the development as a result of the payment of a fee.*
- *The amount of the fee must be a proportionate fair share of the costs of the improvements made necessary by the development and must not exceed the cost of the improvements.*
- *A fee cannot be imposed to address existing deficiencies except where they are exacerbated by new development.*
- *Funds received under such a program must be segregated from the general fund and used solely for the purposes for which the fee is established.*
- *The fees collected must be encumbered or expended within a reasonable timeframe to ensure that needed improvements are implemented. Six years in Vermont.*
- *The fee assessed cannot exceed the cost of the improvements, and credits must be given for outside funding sources (such as federal and state grants, developer initiated improvements for impacts related to new development, etc.) and local tax payments which fund capital improvements, for example.*

<sup>2</sup> American Planning Association. "APA Policy Guide on Impact Fees." Available at: <https://www.planning.org/policy/guides/adopted/impactfees.htm>.

## Town of Hinesburg Police Impact Fees

- *The fee cannot be used to cover normal (day to day) operation and maintenance or personnel costs, but must be used for capital improvements, or under some linkage programs, affordable housing, job training, child care, transit operations, etc. This expectation has to define costs attributed to mitigating the impacts associated with additional land use development.*

Typical management activities:

- *The fee established for specific capital improvements should be reviewed at least every two years to determine whether an adjustment is required, and similarly the capital improvement plan and budget should be reviewed at least every 5 to 8 years.*
- *Provisions must be included in the ordinance to permit refunds for projects that are not constructed, since no benefit will have manifested.*
- *Impact fee payments are typically required to be made as a condition of approval of the development, either at the time the building or occupancy permit is issued.*

Vermont's impact fee statute does not preclude using funds for administrative duties associated with the management of the impact fee program. Nationally, it is common practice to collect and expend impact fees to cover time and expenses associated with the creation, management, and administration of the impact fee program. These funds often cover the salary portion of the impact fee administrator, staff time in the preparation and review of impact fee studies, consultant or staff time preparing impact fee needs reports, and ordinance support. Therefore, a 5% additional margin has been identified in this study as a reasonable cost for the administration of this program.

## 2.0 COMMUNITY CONTEXT

Hinesburg is a predominately rural community located south of the Burlington metro area in the foothills of the Green Mountains. The town boasts a vibrant village center surrounded by a working rural landscape dominated by agricultural and forest lands with scattered residential development.

Hinesburg has a variety of industries and a diverse small commercial sector along with a large base of employment in the educational sector with a pre-K through 8<sup>th</sup> grade school and one of the largest union high schools in the state drawing students from southern Chittenden County.

The Town Plan<sup>3</sup> sets out the key goals for the community:

- Enhance the village area.
- Maintain its rural character.
- Provide for environmental sustainability.
- Strive to offer the highest quality social, educational, recreational and economic opportunities, and a variety of housing options.

The police and fire departments are important and valuable investments made by the community and will continue to serve public safety functions in the town with adequate investment and planning for the future. Impact fees are only one of a handful of funding mechanisms to support the viability and strength of these essential resources.

**FIGURE 2: HINESBURG LOCATION**



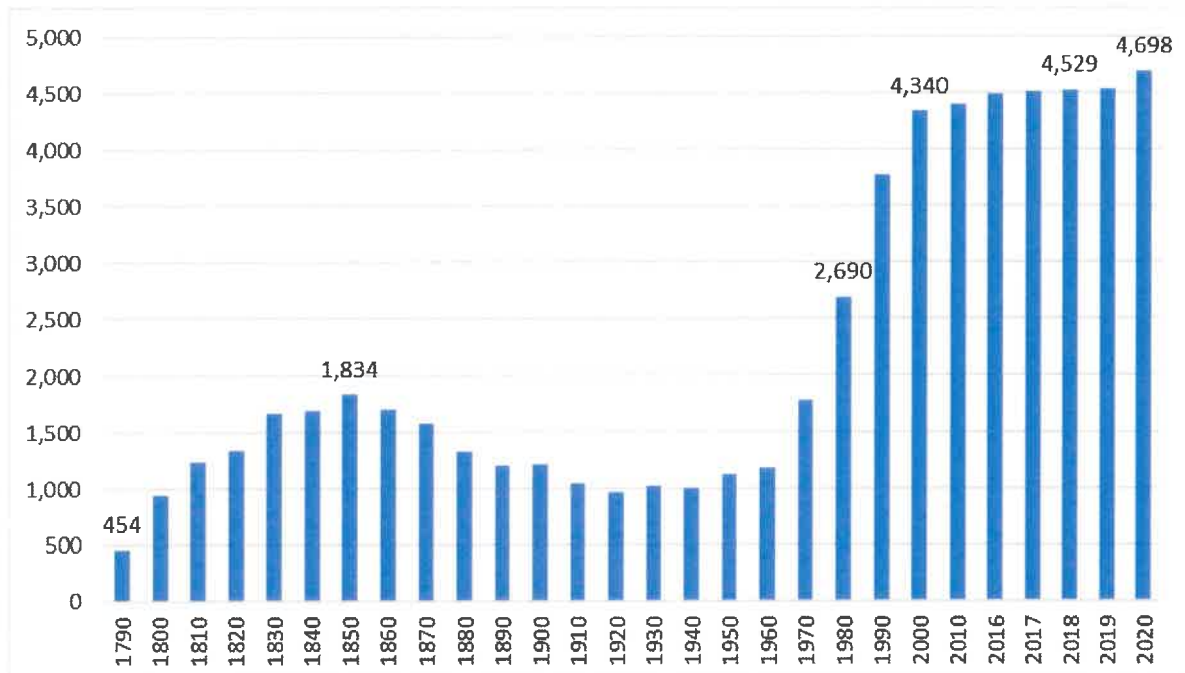
Source: CCRPC ECOS Map Viewer

<sup>3</sup> <https://www.hinesburg.org/sites/g/files/vyhlif6691/f/uploads/hinesburg-townplan-092517.pdf>

## 2.1 POPULATION

The town of Hinesburg has a population of 4,698 as of the 2020 Decennial Census.<sup>4</sup> Over the last 20 years the growth has remained relatively stable after a period of significant growth between 1970 and 2000. Figure 3 shows the historical residential population for the town since 1790.

**FIGURE 3: TOWN OF HINESBURG HISTORICAL POPULATION**



Source: US Census, ASC 5 year estimates, US Decennial Census for years 2020, 2010 and earlier

## 2.2 HOUSEHOLDS

To minimize adverse effects on housing affordability and build a strong nexus between the need for services and growth in the town, it is important to understand the actual number of people occupying the land uses being developed. Households is an accessible and commonly used term for forecasting growth and one of the few units of growth that is specifically used in the permitting process.

Bedrooms however is also a frequently used metric, guiding the size requirements for waste water and raw water as well as other land development permits.

<sup>4</sup> The 2020 Census data is only available for population figures at the time of this report. The 2019 American Community Survey is used for all other detailed demographic data.



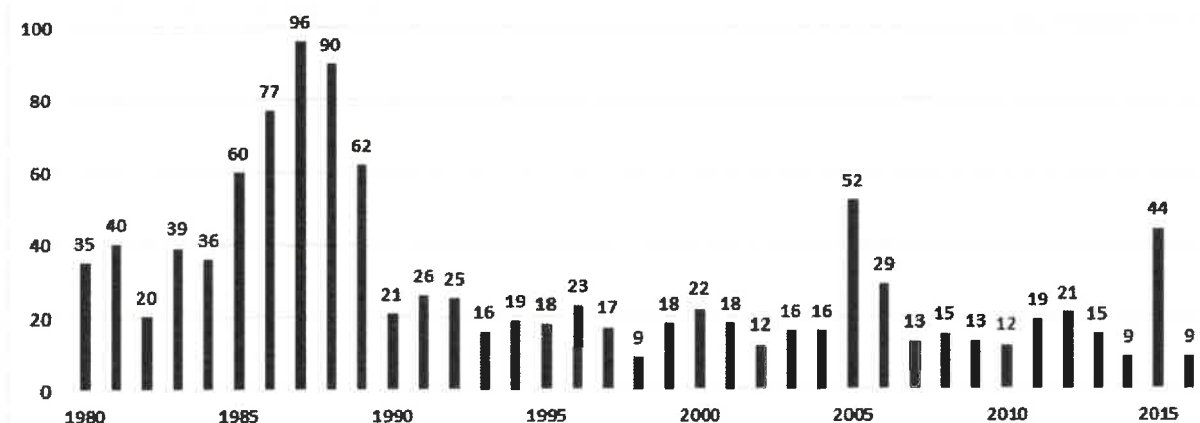
Both the number of households and the number of bedrooms in those households are known entities at the time a building permit is obtained prior to construction. The number of occupants are not – which is the true source of demand for town services such as police protection.

This section connects the number of bedrooms to the number of households and then using available census data for Vermont a model is estimated for the number of persons a household may be expected to have.

The town of Hinesburg has an estimated 1,996 housing units as of the 2019 ACS, with approximately 75% of those consisting of one unit standalone dwelling structures, and 87% when incorporating manufactured mobile homes.<sup>5</sup>

Figure 4 shows the historical permitting record of new residential dwelling units in Hinesburg since 1980 through 2016. The data indicated a substantial annual change in the late '80s and then a period of stability with a few larger increases associated with specific subdivisions behind the police and fire station and on Thistle Hill.

**FIGURE 4: NEW DWELLING UNITS IN HINESBURG (1980-2016)**



Source: Town Plan derived from Hinesburg Zoning Administrator based on Building Permits issued.

### ***Bedrooms per Household***

The 2019 breakdown of households and the number bedrooms is shown in Table 2.

**TABLE 2: BEDROOMS, BY HOUSEHOLD UNIT (2019 5-YEAR ACS)**

| HOUSEHOLD BEDROOM COUNT                      | COUNT | PERCENT |
|--|-------|---------|
| No Bedroom (i.e., studio or efficiency unit) | 0     | 0%      |
| 1 Bedroom                                    | 107   | 5%      |
| 2 Bedrooms                                   | 524   | 26%     |
| 3 Bedrooms                                   | 1,017 | 51%     |

<sup>5</sup> ACS data on units in structure. Table DP04

## Town of Hinesburg Police Impact Fees

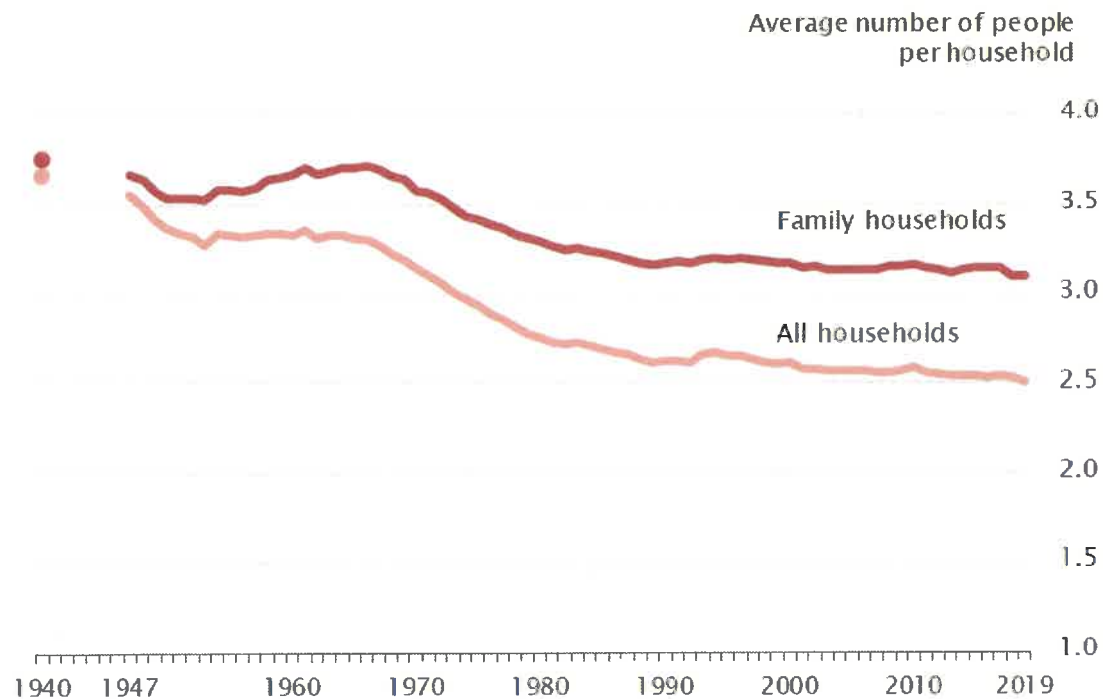
|                            |              |             |
|----------------------------|--------------|-------------|
| 4 Bedrooms                 | 306          | 15%         |
| 5 or More Bedrooms         | 42           | 2%          |
| <b>Total Housing Units</b> | <b>1,996</b> | <b>100%</b> |

The weighted average number of bedrooms per unit is 2.8.

### ***Persons per Household***

The 2019 ACS data indicates an average of 2.43 persons per household across Hinesburg based on the 4,672 population and 1,870 occupied housing units. The 2010 data indicates an average of 2.50 persons per household across the 1,749 housing units. This decline in average household size mirrors national data, which over the past half century, shows the average size (number of persons) of households has dropped from 3.67 persons per household in 1940 to 2.53 in 2016, as shown in Figure 5.

**FIGURE 5: AVERAGE HOUSEHOLD SIZE (1940–2016)**



Source: U.S. Census Bureau, Current Population Survey, Annual Social and Economic Supplements, 1940 and 1947 to 2019.

Source: US Census Bureau<sup>6</sup>

<sup>6</sup> US Census Bureau. "Historical Households Tables." December 2020. Available at: <https://www.census.gov/data/tables/time-series/demo/families/households.html>.

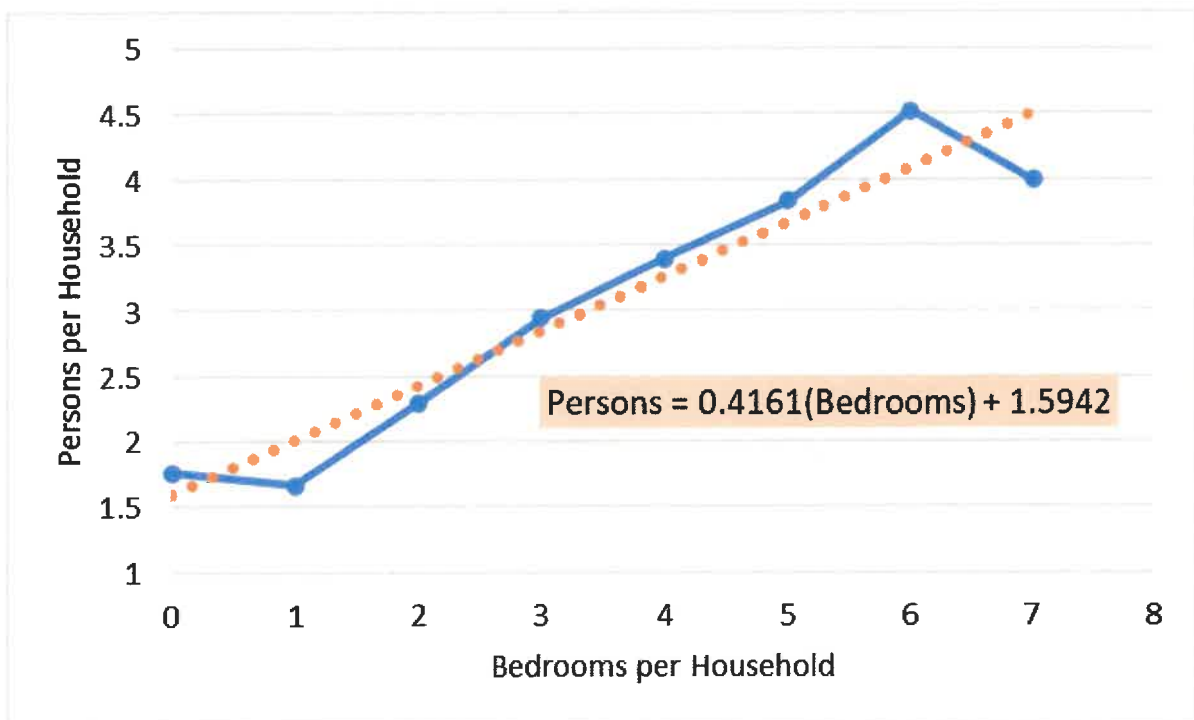


## Town of Hinesburg Police Impact Fees

The number of occupants per household influences the number of housing units necessary to house the population and may also influence the degree to which any household may impact the needs for goods and services.

The U.S. Census Public Use Microdata Sample (PUMS) regularly surveys around 1% of the U.S. population each year across the full set of variables surveyed in the ACS. The 2019 five-year PUMS data was downloaded using the statistical software R and exported for the state of Vermont geography, providing occupancy data on 32,056 households. The data accessed compares persons per household and the number of bedrooms in that household. The relationship is visualized in Figure 6 below.

**FIGURE 6: VERMONT PERSONS PER HOUSEHOLD BY BEDROOM**



Source: Census PUMS data analyzed by RSG

A strong linear relationship exists between the number of bedrooms a household has and the number of persons in that household. This relationship is used to convert per capita fees for the police department to residential fees based on the number of bedrooms the dwelling unit has.

## 2.3 EMPLOYMENT

The town of Hinesburg hosts an estimated 1,467 employed persons in the town across the many significant business and educational facilities located throughout the town. Of these, approximately 78% live outside of Hinesburg and commute in. Table 3 shows the 2019 five-year ACS summarizes the jobs within the town of Hinesburg.

**TABLE 3: DISTRIBUTION OF EMPLOYMENT SECTORS IN THE TOWN OF HINESBURG**

| NAICS DESCRIPTION  | % OF WORKERS IN TOWN OF HINESBURG |
|--|-----------------------------------|
| Agriculture, forestry, fishing and hunting, and mining                                     | 4%                                |
| Construction   | 11%                               |
| Manufacturing  | 14%                               |
| Wholesale trade  | <1%                               |
| Retail trade   | 9%                                |
| Transportation and warehousing, and utilities  | 3%                                |
| Information  | <1%                               |
| Finance and insurance, and real estate and rental and leasing                              | 2%                                |
| Professional, scientific, and management, and administrative and waste management services | 13%                               |
| Educational services, and health care and social assistance                                | 24%                               |
| Arts, entertainment, and recreation, and accommodation and food services                   | 9%                                |
| Other services, except public administration   | 8%                                |
| Public administration  | 3%                                |

Source: 2019 ACS 5-year B0526

## 2.4 LAND USE FORECASTS

The Town Plan, town zoning and land development regulations anticipates future growth and land development. Consistent with New England, and Vermont trends, Hinesburg’s growth is expected to remain modest relative to historical trends. The 2020 Census data indicates the state grew 2.8%, or 0.28% annually between 2010 and 2020, while Hinesburg grew 6.64%, or 0.66% annually<sup>7</sup>, from 4,396 to 4,698 residents between 2010 and 2020.

### **Countywide Context**

The 2018 ECOS Metropolitan Transportation Plan (MTP) produced by the Chittenden County Regional Planning Commission (CCRPC) developed countywide and municipal forecasts out to 2050. The 2018 projections have countywide population projected to increase from 165,000 in

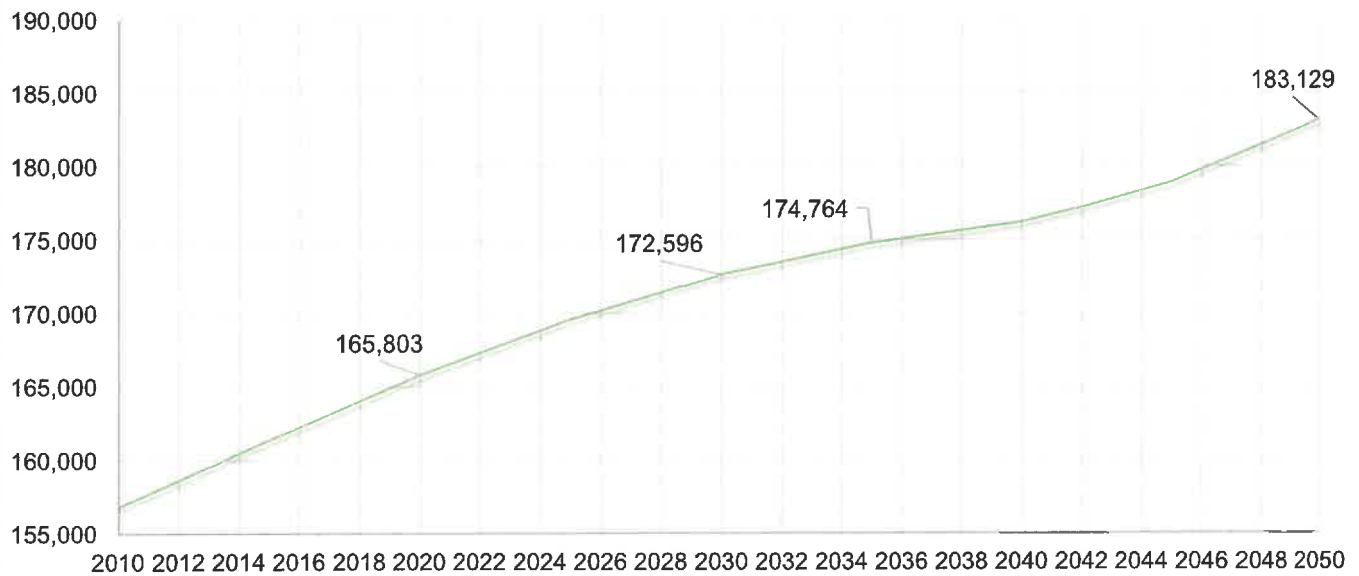
<sup>7</sup> Using a natural log growth equation

## Town of Hinesburg Police Impact Fees

2020<sup>8</sup> to 183,000 in 2050. The population is anticipated to slow in annual growth rates through the 2020s and then increase again starting in the 2030s as the 'millennials' fully enter an age typical of household formation.

Figure 7 shows the chart for the projected countywide population growth through year 2050. The chart indicates that annual growth rates between 2010 and 2020 are around 0.56% and forecast between 2020 and 2030 at 0.4%. Hinesburg data indicates that the town is adding more residents faster than the Chittenden County average.

**FIGURE 7: CHITTENDEN COUNTY POPULATION PROJECTIONS**



Source: CCRPC 2018 ECOS MTP (developed by Economic Policy Resources, Inc. and RSG)

The cumulative countywide population are compared by time period in Table 4 that illustrates how the annual average growth rates vary by period of analysis.

**TABLE 4: CHITTENDEN COUNTY POPULATION PROJECTED ANNUAL RATES OF GROWTH**

| TIME PERIOD | AVG. ANNUAL FORECAST GROWTH RATE |
|-------------|----------------------------------|
| 2010 – 2030 | 0.480%                           |
| 2010 – 2040 | 0.388%                           |
| 2020 – 2050 | 0.331%                           |
| 2030 – 2050 | 0.296%                           |
| 2040 – 2050 | 0.387%                           |
| 2010 – 2050 | 0.388%                           |

Source: RSG analysis of CCRPC 2018 ECOS countywide population projections

<sup>8</sup> The 2019 ACS data indicates Chittenden County has a population of 163,774

### **Hinesburg Area Growth**

This study uses the recent growth in the town along with the regional forecasts to establish the connection between the number of residents and employed persons in town and their demand for police and fire services. The forecast growth is an indicator of how the future demands on the two departments will change and when additional investment may be necessary to maintain current service standards.

The regional growth that is forecast for Hinesburg in the CCRPC MTP is added to the estimated current population, household, and employed persons (from ACS data) and shown in Table 5.

**TABLE 5: HINESBURG FORECAST GROWTH**

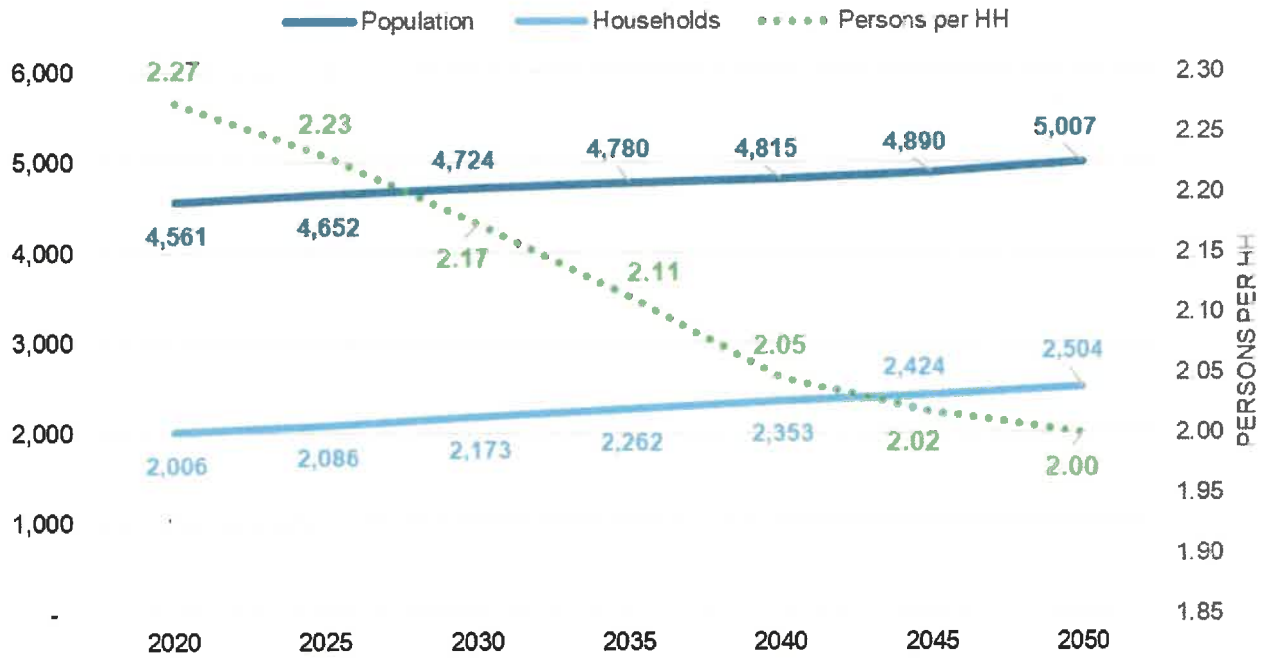
| YEAR | POPULATION FORECAST <sup>9</sup> | HOUSEHOLDS | PERSONS PER HH | EMPLOYED PERSONS |
|------|----------------------------------|------------|----------------|------------------|
| 2020 | 4,561                            | 2,006      | 2.27           | 1,467            |
| 2025 | 4,652                            | 2,086      | 2.23           | 1,482            |
| 2030 | 4,724                            | 2,173      | 2.17           | 1,496            |
| 2035 | 4,780                            | 2,262      | 2.11           | 1,512            |
| 2040 | 4,815                            | 2,353      | 2.05           | 1,531            |
| 2045 | 4,890                            | 2,424      | 2.02           | 1,595            |
| 2050 | 5,007                            | 2,504      | 2.00           | 1,658            |

Source: CCRPC 2018 ECOS MTP Forecast Growth

These growth forecasts are derived from the New England, state, and regional level and applied at the local town level. The effects of the COVID Pandemic and other economic shocks or changes in migration patterns (both internationally and nationally) could all dramatically affect these forecasts. As such, these forecasts are used only for the purposes of evaluating the timing when additional capacity within the police department may be necessary. Retrospective analysis of these growth trends should be pursued every few years. The table is visualized for population and households in Figure 8.

<sup>9</sup> Population is growing faster than forecast. With Hinesburg already exceeding the 2025 projections by year 2020. The forecasts here are still valuable for the purposes of the study, however, if growth continues faster than forecast, the capacity for capital equipment and infrastructure may be reached sooner than originally anticipated.

**FIGURE 8: HINESBURG POPULATION, HOUSEHOLDS, AND HOUSEHOLD SIZE FORECAST**



Source: RSG derived from ACS data and CCRPC MTP forecasts

## 3.0 POLICE DEPARTMENT

---

### 3.1 INTRODUCTION

The Hinesburg Community Police Department is responsible for law enforcement in the town, 24 hours a day, seven days a week. This is accomplished by having on duty officers from 7am to 11pm and providing on call services after 11pm. The department has just over five full time equivalent staff with five full time employees and a handful of hours per week available for part time officers. The chief is an active duty officer (not simply an administrator) available for calls and working shifts themselves. The department also has a volunteer statistical analyst.<sup>10</sup>

### 3.2 IMPACT FEE OVERVIEW

The Town of Hinesburg has a police impact fee that is currently in effect. The fee was developed in 2009 with the intention of funding a new station and auxiliary items that would provide services to at least the year 2028 based on the expansion and the forecast demand and growth in services.

In 2009 the department had 5.125 full time equivalent (FTE) officers in the old station using 337 sq ft per officer. The 2009 study identified a preferred industry standard of service of 500 sq ft per FTE. The station would require additional square feet to achieve that service standard, which was in excess of the 1,728 square feet that existed in 2009. The 2009 impact fee was established to fund the creation of a new police station and add additional space and capital items to support the department.

The existing deficiency was remedied by the expansion and the passage of the bond that has been paid for by impact fees and the general fund using the locally assessed property tax. The 2009 study identified that of the future net expansion (originally scheduled to construct 3,800 square feet of office space), approximately 61% of the project was to address these existing deficiencies. The remaining 39% of the project constructing additional capacity to serve future demands.

After negotiations within the town, the plan for the station was amended and a new station was designed. The bond was financed in 2013 with an estimated total cost of \$1,789,031 (\$1,055,200 principal and \$733,831 interest).<sup>11</sup> The total cost per square footage in 2014 dollars resulted in \$580.29 per square foot. The new station opened in 2014 with approximately 3,083 square feet of office space (~2,733 feet downstairs currently in use and 350 feet upstairs unused). Of the 3,083 square feet of space, 2,318 square feet in the new station replaces

---

<sup>10</sup> Town Plan <https://www.hinesburg.org/sites/g/files/vyhlif6691/f/uploads/hinesburg-townplan-092517.pdf>

<sup>11</sup> <https://vtbondbank.org/loan-search> queried on 23 May 2021 for loan 545 for Hinesburg Town.

existing capacity (61% of 3,800 sq feet proposed in 2009) and addresses the existing service standard deficiencies, with the remaining 765 square feet to accommodate the growth in the police department.

Impact fees are only used to fund new capacity. Therefore, impact fees could contribute up to \$697,722.09 (39% of total project cost) based on the additional square footage that will be available to serve new additional demands associated with population growth and land development.

As of the end of 2020, \$521,150 has been paid on the loan, with \$50,334.16 funded through impact fees.<sup>12</sup> Thus far, impact fees have only contributed 9.7% of the total bond payments. See below the section on *Historical Impact Fee Collection* in Section 3.6 for a summary on why the impact fees collected since 2014 fell short of expectations.

This update to the impact fee for the police department is based on charging new growth and land development the correct amount given that the assumptions on the size and cost of the police station are now known quantities (as opposed to plans back in 2009).

The process for updating that fee is set out as follows:

- Determine share of residential vs. nonresidential demands on the department.
- Determine degree of demand for services from residential and nonresidential land uses.
- Establish the existing department standard of service.
- Assess the cost of providing that standard of service per land use unit of development (i.e., persons or bedrooms, employees or square footage).
- Create a base impact fee.

### 3.3 CALL HISTORY

#### Residential vs. Nonresidential

Recent historical police call logs were reviewed to determine the degree to which residential and nonresidential land uses demand police department time and services. The call logs defined a category or type of call. RSG assigned the call type with residential and nonresidential land uses. A sum of calls for 2016, 2017, and 2018 were assessed and divided by three to obtain an annualized average call volume by land use type. The result of this analysis is shown in Table 6 below.

---

<sup>12</sup> Sum paid on loan calculated by using loan amortization table from the Bond Bank website and summing all payments from 2014 through 2020. The payments were provided by the Town Clerk.



## Town of Hinesburg Police Impact Fees

**TABLE 6: RECENT POLICE CALLS BY LAND USE TYPE**

| Category                | Example Incidents  | Average Annual Calls (using a 3-year rolling avg) | Residential Share | Annual Avg. Residential Calls | Annual Avg. Nonresidential Calls |
|-------------------------|--|---|-------------------|-------------------------------|----------------------------------|
| 1. Burg/Theft/Rob       | Larceny, Burglary, Theft   | 21  | 50%               | 10                            | 10                               |
| 2. Vehicle/Traffic      | Accident DMV Reports, Traffic Offense, Motor Vehicle Disturbances, Parking Problems, Driving License Suspended Criminal, Driving Under the Influence   | 244   | 50%               | 122                           | 122                              |
| 3. Property             | Alarms, Vandalism, Property Damage, Trespassing Violations   | 126   | 50%               | 63                            | 63                               |
| 4. Against Persons      | Citizen Dispute, Family Disturbance, Noise Disturbance, Simple Assault, Annoying/Harass/Suspicious Phone Calls, Sex Offenses, Suicides, Disorderly Conduct, Mistreatment of a Child, Domestic Abuse Order Violations | 90  | 100%              | 90                            | 0                                |
| 5. Drugs                | Intoxicated Persons, Possession of Regulated Drugs   | 4   | 100%              | 4                             | 0                                |
| 6. Fraud Investigate    | Insufficient Funds Checks, Checks on Closed Accounts, False Pretenses/Swindling, Theft of Services, Forgery, Impersonation, Credit Card/Teller Machines  | 11  | 0%                | 0                             | 11                               |
| 7. Juvenile             | Juvenile Problem, Runaway Juvenile   | 26  | 100%              | 26                            | 0                                |
| 8. Hazards/Threats      | Bomb Threat, Fireworks, Chemical Spills  | 42  |                   | 0                             | 42                               |
| 9. Medical Emergency    | Ambulance or Medical Assist  | 157   | 100%              | 157                           | 0                                |
| 10. Public Safety       | Traffic Hazard, Arrest on Warrant, Abandoned Vehicle, Condition of Release Violation, Probation/Parole Violation, Utility Problem  | 5   | 50%               | 2                             | 2                                |
| 11. Persons Assist      | Citizen Assist, Property Watch, VIN Inspection, Lockouts, Welfare Check, Motorist Assistance, Attempt to Locate, Missing Persons   | 306   | 100%              | 306                           | 0                                |
| 12. Animal              | Animal Problems, Cruelty To Animals  | 76  | 100%              | 76                            | 0                                |
| 13. Agency Assist       | Agency (Police, Fire, Rescue) Assist, Fire Prevention Law Violation, Mental Health Assistance, Directed Patrol, Fire Investigation, Unlawful Burning   | 149   | 100%              | 149                           | 0                                |
| 14. E911 Hang-up        | E911 Hang-up Calls   | 31  | 100%              | 31                            | 0                                |
| 15. Investigate Support | Suspicious Person/Circumstances, Background Investigation  | 160   | 100%              | 160                           | 0                                |
| 16. Other               | Lost/Found Property, Tobacco Problem, Communications Offense, Littering, Illegal Possession by a Minor, False Swearing, False Information to Police  | 43  | 100%              | 43                            | 0                                |

Source: Hinesburg Police Department *Your Department At Work* annual reports 2016, 2017, 2018



The analysis of the calls indicate that residential land uses are responsible for 83% of the total police department incidents. (See Table 7).

**TABLE 7: PROPORTION OF POLICE CALLS BY LAND USE TYPE (AVG. 2016-2018)**

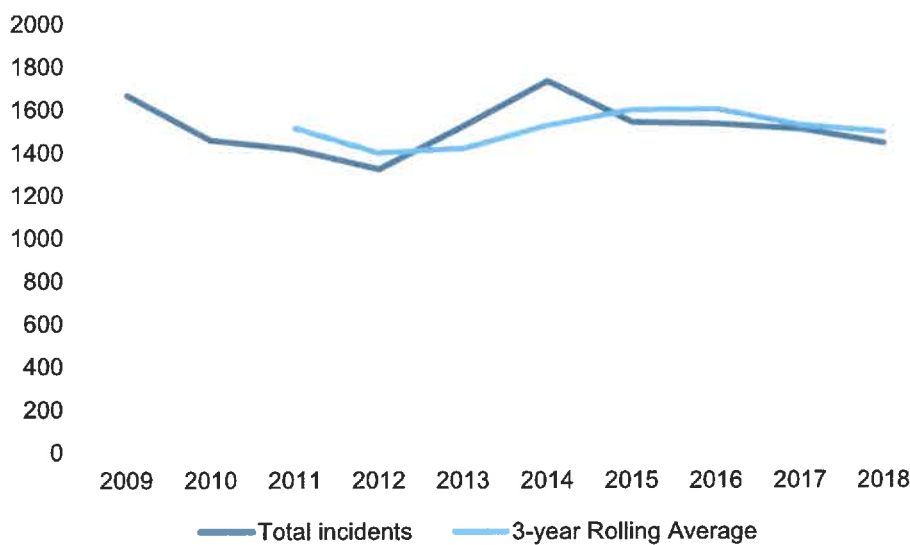
| LAND TYPE          | ANNUAL AVG NUMBER OF CALLS | PROPORTION OF CALLS |
|--------------------|----------------------------|---------------------|
| Residential        | 1,241                      | 83%                 |
| Nonresidential     | 251                        | 17%                 |
| <b>Total Calls</b> | <b>1,492</b>               | <b>100%</b>         |

Source: RSG analysis of Hinesburg Police incidents

### Call Volume over Time

The overall demand for police services has remained relatively stable since 2009. During this same period, the town has increased in the number of employed persons and resident population. Figure 9 shows the absolute number of police per year and the rolling average of incidents since 2009.

**FIGURE 9: POLICE CALLS OVER TIME**



Source: Hinesburg Police Department

## 3.4 EXISTING SERVICE STANDARDS

This section describes the size and capacity that the police department offers to the community. Because of changes in the way policing is done, or increasing demands on officer’s time, no one metric is often sufficient to capture changes in demand over time.

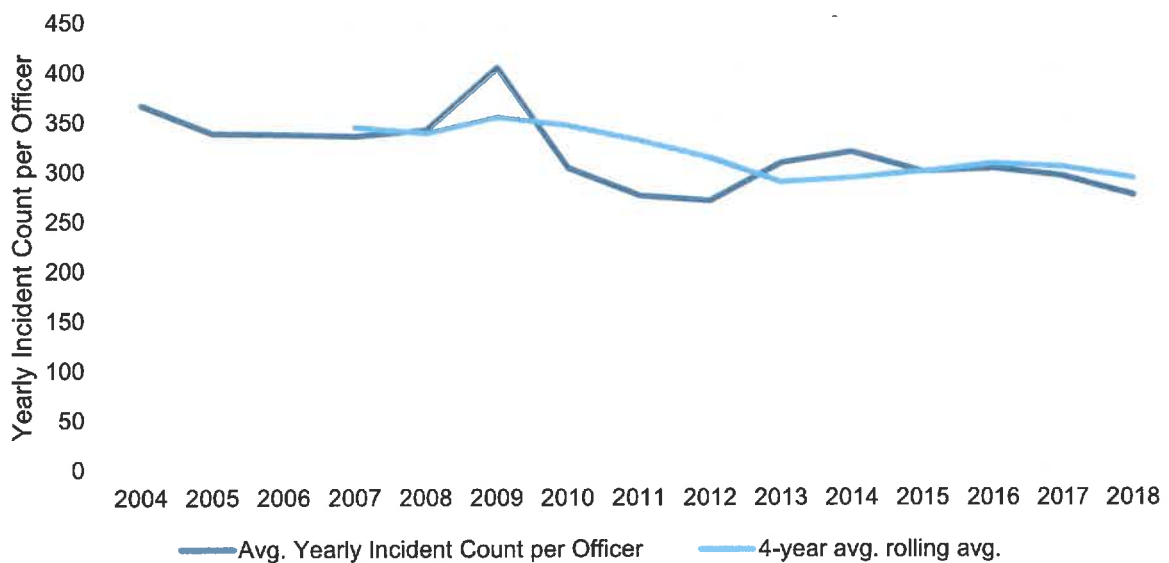
Comparing the demands on the department over time across various metrics can provide a wider perspective on how changes in the town may affect demand for police services.

### **Calls per Officer**

Over the past decade the capacity to serve calls remained relatively stable, at around 300 calls per officer per year. This is a critical value, because if for any reason there requires a higher number of officers to service the number of calls, then additional capacity may be warranted and the costs to service the new residents and users in town increases. This analysis relies on a stable incident rate per officer for the foreseeable future.

Figure 10 shows the annual number of calls per officer and the rolling 4-year average.

**FIGURE 10: ANNUAL INCIDENT COUNT PER OFFICER**



Source: Hinesburg Police Department

### **Space Per Officer**

The current building provides 517 square feet of occupied gross floor area (excluding garage/sally port) per officer given the occupied interior space of 2,733 square feet and 5.28 FTE officers. This value nearly matches what the 2009 impact fee identified as the desired standard of service of square feet per officer. This standard of ~500 square feet per FTE compares well to other national sources and should remain a benchmark for determining when additional space and staff becomes necessary.

If the current station were to be fully utilized, a total of 3,083 square feet is available for officers, giving the station a capacity of 6 FTE.

The number of FTE officers in the physical station space is the ultimate capacity constraint on the department given a relatively stability in number of calls that officers can answer per year and the average calls per year in Hinesburg.

### Space Per Capita and Per Employed Person

This metric compares the amount of station space relative to the number of Hinesburg residents as well as to the number of employed persons in Hinesburg. The demand for police services is tied to the level of activity in the town – both residential and nonresidential.

Table 8 shows the analysis comparing the station space by the two user groups. For example, the analysis indicates that 0.60 square feet of space is required for every new resident in town or using employees, 1.86 square feet for every new employee. Using these standards, the amount of future building space that will be in use can be estimated.

**TABLE 8: SERVICE STANDARD PER SQUARE FOOTAGE**

|                          | EXISTING SPACE | EXISTING DEMAND | SPACE PER UNIT OF GROWTH | CHANGE IN UNIT BETWEEN 2015 & 2035 | NEW CAPACITY DEMANDED BY GROWTH BY 2035 |
|--------------------------|----------------|-----------------|--------------------------|------------------------------------|---|
| Square feet per capita   | 2,733          | 4,541 pop.      | 0.60                     | 260 new residents                  | 156 sq ft                               |
| Square feet per employee | 2,733          | 1,467 emp.      | 1.86                     | 149 new employees                  | 278 sq ft                               |
| Weighted                 |                |                 | 0.81                     |                                    | 176 sq ft                               |

Source: RSG

350 square feet of available space is currently unoccupied in the new building ready to serve the future growth in demand for space and officers. Thus, using a weighted average (83% residential and 17% for nonresidential) there may be need for ~ 176 square feet of space to meet the needs by 2035; the building has sufficient capacity.

The standard of service can also be used to evaluate how long beyond 2035 the current capacity will provide service to the town.

The current rate of growth (pre-COVID) the town was adding between 15 and 16 residents per year and between 7-10 employed persons per year. Using the weighted average space per unit of growth (0.81 square feet) there would be sufficient space in the police building to meet the town's needs through 2050 – assuming no inflection points in population or in the number of officers per resident needed to conduct the police department business.

## Officers Per Capita and Per Employed Person

The number of officers can be a function of the size and nature of the community. This service standard relates the number of FTE staff to the population and to the number of employed persons.

Table 9 shows number of FTE officers per population and per employed persons, 1.16 and 3.6, respectively. The forecast growth in population and employment can guide how many additional officers may be necessary to meet the future needs of the community by 2035.

**TABLE 9: SERVICE STANDARD PER CAPITA AND USERS**

|   | EXISTING<br>EXISTING<br>FTE (2018) | EXISTING<br>DEMAND<br>(2018) | PER UNIT OF<br>GROWTH | CHANGE IN UNIT<br>BY 2035 | NEW CAPACITY<br>DEMANDED BY GROWTH<br>BY 2035 |
|---|------------------------------------|------------------------------|-----------------------|---------------------------|---|
| Officers per 000<br>residents           | 5.28                               | 4,529 pop.                   | 1.16                  | 260 new residents         | 0.30 additional officers                      |
| Officers per 000<br>employed<br>persons | 5.28                               | 1,467 emp.                   | 3.6                   | 149 new employees         | 0.54 additional officers                      |
| Weighted<br>(by type of call)           |                                    |                              | 1.58                  |                           | 0.34 additional officers                      |

Source: RSG

The police station currently utilizes approximately 2,733 square feet of the 3,083 square feet of total available office space. There is an average of 5.28 FTE officers as of 2018 (the base year of the analysis and available data) resulting in 517 square feet per officer. At this space per officer (similar standards were also used in the 2009 study) the building can accommodate up to 6 FTE officers ( $3,083/517 = 6$ ). This suggests that the building has additional capacity for approximately another 0.72 officers given current space per officer standards.

Thus, with a need for ~ 0.34 additional officers to meet the needs by 2035, the building has sufficient capacity.

Using the weighted average space per unit of growth (1.58 officers per thousand persons in Hinesburg) and an average number of new persons in town there is likely sufficient space in the police building to meet the town's needs until 2055 – assuming no inflection points in population or in the number of officers per resident needed to conduct the police department business.<sup>13</sup>

## 3.5 BASE IMPACT FEE

### Capital Costs

The service standards relate the size of the community in the town which benefit from police services to the size of the station and number of FTE officers.

<sup>13</sup> This analysis suggests that the town requires an additional 0.017 officers per year.

The cost of providing additional square footage of station space is used to develop the base impact fee by relating the amount of square footage (and by relationship, the number of officers) required to service the needs of users in Hinesburg. Residential and nonresidential users demand services at different rates and is accounted for in the development of the base impact fees.

Table 10 uses the latest three-year rolling average of calls to proportion the cost per square foot for the station (\$580.29) to residential and nonresidential users (per Table 7).

**TABLE 10: COST OF STATION CAPACITY BY LAND USE TYPE**

| LAND TYPE      | PROPORTION OF CALLS | COST PER SQUARE FOOT |
|----------------|---------------------|----------------------|
| <b>Total</b>   | <b>100%</b>         | <b>\$580.29</b>      |
| Residential    | 83%                 | \$481.64             |
| Nonresidential | 17%                 | \$98.65              |

### Base Residential Fee

The base residential impact fee is developed by using a per capita relationship between the need for police department capacity and the cost of providing that capacity. The steps to develop the base residential fee are set out below.

- 1) The police station is the only capital item of interest at this time and the residential share of the cost per square foot is \$481.64 as per Table 10.
- 2) The square foot per capita requirement in the police station is 0.60 square feet per resident as per Table 8.
- 3) The base fee per capita is \$288.98 per the calculation of \$481.64 residential share of the cost per square foot x 0.60 square feet per capita.

Table 11 shows the base impact fee per household derived from the per capita impact fee using the relationship of persons per bedroom household established in Figure 6. In practice, the fee is assessed on residential construction which add new residents to the town. A zero bedroom could be a studio accessory unit or a studio unit in a multifamily structure. Other bedroom values are for any expansion or new structure which has a specific number of bedrooms.

**TABLE 11: BASE IMPACT FEE PER HOUSEHOLD BY NUMBER OF BEDROOMS**

| Bedrooms                  | 0                | 1                | 2                | 3                | 4                | 5+                 |
|---------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| Avg. Persons per Dwelling | 1.6              | 2                | 2.4              | 2.8              | 3.3              | 4                  |
| <b>Base Impact Fee</b>    | <b>\$ 462.37</b> | <b>\$ 577.97</b> | <b>\$ 693.56</b> | <b>\$ 809.15</b> | <b>\$ 953.65</b> | <b>\$ 1,155.94</b> |

The appropriate credits will be taken off the base fee to offset any property tax payments that are used to fund the police station. See Section 4.2 for the police impact fee credits.

### Base Nonresidential Fee

The base nonresidential impact fee is developed by using a per employee relationship between the need for police department capacity and the cost of providing that capacity. The steps to develop the base residential fee are set out below.

- 1) The police station is the only capital item of interest at this time and the nonresidential share of the cost per square foot is \$98.65 as per Table 10.
- 2) The square foot per employed person requirement in the police station is 1.86 square feet per employed person as per Table 8.
- 3) Chittenden County average of 580 square feet per employee or 1.72 employees per 1,000 square feet (ksqft).<sup>14</sup>
- 4) The base fee per ksqft is \$315.60, per the calculation of \$98.65 nonresidential share of the cost per square foot of the station x 1.86 square feet of station space per employed person x 1.72 employed persons per ksqft for nonresidential uses.

The nonresidential impact fee can be assessed either on the basis of either:

- The number of new employees at \$183.49 per employee, or
- The square footage of the gross floor area at \$315.60 per 1,000 square feet.

## 3.6 IMPACT FEE REVENUE

The expected rate of growth between 2020 and 2035 indicates the town will add between 15 and 16 residents per year and between 7-10 employed persons per year. The 2020 Census data shows that Hinesburg averaged 30 residents per year since 2010. While the actual average annual growth has recently exceeded the forecast rate for next few decades, the analysis in Section 3.4 indicates it is very unlikely to exhaust the available capacity by 2035. However, it will be important to revisit these assumptions every few years and reset service standards to match changes in population and employment.

---

<sup>14</sup> Analysis of countywide square footage per employee data by NAICS job code performed for the CCRPC 2018 ECOS plan applied to the Hinesburg mix of jobs by sector to obtain average 580 square feet per employee.



## Town of Hinesburg Police Impact Fees

Table 12 shows the potential impact fee revenue given a range of potential annual growth in residents and jobs within Hinesburg. These estimates are before any applicable credits are subtracted from the base impact fee.

**TABLE 12: POSSIBLE IMPACT FEE REVENUE**

| Annual Growth                            | Annual Base Impact Fee Revenue | Cumulative Base Impact Fee Revenue by 2035 |
|--|--------------------------------|--|
| <b>Residential @ 288.98 per person</b>   |                                |  |
| 10 residents                             | \$2,890                        | \$40,458                                   |
| 12 residents                             | \$3,468                        | \$48,549                                   |
| 15 residents                             | \$4,335                        | \$60,687                                   |
| 20 residents                             | \$5,780                        | \$80,915                                   |
| <b>Nonresidential @ \$183.49 per job</b> |                                |  |
| 5 jobs                                   | \$917                          | \$12,844                                   |
| 7 jobs                                   | \$1,284                        | \$17,982                                   |
| 10 jobs                                  | \$1,835                        | \$25,688                                   |
| 12 jobs                                  | \$2,202                        | \$30,826                                   |
| 15 jobs                                  | \$2,752                        | \$38,533                                   |

### Historical Impact Fee Collection

As of 2021, an estimated \$50,334 has been collected through impact fees for the police department. \$44,016 from residential uses and \$6,318 from nonresidential uses. The fee has been assessed since 12/23/2009. Over the roughly ten years, that would be ~\$4,400 a year from residential and \$631 a year from nonresidential.

An investigation into the previous methodology indicates two primary reasons for the significant under collection of police impact fees relative to what the 2009 study forecast: a) cost of structure and b) growth rate assumptions.

- a) Cost of structure: The 2009 methodology anticipated a cost per square foot of \$268.20 for the police station. Even with a 2.08% inflation rate between 2009 and 2014, the cost per square foot should be \$297.32. However, the service standards used for justifying additional officers all used the office space (3,800 square feet) rather than the gross including the garage/sally port. The 2009 methodology should have used the smaller 'office space' square foot area for a cost of \$324.65 (\$1,233,700 / 3,800) per square foot. Instead, the new standalone police station required a bond for more total dollars to construct fewer square feet (\$1.7 vs. \$1.2 million for the bond and usable office space of 3,083 square feet vs 3,800 square feet). The new standalone station resulted in a cost per square foot of \$580.29 in 2014 dollars.

- b) Growth Rate: The 2009 methodology estimated 40 new residents were moving to Hinesburg annually. This forecast growth exceeds actual growth of 30 residents per year and well exceeded the growth that was forecast in 2016 as part of the regional transportation plan update (estimated to be around 15 to 16 residents per year). The more modest growth not only reduced the revenue coming in but also indicates the station has capacity to serve the town's growth for a longer period of time.



## 4.0 CREDITS

---

### 4.1 CREDITS

Credits are adjustments to the base impact fee that a land use would be assessed. Credits are applicable for the police impact fee developed in Section 3.5.

Two credits are used to offset impact fees: infrastructure credit and revenue credits. The credits are applied after the base impact fee is calculated, as per equation:

$$\text{Impact Fee} = (\text{Cost per Unit of Growth} \times \text{New Units of Growth}) - (\text{Applicable Credits})$$

#### **Infrastructure Credits**

A land use development applicant that constructs or directly funds any of the capital items funded through impact fees. In the case of the police department, there is no infrastructure credit possible given the police station is already constructed and the impact fees are repaying the town for the remaining capacity.

#### **Revenue Credits**

Revenue credits discount the base impact fee to reduce the chance that a land use development in the town would be funding the same capital improvement through two different funds.

This frequently occurs when the developer pays property taxes (prior to the development of the land and after the development) and a portion of which goes to fund the capital project that the impact fee contributed toward. In this situation, it is necessary to offset the impact fee by a credit value to eliminate the double payment toward the same capacity.

Property tax is paid by a parcel owner on undeveloped land prior to a land use development and future taxes once the land is developed. The taxes on the undeveloped land that contribute to the police station debt is referred to as the "past tax payments." The property tax payments on the developed land that will contribute to the station debt is referred to as "future tax payments." The streams of past and future tax payments are translated into net present values using an assumed 3% discount rate.

#### ***Property Valuation Approach***

The strongest nexus between the amount of property tax paid and the development is the value of the property, prior to development and after development. The town of Hinesburg's 2020 Grand List taxable valuation is \$6,593,419 (total assessed value is \$659,341,900). Assuming

the grand list will continue to grow by 1% per year<sup>15</sup>, a tax rate is estimated per \$1,000 of assessed value of the property to generate the annual expenses required. The average assessed value per acre of \$3,524 is calculated using the 2020 Grand List data weighted by the average by undeveloped acres of land value per acre for land uses codes M, R1, and R2.

As the grand list grows, the tax rate will decrease (the absolute dollars needed per year is fixed and the tax base to raise those dollars grows). The combined tax rate of past years and future years are brought to net present valuations depending on the year the parcel is developed.

## 4.2 REVENUE CREDITS

The police station is funded through impact fees and property taxes which are collected to pay off the construction bond. The revenue credit is necessary to offset the possibility of a parcel owner paying both the property taxes that will be used for the bond debt and the impact fee.

Approximately \$55,125 per year is required to satisfy the amortization schedule of the police station construction bond debt, with the last year of payment being 2043. It is estimated that approximately \$6,000 per year can be collected through impact fees, leaving an estimated \$49,125 of property tax revenue to fund the police station bond debt.

### Past Tax

Tax is calculated on the value of the land prior to the development or redevelopment. The impact fee credit is split into two parts – one using the past tax values from the original impact fee study (Table PP-4 from September 2009) and applies for taxes paid between 2013 and 2020 and the one part applies only for taxes paid in 2021 going forward and for years that the land development entity or owner has proven title to the parcel.

The past tax credit is only applied to the entity who has the impact fee liability. For example:

- If a parcel is developed in 2025, the credit shall apply for the taxes paid in 2021, 2022, 2023, 2024, and 2025.
- if a parcel is developed in 2030, but was sold in 2028 to the current owner, the credit shall only apply for the taxes paid in 2029 and 2030.

---

<sup>15</sup> Historical average has been between 3% and 0.8%. Population growth rates suggest a more modest valuation increase.

## Town of Hinesburg Police Impact Fees

Table 13 shows the annual tax rate per \$1,000 valuation of the grand list to achieve the annual revenue to pay for the police station debt for properties that paid property tax between 2013 and 2020. The past taxes are credited against any impact fee liability.

- If the parcel was owned prior to 2013, use the \$0.59 per \$1,000 of taxable value. If the property is valued at \$100,000 there is a \$59 credit.
- If the parcel was purchased between 2013 and 2020, then the rate to apply would be the difference between the year the parcel was purchased and the \$0.59 value for 2020. For example, the parcel was purchased in 2015, the PAST TAX rate would be ( $\$0.59 - \$0.22 = \$0.37$ ) per \$1,000 of taxable value.

**TABLE 13: 2013-2020 PAST TAX RATE FOR POLICE STATION PER \$1,000 OF VALUATION**

| DWELLING<br>CONSTRUCTION<br>YEAR<br>[A] | ANNUAL<br>EXPENSE<br>[B] | TAX RATE NEEDED (PER<br>\$1,000 ASSESSMENT)<br>[C] | PAST TAXES PAID ON<br>\$1,000 OF VALUE<br>[D] |
|---|--------------------------|--|---|
| 2013                                    | \$33,676                 | 0.006  | <b>\$0.08</b>                                 |
| 2014                                    | \$32,989                 | 0.006  | <b>\$0.15</b>                                 |
| 2015                                    | \$32,301                 | 0.006  | <b>\$0.22</b>                                 |
| 2016                                    | \$31,614                 | 0.006  | <b>\$0.29</b>                                 |
| 2017                                    | \$30,927                 | 0.005  | <b>\$0.36</b>                                 |
| 2018                                    | \$30,240                 | 0.005  | <b>\$0.44</b>                                 |
| 2019                                    | \$29,553                 | 0.005  | <b>\$0.51</b>                                 |
| 2020                                    | \$28,865                 | 0.005  | <b>\$0.59</b>                                 |

Source: 2009 Impact Fee Study. Table PP-4

Table 15 column [D] shows past taxes for the year of development for properties that paid tax from 2021 onwards that is the sum of previous tax rates (using a 3% discount rate) that are applied for each \$1,000 of valuation.

For example:

- Residential: A 5-acre undeveloped residential lot, with an average assessed value per acre of \$3,524<sup>16</sup> for a total of \$17,618, is developed in 2027. The past tax credit off any base impact fee would equal to  $(17.62 \times 0.48) = \$8.46$
- Nonresidential: Undeveloped nonresidential land has an average weighted value of \$2,624 per acre. When nonresidential land is developed, the average value of the land is 37% of the total assessed value of the property with an average land value of \$8,970 per acre.

<sup>16</sup> 2020 Grand List weighted average by acres empty (undeveloped) land value per acre for land uses codes M, R1, and R2.

The credit should be calculated off the most current assessment of the property, either raw land if it is undeveloped, or if it is a redevelopment, the total value of the property (land and structures) pre-redevelopment should be used.

### **Future Tax**

A portion of property taxes paid on the value of the developed parcel will fund the police station debt is calculated for the year of development in Table 15. A portion of the future stream of taxes will satisfy the bond debt. The annual tax rate shown in the column [E] in the table is per \$1,000 of assessed future value.

The post-development credit is calculated based on the total development value of the parcel including the structure and land value (see above for land value). The development value is often included in local development permits and State Act 250 applications. If the land development is a redevelopment, the difference between pre-redevelopment and post-redevelopment assessed value shall be used.

If the value of the developed property is not known the following data can be used to estimate residential and nonresidential property values:

#### **Residential**

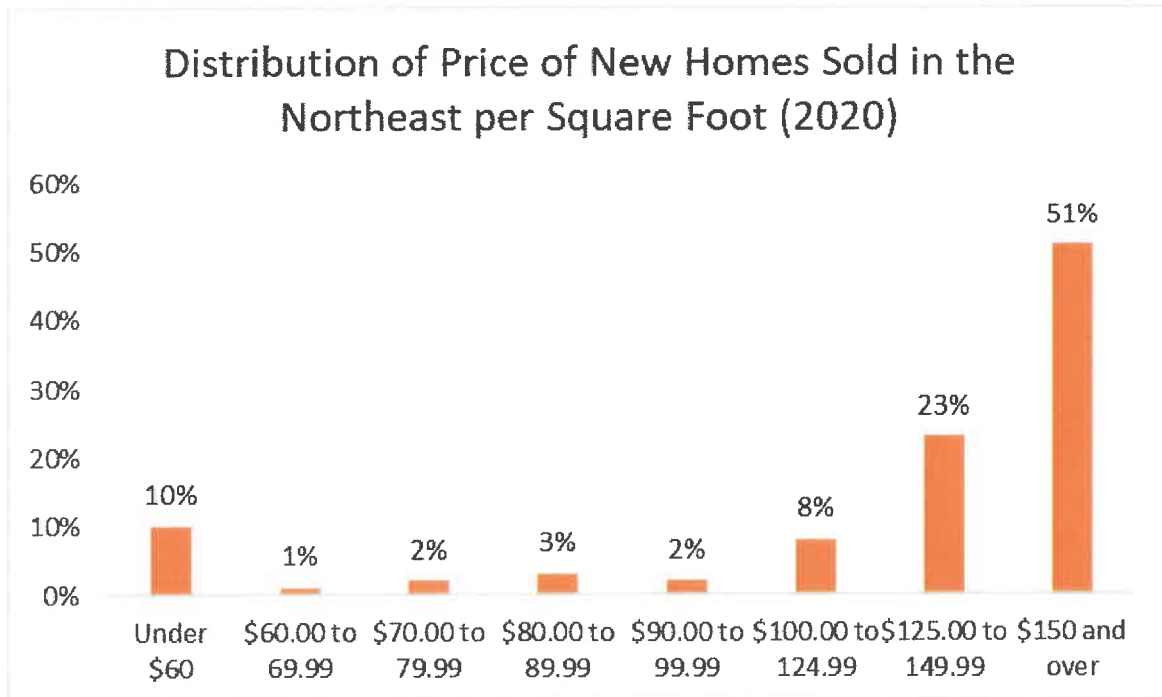
U.S. Census data includes sales prices for new residential construction by region.<sup>17</sup> The data includes sales price by improved square foot that include finished basements and livable space that are heated or cooled. This would exclude garages, porches, or other external spaces. The data indicates that in current 2020 dollars the median sales price for new residential construction in the northeast is \$161.17 per square foot of building space.<sup>18</sup>

---

<sup>17</sup> US Census. Characteristics of New Housing. <https://www.census.gov/construction/chars/>

<sup>18</sup> New Housing cost data [https://www.census.gov/construction/chars/xls/soldpricesqft\\_cust.xls](https://www.census.gov/construction/chars/xls/soldpricesqft_cust.xls)

**FIGURE 11: SHARE OF NEW HOMES SOLD IN THE NORTHEAST BY COST PER SQUARE FOOT**



Source: U.S. Census Data

Average sales data for new manufactured housing, or more commonly referred to as mobile homes, indicates that these structures with an average size of approximately 1,200 square feet, are sold for \$60,000.<sup>19</sup> This is an average sales price of \$50 per square foot.

### Nonresidential

If the future assessed value of the nonresidential use is not known, Table 14 can be used to estimate the post development property assessment values based on different construction methods, building types, and uses. The table uses data from an online subscription to RSMean's Square Foot Cost Estimator, which is available for the Burlington, Vermont, metropolitan area based on 2017 Q2 data. The estimates include general contractor and architectural fees, basic site work elements, and structural building elements. Four generalized types and typical forms

<sup>19</sup> Sources for sales prices for new manufactured homes <https://www.thehomesdirect.com/blog/average-cost-of-a-manufactured-home> and <https://home.costhelper.com/mobile-home.html>

## Town of Hinesburg Police Impact Fees

of construction often found here in Vermont are included in this analysis.<sup>20</sup> The 2017 data were escalated to 2021 values using the Engineering News Record CCI (Construction Cost Index).<sup>21</sup>

**TABLE 14: 2021 CONSTRUCTION VALUES FOR NONRESIDENTIAL USES BY CONSTRUCTION TYPE (VALUE PER SQUARE FOOT)**

| CONSTRUCTION TYPE                                | REINFORCED CONCRETE OR STEEL FRAME | MASONRY OR CONCRETE BEARING WALL | WOOD FRAME | PREFAB. STEEL |
|--|------------------------------------|----------------------------------|------------|---------------|
| Accommodation (hotels, shared and group housing) | \$211                              | \$205                            | \$164      | \$202         |
| Commercial (office, professional)                | \$244                              | \$230                            | \$193      | \$196         |
| Industrial/factory/warehouse                     | \$153                              | \$140                            | \$130      | \$112         |
| Educational (K-12)                               | \$206                              | \$208                            | \$175      | \$174         |
| Retail   | \$164                              | \$176                            | \$124      | \$134         |

If the land development is a redevelopment, the difference between pre-redevelopment and post-redevelopment assessed value per square foot shall be used.

### Tax Rate

Table 15 shows the annual tax rate per \$1,000 valuation of the grand list to achieve the annual revenue to pay for the police station debt. For example, for a property worth \$355,000, an estimated \$26.45 of taxes are applied to the police station ( $\$355,000 * \$0.074507 / \$1,000$ ). See Table 13 for the tax rate and past tax credit for taxes paid between 2013 and 2020.

**TABLE 15: POLICE STATION TAX RATE PER \$1,000 OF VALUATION**

| DWELLING CONSTRUCTION YEAR [A] | ANNUAL EXPENSE [B] | TAX RATE NEEDED (PER \$1,000 ASSESSMENT) [C] | PAST TAXES PAID ON \$1,000 OF VALUE [D] | FUTURE DISCOUNTED STREAM OF TAXES PER \$1,000 OF FUTURE VALUE [E] |
|--------------------------------|--------------------|--|---|---|
| 2021                           | \$49,125           | 0.074507                                     | \$0.00                                  | \$1.11  |
| 2022                           | \$49,125           | 0.073769                                     | \$0.08                                  | \$1.07  |
| 2023                           | \$49,125           | 0.073038                                     | \$0.16                                  | \$1.03  |
| 2024                           | \$49,125           | 0.072315                                     | \$0.23                                  | \$0.99  |
| 2025                           | \$49,125           | 0.071599                                     | \$0.32                                  | \$0.95  |
| 2026                           | \$49,125           | 0.070890                                     | \$0.40                                  | \$0.90  |
| 2027                           | \$49,125           | 0.070188                                     | \$0.48                                  | \$0.86  |
| 2028                           | \$49,125           | 0.069494                                     | \$0.57                                  | \$0.82  |
| 2029                           | \$49,125           | 0.068806                                     | \$0.66                                  | \$0.77  |

<sup>20</sup> Wood frame industrial/factor/warehouse and education (K-12) are estimated based on the relationship that wood frame structures had for other construction types.

<sup>21</sup> Engineering News-Record: <http://enr.construction.com/economics/default.asp> a 12.8% increase between 2017 and 2021.



## Town of Hinesburg Police Impact Fees

|      |          |          |               |               |
|------|----------|----------|---------------|---------------|
| 2030 | \$49,125 | 0.068124 | <b>\$0.75</b> | <b>\$0.73</b> |
| 2031 | \$49,125 | 0.067450 | <b>\$0.84</b> | <b>\$0.68</b> |
| 2032 | \$49,125 | 0.066782 | <b>\$0.94</b> | <b>\$0.63</b> |
| 2033 | \$49,125 | 0.066121 | <b>\$1.04</b> | <b>\$0.58</b> |
| 2034 | \$49,125 | 0.065466 | <b>\$1.13</b> | <b>\$0.54</b> |
| 2035 | \$49,125 | 0.064818 | <b>\$1.24</b> | <b>\$0.49</b> |
| 2036 | \$49,125 | 0.064176 | <b>\$1.34</b> | <b>\$0.44</b> |
| 2037 | \$49,125 | 0.063541 | <b>\$1.45</b> | <b>\$0.38</b> |
| 2038 | \$49,125 | 0.062912 | <b>\$1.55</b> | <b>\$0.33</b> |
| 2039 | \$49,125 | 0.062289 | <b>\$1.67</b> | <b>\$0.28</b> |
| 2040 | \$49,125 | 0.061672 | <b>\$1.78</b> | <b>\$0.23</b> |
| 2041 | \$49,125 | 0.061061 | <b>\$1.90</b> | <b>\$0.17</b> |
| 2042 | \$49,125 | 0.060457 | <b>\$2.02</b> | <b>\$0.12</b> |
| 2043 | \$49,125 | 0.059858 | <b>\$2.14</b> | <b>\$0.06</b> |
| 2044 | -        | 0.000000 | <b>\$2.27</b> | <b>\$0.00</b> |

### Net Police Impact Fee

The net police impact fee is calculated by accounting for the base fee, the pre-development credit and the post-development credit as set out by the examples below.

- **Base Fee.** Assessing fee per household by the number of bedrooms (see Table 11) or in the square footage of the nonresidential use.
- **Pre-Development Credit.** The credit for pre-development property taxes that were paid on the police station debt. Use the past tax rate per \$1,000 of pre-development assessment (see Column [D] in Table 15).
  - Residential: A 5-acre undeveloped residential lot, with an average assessed value per acre of \$3,524<sup>22</sup> for a total of \$17,618, is developed in 2027. The past tax credit off any base impact fee would equal to  $(17.62 \times 0.48) = \$8.46$
  - Nonresidential: A 3-acre of undeveloped nonresidential land has an average weighted value of \$2,624 per acre is developed in 2030. The past tax credit off any base impact fee would equal  $(3 \times 2,624 / \$1,000 \times .75) = \$5.90$
- **Post-Development Credit.** The credit for post-development property taxes that will be used to pay the police station debt. Use the future tax rate per \$1,000 of pre-development assessment (see Column [E] in Table 15).
  - Residential: A 4-bedroom 2,400 square foot home is built on the 5-acre residential lot in 2027. The property value is the land (\$17,618) plus the structure value estimated at \$386,808 ( $\$161.17$  per sq ft \* 2,400 sq ft) equals \$404,426. The future tax impact fee credit would equal  $(404.426 \times 0.86) = \$347.81$

<sup>22</sup> 2020 Grand List weighted average by acres empty (undeveloped) land value per acre for land uses codes M, R1, and R2.

## Town of Hinesburg Police Impact Fees

- Nonresidential: A 3-acre nonresidential parcel puts a 50,000 square foot warehouse on it for a development value of \$5.6 million. With the estimate of the land now at valued at \$26,910 ( $\$8,970 * 3$ ) and the structure, the parcel has a total post development value of \$5,626,910 in 2030. The future tax impact fee credit equals  $(5,626.910 *.73) = \$4,108$ .

**The net fee equals = (Base Fee) – (pre-development credit) – (post-development credit)**

- Residential example: (4-bedroom on 5-acre plot)
  - Pre-development impact fee credit: \$8.46
  - Post-development impact fee credit: \$347.81
  - Total credit subtracted from the base impact fee: \$356.27
  - Impact fee = (base – credits)
    - Base fee = \$953.65 for a 4-bedroom house
    - Credits = \$356.27
    - Net fee = \$597.38
- Nonresidential: 50,000 square foot warehouse
  - Pre-development impact fee credit: \$5.90
  - Post-development impact fee credit: \$4,108
  - Total credit subtracted from the base impact fee: \$4,114
  - Impact fee = (base – credits)
    - Base fee = \$315.60 per 1,000 square feet = \$15,780.05
    - Credits = \$4,114
    - Net fee = \$11,666.05





**IMPACT FEE ORDINANCE**  
**For the**  
**Town of Hinesburg, Vermont**

October 5, 2009

## **HINESBURG IMPACT FEE ORDINANCE**

### **Section 1. Authority.**

This ordinance is enacted pursuant to the specific authority granted to municipalities to establish impact fees contained in 24 V.S.A., Chapter 131. This ordinance shall be a civil ordinance within the meaning of 24 V.S.A. Chapter 59.

### **Section 2. Purpose.**

It is the purpose of this ordinance to establish impact fees to pay portions of the cost of constructing capital facilities for new development in the Town of Hinesburg that will be served by such facilities. To the extent that new capital facilities are necessitated by new development and such facilities benefit the new development, it is appropriate that the new residents and owners bear an appropriate portion of the costs of constructing the new facilities.

### **Section 3. Establishment of Fees.**

A. Fire Protection Fee: Except as provided in Section 8 of this ordinance, any land development as described in subparagraph (1) which is issued a permit under the Town of Hinesburg Zoning Regulations after the date this Impact Fee Ordinance provision becomes effective shall pay a Fire Protection Impact Fee determined in accordance with the formula set forth in subparagraph (2).

(1) This impact fee shall apply to any land development that results in an increase in total value of property at risk in the Town (including structures and contents), as described in the report entitled "TOWN OF HINESBURG: FIRE PROTECTION IMPACT FEE ANALYSIS" (The Fire Fee Report) prepared by Michael J. Munson, Ph.D., FAICP, and dated August 12, 2009, which is incorporated into this ordinance by reference

(2) Formulae for determination of Fire Protection Impact fees: For all structures, the base fire protection impact fee shall be \$3.20 per \$1,000 estimated value at risk, including the value of all proposed structures and contents. Estimates of structure value, contents value, raw land value, and total post-construction assessed value shall be developed according to the procedures set forth in the Fire Fee Report

(a) For residential development the base fire protection fee shall be computed as described in Section V-A of the Fire Fee Report. From the base fee shall be deducted credits as described in Section VI-A of the Fire Fee Report. This shall yield the net fire protection fee per dwelling unit. If applicable, special credits, as described in Section VII of the Fire Fee Report shall also be deducted.

(b) For non-residential development the base fire protection fee shall be computed as described in Section V-B of the Fire Fee Report. From the base fee shall be deducted credits as described in Section VI-B of the Fire Fee Report. This shall yield the net fire protection impact fee for the proposed development. Where applicable, special credits, as described in Section VII of the Fire Fee Report, shall also be deducted.

(3) Impact fees collected pursuant to this ordinance provision shall be used to pay costs associated with the following fire protection improvement projects which are described in the Fire Fee Report:

- (a) Expansion of the Fire Station
- (b) Acquisition of Aerial ladder Truck

(4) A credit of up to ten percent of the base impact fee may be awarded to non-residential developments that include installation of a sprinkler system designed to meet the guidelines of the Insurance Rating Organization with no more than 25 deficiency points.

**B. Police Protection Fee:** Except as provided in Section 8 of this ordinance, any land development as described in subparagraph (1) which is issued a permit under the Town of Hinesburg Zoning Regulations after the date this Impact Fee Ordinance provision becomes effective shall pay a Police Protection Impact Fee determined in accordance with the formula set forth in subparagraph (2).

(1) This impact fee shall apply to any land development that results in additional residential dwelling units in the Town or any additional floor area of non-residential building space in the Town. The fee shall be calculated as described in the report entitled "TOWN OF HINESBURG: POLICE PROTECTION IMPACT FEE ANALYSIS" (The Police Fee Report) prepared by Michael J. Munson, Ph.D., FAICP, and dated August 20, 2009, which is incorporated into this ordinance by reference.

(2) Formulae for Determination of Police Protection Impact Fees.

(a) For residential development, the base police fee for each proposed dwelling unit shall reflect the base cost of \$156.45 per expected resident. The base fee per dwelling shall be as shown in Table PP-2 of the Police Fee Report. From the base fee shall be deducted credits as described in Section III-A of the Police Fee Report. This shall yield the net police fee for each proposed dwelling.

(b) For non-residential development, the base fee shall reflect the base cost of \$223.50 per 1,000 square feet of proposed building space, as described in Section II-B of the Police Fee Report. From the base fee shall be deducted credits as described in Section III-B of the Police Fee Report. This shall yield the net police protection impact fee for the proposed development.

(3) Impact fees collected pursuant to this ordinance provision shall be used to pay costs associated with the construction of a new police station facility as described in the Police Fee Report.

C. Reserved.

D. Reserved.

E. Reserved.

#### Section 4. Payment of Fees

Impact fees levied under this ordinance shall be paid to the Town Treasurer prior to the issuance of any permits under the Hinesburg Zoning Regulations for the construction of any development subject to the payment of impact fees. The Zoning Administrator shall not issue any zoning permit for the construction of such developments without first receiving proof of payment of the required impact fees from the Treasurer.

#### Section 5. Accounting and Register of Payment.

A. Impact fees collected pursuant to this Ordinance shall be placed by the Treasurer in separate interest bearing accounts for each type of impact fee established.

B. The Treasurer shall maintain a register for each account indicating the date of payment of each fee, the amount paid, and the name of the payer.

C. The Treasurer shall prepare an annual accounting of all fees paid into and withdrawn from each account, showing the source and amounts collected, and the amounts expended and the projects for which such expenditures were made.

#### Section 6. Refunds.

A. If the actual expense to the Town of a project to be funded at least in part by impact fees is less than the fees collected or to be collected, the Town shall refund to the then owner of the property for which the fee was paid, that portion of any impact fee, with accrued interest, which is in excess of the appropriate amount due to the Town. The Town shall provide this refund within one year of the date it completes or terminates construction of the project.

B. If the Town reduces the amount of an impact fee after some fees have been collected, the Town shall refund to the then owner of the property for which a fee was paid, that portion of any impact fee, with accrued interest, which is in excess of the appropriate amount due to the Town. The Town shall provide this refund within one year of the date it reduces the impact fee.

C. If the Town does not expend an impact fee within six years of the date it is paid, the then owner of the property for which the fee was paid may apply for and receive a refund of the fee, provided the request for refund is filed within one year of the expiration of the six year time period.

D. A person who pays an impact fee established under this ordinance and subsequently abandons the project (allows the zoning permit to expire) without commencing construction of the land development on which the impact fee was based, may request and receive from the Town a refund of the impact fee in full. Any accrued interest shall be retained by the Town to offset administrative costs. A person who receives a refund under this provision shall not commence construction of the land development for which the refund was made without repaying the required impact fees.

#### Section 7. Expenditure Restrictions.

A. All impact fees collected pursuant to this ordinance, and accrued interest, shall be expended only for the specifically identified projects which were the basis for the fees. Such fees and accrued interest shall be expended within six years of the date they are received by the Treasurer.

B. The Treasurer shall pay, from the appropriate account, expenses associated with the designated projects as they become due and upon receipt of appropriate documentation regarding such expense.

C. The Treasurer shall reimburse the Hinesburg School District for expenditures associated with School District projects funded by education impact fees, upon receipt of appropriate documentation.

#### Section 8. Exemptions:

In accordance with the provisions of 24 V.S.A., Section 5205, The Select Board may waive all or part of the impact fees levied under this ordinance for developments which advance policies or objectives clearly stated in the current Hinesburg Municipal Plan. This may include, but is not limited to, affordable housing developments, municipal facilities for which needs are identified in the Municipal Plan, or school facilities for which needs are identified in the Municipal Plan. Before granting any request for such exemptions or waivers, the Selectboard shall warn and conduct a public hearing on the matter.

#### Section 9. Credits for "In-Kind" Contributions.

A. "In-Kind" contribution shall mean provision, by a person subject to payment of an impact fee, of land or equipment or construction of facilities that are included in the impact fee analyses and computations, and which are included in or consistent with the Town's Comprehensive Plan.

B. Upon recommendation of the Development Review Board, the Selectboard may approve a credit against any impact fee levied under this ordinance for the value of "In-Kind" contributions. The amount of credit for an "In-Kind" contribution shall be based on the actual cost to the person requesting the credit of providing or creating the facilities. The Development Review Board shall indicate the basis on which the amount of credit is determined. The amount of credit for an "In-Kind" contribution shall not exceed the total amount of the impact fee for that type of facility which would otherwise be levied on the proposed development.

#### Section 10. Appeals.

An individual or entity required to pay an impact fee under this ordinance may challenge the imposition of such fee, or the amount of the fee, by filing a written notice of appeal with the Town Clerk, which appeal shall not be filed later than thirty days after payment of the impact fee. Said notice of appeal shall state the basis of the appellant's challenge to the fee. Within sixty days of the filing of a notice of appeal, the Selectboard shall hold a public hearing to receive oral and written evidence and argument from the appellant and Town representatives. Within forty-

five days after the conclusion of the hearing, the Selectboard shall notify the appellant of its decision in writing.

Section 11. Enforcement.

A. Any individual or entity who undertakes land development in the Town of Hinesburg without first paying a required impact fee imposed pursuant to this ordinance shall be subject to a civil penalty of up to five hundred dollars per day for each day that such land development continues without payment of said fee. The Administrative Officer shall be authorized to act as the issuing municipal official to issue and pursue before the Traffic and Municipal Ordinance Bureau a municipal complaint. The Administrative Officer is authorized to recover a waiver fee of not less than \$50 and not more than \$150 for each violation and a civil penalty of not less than \$100 and not more than \$500 for each violation.

B. In addition to the enforcement procedures set forth above, the Administrative Officer is authorized to commence a civil action to obtain injunctive and other appropriate relief

Section 12. Severability.

In the event any provision of this ordinance is for any reason invalid, such invalidity shall not affect the remaining provisions which can be given effect without the invalid provision.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2009.

**Town of Hinesburg Selectboard**

\_\_\_\_\_  
Jonathan S. Trefry, Chair

\_\_\_\_\_  
Kenneth Brown

\_\_\_\_\_  
Andrea Morgante

\_\_\_\_\_  
Howard E. Russell

\_\_\_\_\_  
Randall C. Volk

Received and recorded this \_\_\_\_ day of \_\_\_\_, 2009

\_\_\_\_\_  
Melissa Ross, Town Clerk

---

---

**TOWN OF HINESBURG**

---

---

**TO:** SELECTBOARD  
**FROM:** TODD ODIT, TOWN MANAGER  
**SUBJECT:** ST. GEORGE FIRE AND AMBULANCE CONTRACT  
**DATE:** 4/6/2022

---

**ISSUE:**

The issue is whether the Selectboard will approve the proposed Interlocal contract with St. George for the provision of fire protection, rescue and emergency medical services by the Town of Hinesburg.

**DISCUSSION:**

A new contract with a new fee arrangement is proposed for the Town of St. George. Previously, St. George was charged a flat fee of \$40,000. The new contract is based on call percentages. For FY21, St. George had 16% of the call volume, so their charge for FY23 will be 16% of the operating budget, which is approximately \$65,000. St. George will pay for ambulance service on a per capita basis like Hinesburg.

The Fire Chief and I are attending the April 21 St. George Selectboard meeting to ask for their approval of the agreement.

**COST:**

N/A

**RECOMMENDATION:**

It is recommended that the Selectboard approve the proposed Interlocal contract with St. George for the provision of fire protection, rescue and emergency medical services by the Town of Hinesburg.

---



1                                   **Interlocal Fire Protection and Response Agreement**  
2                                   **Between The Town of Hinesburg and the Town of St. George**  
3

4                   ***Section I. Purpose***  
5

6           The Town of Hinesburg and the Town of St. George enter into this agreement pursuant to 24  
7           V.S.A. §4901 and 4902 for the provision of fire protection, rescue and emergency medical  
8           services between the Town of Hinesburg and The Town of St. George.  
9

10           ***Section II. Services***  
11

- 12           a)   The Town of Hinesburg (“Hinesburg”), through the Hinesburg Fire Department  
13                (“Department”) agrees to provide fire protection, rescue and emergency medical services  
14                to the Town of St. George (“St. George”).  
15           b)   Hinesburg agrees to provide St. George with ambulance transport services either through  
16                the department or through a contract with a third party at its discretion.  
17           c)   Hinesburg shall be responsible for and have sole jurisdiction over the management of the  
18                Department, including but not limited to, all paid and/or volunteer firefighters or other  
19                employees and equipment essential for the provision of fire protection, rescue and  
20                emergency medical response services.  
21

22           ***Section III. Fee for Services***  
23

- 24           a)   The fee for the provision of fire protection, rescue and emergency medical services  
25                between Hinesburg and St. George shall be based on St. George’s share of the  
26                Department call volume for the most recent completed fiscal year. For example, St.  
27                George’s share for FY23 will be based on the call volume from FY21.  
28           b)   Hinesburg will provide St. George with their Department call volume percentage by  
29                August 15<sup>th</sup> of each year.  
30           c)   Hinesburg will provide St. George with the Department’s proposed budget and St.  
31                George’s fee for the upcoming fiscal year by March 15<sup>th</sup> of every year.  
32           d)   The fee for the provision of ambulance transport service is \$14.00 per capita for FY23  
33                which amounts to \$11,200 for St. George, which will be billed to Hinesburg by  
34                Richmond Rescue. St. George will reimburse Hinesburg following payment of the fee by  
35                Hinesburg.  
36           e)   Hinesburg will invoice St. George quarterly for all services provided under this  
37                agreement.  
38

39           ***Section IV. Term***  
40

41           The term of this agreement is July 1, 2022 through June 30, 2023.  
42  
43

---

44 ***Section V. Dissolution***

45  
46 The agreement by be dissolved by Hinesburg and St. George upon mutual agreement of the two  
47 boards, as determined by an action to dissolve the agreement securing passage by a majority of  
48 members of both legislative bodies.

49  
50 ***Section VI. Signatures***

51  
52  
53  
54  
55  
56  
57  
58  
59

\_\_\_\_\_ Date

\_\_\_\_\_ Date

St. George Town Administrator/Clerk



## Special Town Meeting Warning

The informational meeting on May XX, 2022 will be held remotely. Available options to watch or join the meeting are below:

### Informational Meeting May XX, 2022 via Remote Access

The legal voters of the Town of Hinesburg, Vermont are hereby warned and notified to meet remotely in said Town of Hinesburg, on ?, 2022 at 7:00 P.M. for an informational meeting on the articles to be voted upon by Australian Ballot on Tuesday May 24, 2022. Join Zoom Meeting

Meeting ID: Passcode:

This Informational Meeting will be held remotely. Available options to watch or join the meeting:

- Join the Zoom online platform: information will be available on [www.Hinesburg.org](http://www.Hinesburg.org)
- View remotely by streaming on VCAM
- For the purpose of recording minutes, you will be asked to provide your first and last name.
- When listening to the meeting, please keep your phone or computer on mute to prevent interruptions during the meeting. Voters are encouraged to email [jdubingrossman@hinesburg.org](mailto:jdubingrossman@hinesburg.org) in advance to ask questions.
- **HOW TO REGISTER TO VOTE:** There is no deadline to register to vote. You can register by going to [olvr.vermont.gov](http://olvr.vermont.gov) to register on-line, by going to the town clerk's office and filling out a paper registration form, or on election day at the polls.
- **HOW TO REQUEST AN EARLY BALLOT:** You or a family member can request an early ballot by visiting [mvp.vermont.gov](http://mvp.vermont.gov) and signing in to your voter page. You may also request a ballot by phone, in person or via email at [mross@hinesburg.org](mailto:mross@hinesburg.org) or [hroberts@hinesburg.org](mailto:hroberts@hinesburg.org).

### Special Town Meeting Tuesday, May 24, 2022 via Australian Ballot

The legal voters of the Town of Hinesburg, Vermont are hereby warned and notified to meet at the Town Hall at 10632 Vermont Route 116 in Hinesburg, on Tuesday, May 24, 2022 to transact the following business by Australian ballot. Said voting by Australian ballot will begin with the polls opening at 7:00 A.M. and closing at 7:00 P.M.

**ARTICLE I:** Shall the Town approve the Hinesburg Community Police Department budget of \$773,579 with the sum of \$673,079 raised through taxes?

Signed and dated this 20<sup>th</sup> day of April 2022, and as attested to by:

\_\_\_\_\_  
Merrily Lovell, Chair

\_\_\_\_\_  
Dennis Place

\_\_\_\_\_  
Maggie Gordon, Vice-Chair

\_\_\_\_\_  
Michael Loner

\_\_\_\_\_  
Phil Pouech

\_\_\_\_\_  
Attest: Melissa Ross, Town Clerk



Police Budget 4/13/2022

|    | <u>Item</u>              | <u>FY21 Actual</u> | <u>FY22 Budget</u> | <u>FY23 Original</u> | <u>FY23 Revised</u> | <u>\$ Change from Original</u> | <u>\$ Change from FY22</u> |
|----|--------------------------|--------------------|--------------------|----------------------|---------------------|--------------------------------|----------------------------|
|    | <b>Expenditures</b>      |                    |                    |                      |                     |                                |                            |
| 1  | <b>Community Police</b>  |                    |                    |                      |                     |                                |                            |
| 2  | Police Salaries          | \$404,424          | \$470,621          | \$470,621            | \$435,393           | -\$35,228                      | -\$35,228                  |
| 3  | FICA                     | \$31,049           | \$36,003           | \$36,003             | \$33,308            | -\$2,695                       | -\$2,695                   |
| 4  | Insurances               | \$109,570          | \$128,382          | \$133,494            | \$129,513           | -\$3,981                       | \$1,131                    |
| 5  | Retirement               | \$23,000           | \$29,301           | \$26,517             | \$26,517            | \$0                            | -\$2,784                   |
| 6  | Supplies                 | \$3,624            | \$4,000            | \$4,000              | \$4,000             | \$0                            | \$0                        |
| 7  | Police Equipment         | \$7,792            | \$9,500            | \$10,500             | \$10,500            | \$0                            | \$1,000                    |
| 8  | Evidence Collection      | \$65               | \$250              | \$250                | \$250               | \$0                            | \$0                        |
| 9  | Public Relations         | \$884              | \$900              | \$1,100              | \$1,100             | \$0                            | \$200                      |
| 10 | Howard Center Outreach   | \$3,576            | \$7,365            | \$8,000              | \$8,000             | \$0                            | \$635                      |
| 11 | Uniforms                 | \$3,712            | \$4,500            | \$4,500              | \$4,500             | \$0                            | \$0                        |
| 12 | Postage                  | \$55               | \$300              | \$300                | \$300               | \$0                            | \$0                        |
| 13 | Prof. Services           | \$0                | \$2,000            | \$1,500              | \$1,500             | \$0                            | -\$500                     |
| 14 | Dispatch Services        | \$56,250           | \$45,000           | \$45,000             | \$45,000            | \$0                            | \$0                        |
| 15 | Computer/Copier          | \$2,541            | \$3,500            | \$3,500              | \$3,500             | \$0                            | \$0                        |
| 16 | CAD                      | \$2,933            | \$4,500            | \$4,000              | \$4,000             | \$0                            | -\$500                     |
| 17 | Vehicle Repair/Maint     | \$8,448            | \$8,000            | \$8,000              | \$8,000             | \$0                            | \$0                        |
| 18 | Mileage                  | \$0                | \$750              | \$750                | \$750               | \$0                            | \$0                        |
| 19 | Telephone                | \$3,779            | \$3,800            | \$4,700              | \$4,700             | \$0                            | \$900                      |
| 20 | MDT Maint                | \$2,140            | \$3,360            | \$5,400              | \$5,400             | \$0                            | \$2,040                    |
| 21 | Vehicle Fuel             | \$7,698            | \$10,000           | \$14,000             | \$14,000            | \$0                            | \$4,000                    |
| 22 | Professional Development | \$3,802            | \$4,500            | \$4,500              | \$4,500             | \$0                            | \$0                        |
| 23 | Station - Prof Service   | \$8,562            | \$9,680            | \$9,500              | \$9,500             | \$0                            | -\$180                     |
| 24 | Station - R&M            | \$4,942            | \$2,500            | \$3,000              | \$3,000             | \$0                            | \$500                      |
| 25 | Station - Utilities      | \$7,700            | \$7,000            | \$7,000              | \$7,000             | \$0                            | \$0                        |
| 26 | CUSI                     | \$8,510            | \$8,479            | \$6,848              | \$6,848             | \$0                            | -\$1,631                   |
| 27 | Dog Control              | \$0                | \$462              | \$2,500              | \$2,500             | \$0                            | \$2,038                    |
| 28 | Grant Work               | \$18,297           | \$0                | \$0                  | \$0                 | \$0                            | \$0                        |
| 29 | <b>TOTAL</b>             | <b>\$723,352</b>   | <b>\$804,653</b>   | <b>\$815,483</b>     | <b>\$773,579</b>    | <b>-\$41,904</b>               | <b>-\$31,074</b>           |
| 30 |                          |                    |                    |                      |                     |                                |                            |
| 31 |                          |                    |                    |                      |                     |                                |                            |
| 32 | Revenue                  | \$70,927           | \$90,500           | \$100,500            | \$100,500           | \$0                            | \$10,000                   |
| 33 | <b>NET EXPENSE</b>       | <b>\$652,425</b>   | <b>\$714,153</b>   | <b>\$714,983</b>     | <b>\$673,079</b>    | <b>-\$41,904</b>               | <b>-\$41,074</b>           |
| 34 | <b>BUDGETED STAFFING</b> |                    |                    |                      |                     |                                |                            |
| 35 | Full-time Officers       | 5                  | 6                  | 6                    | 6                   | 0                              | 0                          |
| 36 | Administrative Assistant | 0.625              | 0.625              | 0.625                | 0.0                 | -0.625                         | -0.625                     |
| 37 | Shift Filling Budget     | \$46,924           | \$60,058           | \$44,862             | \$10,000            | -\$34,862                      | -\$50,058                  |



**Town of Hinesburg**  
**Code of Ethics**  
April 13, 2022

The Hinesburg Selectboard agrees to employ the following Code of Ethics in all interactions:

- **The Selectboard will represent the needs and interests of ALL residents in Hinesburg.**
- **The Selectboard will create policies and assure accountability. The Manager will manage the town.** Selectboard members will focus on their work as a board and not interfere with the day-to-day operations of the town, which are the responsibility of the manager.
- **The Selectboard will lead by example.** Selectboard members will voice opinions respectfully and speak and act with positive intent toward other Selectboard members, employees and members of the public; they encourage debate and differing points of view with care and respect.
- **The Selectboard will hear each opinion, but ultimately act as one.** Board members will speak candidly and courteously to each other and listen to dissenting or different viewpoints with an open mind. They will help each other to depersonalize disagreements. Once we reach a decision or compromise as a board, they will each support the will of the board in word and deed even if voted with a minority opinion.
- **The Chair (or designee) will speak as the official voice of the Selectboard.** A single Selectboard member will not represent the board without the consent of the Selectboard, and Selectboard members making personal statements (in any format, including speeches, articles, and social media posts) should clearly state that these statements are their opinion and not the position of the Selectboard.
- **The Selectboard will maintain open communication with each other, the Manager, and the community-at-large.** Information shared with one selectboard member will be shared with all members. If considerable work or time is required to generate data, the full Selectboard must endorse the request, ensuring that the request falls within the responsibilities and authority of the selectboard.
- **All Selectboard members shall uphold the highest ethical standards.** Selectboard members shall not receive anything of value, by contract or otherwise, from the town. Selectboard members shall not solicit or receive directly or indirectly any gift or compensation in return for making a recommendation or casting a vote. Selectboard members shall agree to recuse and remove themselves from Selectboard deliberation and votes when necessary to avoid the appearance of conflict of interest.
- **The Selectboard acts within the scope of their official roles.** Selectboard members act only as a member of the Selectboard and do not assume any individual authority when the Selectboard is not in session unless otherwise directed by the Selectboard. Selectboard members avoid making commitments that may compromise the decision-making ability of the Selectboard or the Town Manager.
- **All Selectboard members will respect their peers, their constituents and confidentiality.** Selectboard members maintain confidentiality of information and discussion conducted in executive session and uphold applicable laws with respect to the confidentiality of employee information.



**Town of Hinesburg**  
**Code of Ethics**  
April 13, 2022

The Hinesburg Selectboard agrees to employ the following Code of Ethics in all interactions:

- **The Selectboard will represent the needs and interests of ALL residents in Hinesburg.**
- **The Selectboard will create policies and assure accountability. The Manager will manage the town.** Selectboard members will focus on their work as a board and not interfere with the day-to-day operations of the town, which are the responsibility of the manager. **With that said if a member or members of the Selectboard have questions or concerns of how the day -to- day operations are going have the right to discuss and or make recommendations to the Town Manager.**
- **The Selectboard will lead by example.** Selectboard members will voice opinions respectfully and speak and act with positive intent toward other Selectboard members, employees and members of the public; they encourage debate and differing points of view with care and respect.
- **The Selectboard will hear each opinion, but ultimately act as one.** Board members will speak candidly and courteously to each other and listen to dissenting or different viewpoints with an open mind. They will help each other to depersonalize disagreements. Once we reach a decision or compromise as a board, they will each support the will of the board in word and deed even if voted with a minority opinion.
- **The Chair (or designee) will speak as the official voice of the Selectboard.** A single Selectboard member will not represent the board without the consent of the Selectboard, and Selectboard members making personal statements (in any format, including speeches, articles, and social media posts) should clearly state that these statements are their opinion and not the position of the Selectboard.
- **The Selectboard will maintain open communication with each other, the Manager, and the community-at-large.** Information shared with one selectboard member will be shared with all members. If considerable work or time is required to generate data, the full Selectboard must endorse the request, ensuring that the request falls within the responsibilities and authority of the selectboard.
- **All Selectboard members shall uphold the highest ethical standards.** Selectboard members shall not receive anything of value, by contract or otherwise, from the town. Selectboard members shall not solicit or receive directly or indirectly any gift or compensation in return for making a recommendation or casting a vote. Selectboard members shall agree to recuse and remove themselves from Selectboard deliberation and votes when necessary to avoid the appearance of conflict of interest.
- **The Selectboard acts within the scope of their official roles.** Selectboard members act only as a member of the Selectboard and do not assume any individual authority when the Selectboard is not in session unless otherwise directed by the Selectboard. Selectboard members avoid making commitments that may compromise the decision-making ability of the Selectboard or the Town Manager.
- **All Selectboard members will respect their peers, their constituents and confidentiality.** Selectboard members maintain confidentiality of information and discussion conducted

Dennis

Suggestive

---

---

**TOWN OF HINESBURG**

---

---

**TO:** SELECTBOARD  
**FROM:** TODD ODIT, TOWN MANAGER  
**SUBJECT:** APPROVE WATER FILTER PURCHASE  
**DATE:** 4/6/2022

---

**ISSUE:**

The issue is whether the Selectboard will approve the purchase of water filters from ISI for \$25,457.15.

**DISCUSSION:**

Water filters were last purchased in 2018 and need to be replaced. Three quotes were obtained and the lowest price was \$25,457.15 from ISI, Inc. The purchase will be treated as a capital expense given the useful life of the filters.

**COST:**

\$25,457.15

**RECOMMENDATION:**

It is recommended that the Selectboard approve the purchase of water filters from ISI for \$25,457.15.

---






**Industrial Services, Inc., aka  
ISI-Water**  
157A Barber Road  
St. George, VT 05495 USA  
802-482-4006

# Quotatic

| Date     | Quote #     |
|----------|-------------|
| 4/7/2022 | HIN-WIP-27Q |

| Name / Address   |
|--|
| Town of Hinesburg, Water Treatment<br>C/O Todd Odit, Town Manager<br>10632 VT Route 116<br>Hinesburg VT 05461<br>ebailey@hinesburg.orgjalexander@hinesburg |

*RECOMMEND.*  
① Local-  
② UNLAWC warehouse  
③ Expertise on plant

| Description  | Qty | Cost   | Tot       | Terms  | Proj               |
|--|-----|--------|-----------|--------|--------------------|
|  |     |        |           | Net 30 | WI                 |
| John Alexander Requested Membrane Quote on 4/5/22  |     |        |           |        |                    |
| Membrane, 8 inch, Nanofiltration Membrane with iLEC interlocking endcap, FilmTec, P/N NF90-400/34i                         | 36  | 679.40 | 24,457.15 |        |                    |
| Inbound Freight to ISI-Water or the Town of Hinesburg, VT 05461  | 1   | 998.75 | 998.75    |        |                    |
| Terms: Net 30 upon shipping<br>Timeframe: 6-8 weeks estimated lead time to ship<br>Freight: See above<br>Validity: 21 Days |     |        |           |        |                    |
| <br>authorized signature                |     |        |           |        |                    |
| <b>Total USD</b>   |     |        |           |        | <b>\$25,457.15</b> |

*25,457.15*



Zimbra

jalexanderhvt@gmavt.net

**RE: NM - Lenntech 2022/4/4 15:56:44 [English] 35 pcs x Filmtec Membranes NF90-400/34i (11023067) Nano-Filtration Filmtec Membranes**

**From :** Nicolas Maurin <nicolas@lentech.com>

Tue, Apr 05, 2022 01:43 AM

**Subject :** RE: NM - Lenntech 2022/4/4 15:56:44 [English] 35 pcs x Filmtec Membranes NF90-400/34i (11023067) Nano-Filtration Filmtec Membranes

2 attachments

**To :** 'jalexander@hinesburg.org' <jalexander@hinesburg.org>

**Cc :** TJ Curbelo <TJ@lentech.com>, Joe Vazquez <Joe@lentech.com>

Dear Sir/Madam,

Thank you for contacting Lenntech.  
Based on the data from your enquiry, I can offer you the following:

| Model                      | Brand  | Quantity  | Price/Unit | Total               | Delivery Time |
|----------------------------|--------|-----------|------------|---------------------|---------------|
| NF90-400/34i               | Dupont | 35 Pieces | \$ 734.00  | \$ 25,690.00        | 3-5 weeks     |
| <b>Total Net Price USD</b> |        |           |            | <b>\$ 25,690.00</b> |               |

*1000.00 - Shipping*

|                         |               |
|-------------------------|---------------|
| Destination Prospect    | United States |
| Quote Reference CERX182 | NM-8362       |

*26,690.00*

Zimbra

jalexanderhvt@gmavt.net

---

**RE: NM - Lenntech 2022/4/4 15:56:44 [English] 35 pcs x Filmtec Membranes NF90-400/34i (11023067) Nano-Filtration Filmtec Membranes**

**From :** Nicolas Maurin <nicolas@lenntech.com>

Tue, Apr 05, 2022 08:37 AM

**Subject :** RE: NM - Lenntech 2022/4/4 15:56:44 [English] 35 pcs x Filmtec Membranes NF90-400/34i (11023067) Nano-Filtration Filmtec Membranes

 3 attachments

**To :** 'John Alexander' <jalexander@hinesburg.org>

Shipping cost:  
1000 USD

**From:** John Alexander <jalexanderhvt@gmavt.net>

**Sent:** Tuesday, April 05, 2022 2:30 PM

**To:** Nicolas Maurin <nicolas@lenntech.com>

**Subject:** Fwd: NM - Lenntech 2022/4/4 15:56:44 [English] 35 pcs x Filmtec Membranes NF90-400/34i (11023067) Nano-Filtration Filmtec Membranes

---

John Alexander *Asst. Chief Operator*  
jalexander@hinesburg.org  
Water *WORKS* Department | Town of

Notice - Under Vermont Open Records law, email and attachments received or prepared for use in matters concerning Town business, or 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.

|                           |                     |
|---------------------------|---------------------|
| Total Weight              | 595 KG              |
| Total Volume              | 2.59 m <sup>3</sup> |
| Number of pallets         | 2                   |
| Average weight per pallet | 308 KG              |
| Units / pallet            | 18                  |
| Pallet dimensions (m)     | 0.98                |
|                           | 1.15 * 1.15 *       |

Lennotech delivers according to **Orgalime ST14**.

Above prices are valid for 30 days for the quoted quantities.

Our prices are exclusive of the legalization of documents such as invoices or certificates of origin by the Chamber of Commerce or embassy.

Certificate of origin \$100 if applicable.

Legalized invoice by chamber of commerce \$100 if applicable.

Legalized certificate of origin by the embassy: on request.

For any further questions, please don't hesitate to contact me.  
I am looking forward to your reply.

Best regards,

## Nicolas Maurin

Logistic and sales coordinator

Lennotech USA LLC

T: +31 15 2755 714 (Direct)

E: [nicolas@lennotech.com](mailto:nicolas@lennotech.com)

W: [www.lennotech.com](http://www.lennotech.com)

**LENNITECH**  
Water Treatment Solutions

## Lennotech BV

European Head Office

Distributieweg 3

2645 EG Delfgauw

The Netherlands

Phone: +31 152 610 900

## Lennotech USA LLC

Americas

5975 Sunset Drive

South Miami, Florida 33143

Phone: +1 877 453 8095

e-mail: [info@lennotech.com](mailto:info@lennotech.com)

## Lennotech DMCC

Middle East

Level 5 - OFFICE #8-One JLT Tower

Jumeirah Lake Towers

Dubai - U.A.E.



Quote

QTE075839

**BILL TO:**

Hinesburg Sewer Department

John Alexander  
10350 Rte 116  
Hinesburg, VT 05461  
P: (802) 482-6097

**SHIP TO:**

Hinesburg Sewer Department

John Alexander  
10350 Rte 116  
Hinesburg, VT 05461  
P: (802) 482-6097

| Customer ID | Ship Via | Sales Rep | Terms | Issued Date |
|-------------|----------|-----------|-------|-------------|
| 10054826    | LTL      |           | DUE   | 04/12/20    |

| Quantity | UOM | Item #       | Description   | Weight | Unit Price | Extended Price |
|----------|-----|--------------|---|--------|------------|----------------|
| 35       | EA  | NF90-400/34I | 8040 Filmtec NF Membrane 10000gpd<br>98.7% Rejection Rate | 411.25 | \$855.89   | \$29956.56     |

Fresh Water Systems, Inc.  
2299 Ridge Rd. Greenville, SC 29607  
P: (877) 335-3339  
F: (864) 284-1819

|                       |                   |
|-----------------------|-------------------|
| Subtotal              | 29956.56          |
| Credit Card           | 0.00              |
| Tax                   | 1815.00           |
| Trade Discount        | 0.00              |
| Total Shipping Weight | 0.00              |
| Freight               | 299.00            |
| <b>Total</b>          | <b>\$32071.56</b> |

**To accept this quotation, sign here and return:** \_\_\_\_\_  
**Quote expires (15) days from issue date.**

04/15/22  
10:15 am

Town of Hinesburg Payroll  
Posting Register Report

Page 1 of 9  
todit

Printed Checks Ending 04/05/22-04/07/22 All Employees By Employee

Dept. Empl. ALEXANDER ALEXANDER, JOHN C., JR  
Seq. #36696 Pay Period 04/06/22  
Check Date: 04/07/22 Check Number: E 15539

| Description          | Units | Hrs | Rate             | Amount  | Job | Work |
|----------------------|-------|-----|------------------|---------|-----|------|
| H1:W/WW OPER I       | 40.00 |     | 29.8200          | 1192.80 |     |      |
| 330-5331-10.00       |       |     | SALARIES         |         |     |      |
| H3:ON-CALL PAY       | 2.00  |     | 16.8000          | 33.60   |     |      |
| 330-5331-10.00       |       |     | SALARIES         |         |     |      |
| Total hours          | 42.00 |     | Gross income     | 1226.40 |     |      |
| R1:REIMBURSEMEN      |       |     |                  | 45.00   |     |      |
| 330-5331-77.00       |       |     | TELEPHONE        |         |     |      |
| 330-5480-40.00       |       |     | PROFESSIONAL DEV | 24.20   |     |      |
| Total reimbursements |       |     |                  | 69.20   |     |      |
| Net income           |       |     |                  | 1295.60 |     |      |

Dept. Empl. ANTHONMI ANTHONY, MICHAEL W.  
Seq. #36697 Pay Period 04/06/22  
Check Date: 04/07/22 Check Number: E 15540

| Description    | Units | Hrs | Rate              | Amount  | Job | Work |
|----------------|-------|-----|-------------------|---------|-----|------|
| G4:INS OPT OUT |       |     |                   | 140.29  |     |      |
| 440-9705-10.00 |       |     | OPT OUT INSUR PAY |         |     |      |
| H1:HIGHWAY PAY | 40.00 |     | 34.5500           | 1382.00 |     |      |
| 440-5100-10.00 |       |     | HIGHWAY SALARIES  |         |     |      |
| OT:OVERTIME    | 26.00 |     | 51.8250           | 1347.45 |     |      |
| 440-5100-10.00 |       |     | HIGHWAY SALARIES  |         |     |      |
| Total hours    | 66.00 |     | Gross income      | 2869.74 |     |      |
| Net income     |       |     |                   | 2869.74 |     |      |

Dept. Empl. BAILEY BAILEY, ERIK B.  
Seq. #36698 Pay Period 04/06/22  
Check Date: 04/07/22 Check Number: E 15541

| Description     | Units | Hrs | Rate                   | Amount  | Job | Work |
|-----------------|-------|-----|------------------------|---------|-----|------|
| H1:WATER/WW PAY | 28.00 |     | 36.4400                | 1020.32 |     |      |
| 330-5331-10.00  |       |     | SALARIES               |         |     |      |
| H3:ON-CALL PAY  | 7.00  |     | 16.8000                | 117.60  |     |      |
| 330-5331-10.00  |       |     | SALARIES               |         |     |      |
| H5:B & F PAY    | 12.00 |     | 36.4400                | 437.28  |     |      |
| 440-3710-10.00  |       |     | BLDGS & FACIL SALARIES |         |     |      |
| Total hours     | 47.00 |     | Gross income           | 1575.20 |     |      |

04/15/22  
10:15 am

Town of Hinesburg Payroll  
Posting Register Report

Printed Checks Ending 04/05/22-04/07/22 All Employees By Employee

Reimburse 1 45.00  
330-5331-77.00 TELEPHONE

Total reimbursements 45.00

Net income 1620.20

=====  
Dept. Empl. BRYANFRA BRYAN, FRANK M.  
Seq. #36699 Pay Period 04/06/22  
Check Date: 04/07/22 Check Number: E 15542

| Description    | Units |        | Rate         | Amount | Job | Work |
|----------------|-------|--------|--------------|--------|-----|------|
| H1:POLICE PAY  | 40.00 | Hrs    | 23.4400      | 937.60 |     |      |
| 440-4151-10.00 |       | POLICE | SALARIES     |        |     |      |
| Total hours    | 40.00 |        | Gross income | 937.60 |     |      |

Net income 937.60

=====  
Dept. Empl. CAMBRIDGE CAMBRIDGE, ANTHONY S.  
Seq. #36700 Pay Period 04/06/22  
Check Date: 04/07/22 Check Number: E 15543

| Description     | Units |        | Rate         | Amount  | Job | Work |
|-----------------|-------|--------|--------------|---------|-----|------|
| H1:POLICE OFFIC | 40.00 | Hrs    | 37.3000      | 1492.00 |     |      |
| 440-4151-10.00  |       | POLICE | SALARIES     |         |     |      |
| Total hours     | 40.00 |        | Gross income | 1492.00 |     |      |

Net income 1492.00

=====  
Dept. Empl. CASCO CASCO, CALEB M.  
Seq. #36701 Pay Period 04/06/22  
Check Date: 04/07/22 Check Number: E 15544

| Description     | Units |        | Rate         | Amount  | Job | Work |
|-----------------|-------|--------|--------------|---------|-----|------|
| H1:POLICE OFFIC | 32.00 | Hrs    | 34.5600      | 1105.92 |     |      |
| 440-4151-10.00  |       | POLICE | SALARIES     |         |     |      |
| HC:CALL OUT     | 4.00  | Hrs    | 51.8400      | 207.36  |     |      |
| 440-4151-10.00  |       | POLICE | SALARIES     |         |     |      |
| L1:CTO PAY      | 8.00  | Hrs    | 34.5600      | 276.48  |     |      |
| 440-4151-10.00  |       | POLICE | SALARIES     |         |     |      |
| Total hours     | 44.00 |        | Gross income | 1589.76 |     |      |

Net income 1589.76

=====  
Dept. Empl. CYPESMIT CYPES, MITCHEL S.  
Seq. #36702 Pay Period 04/06/22  
Check Date: 04/07/22 Check Number: E 15545

| Description | Units |  | Rate | Amount | Job | Work |
|-------------|-------|--|------|--------|-----|------|
|-------------|-------|--|------|--------|-----|------|

04/15/22  
10:15 am

Town of Hinesburg Payroll  
Posting Register Report

Page 3 of 9  
todit

Printed Checks Ending 04/05/22-04/07/22 All Employees By Employee

|                 |       |     |                        |         |  |  |
|-----------------|-------|-----|------------------------|---------|--|--|
| G4:INS OPT OUT  |       |     |                        | 140.29  |  |  |
| 440-9705-10.00  |       |     | OPT OUT INSUR PAY      |         |  |  |
| H1:ZONING ADMIN | 40.00 | Hrs | 26.7200                | 1068.80 |  |  |
| 440-3600-11.00  |       |     | PLANNING/ZONING SALARY |         |  |  |
|                 | ----- |     |                        | -----   |  |  |
| Total hours     | 40.00 |     | Gross income           | 1209.09 |  |  |
|                 | ----- |     |                        | -----   |  |  |

Net income 1209.09

=====  
Dept. Empl. EICKENBER EICKENBERG, DANIEL R.  
Seq. #36703 Pay Period 04/06/22  
Check Date: 04/07/22 Check Number: E 15547

| Description    | Units |     | Rate            | Amount  | Job | Work |
|----------------|-------|-----|-----------------|---------|-----|------|
| H1:POLICE PAY  | 40.00 | Hrs | 29.0900         | 1163.60 |     |      |
| 440-4151-10.00 |       |     | POLICE SALARIES |         |     |      |
|                | ----- |     |                 | -----   |     |      |
| Total hours    | 40.00 |     | Gross income    | 1163.60 |     |      |
|                | ----- |     |                 | -----   |     |      |

Net income 1163.60

=====  
Dept. Empl. FOX BRIAN FOX, BRIAN K.  
Seq. #36704 Pay Period 04/06/22  
Check Date: 04/07/22 Check Number: E 15548

| Description    | Units |     | Rate         | Amount  | Job | Work |
|----------------|-------|-----|--------------|---------|-----|------|
| H1:COPS GRANT  | 40.00 | Hrs | 29.0900      | 1163.60 |     |      |
| 440-4152-10.10 |       |     | COPS GRANT   |         |     |      |
|                | ----- |     |              | -----   |     |      |
| Total hours    | 40.00 |     | Gross income | 1163.60 |     |      |
|                | ----- |     |              | -----   |     |      |

Net income 1163.60

=====  
Dept. Empl. GROSSMAN DUBIN GROSSMAN, JOY  
Seq. #36705 Pay Period 04/06/22  
Check Date: 04/07/22 Check Number: E 15546

| Description     | Units |     | Rate                | Amount  | Job | Work |
|-----------------|-------|-----|---------------------|---------|-----|------|
| G4:INS OPT OUT  |       |     |                     | 140.29  |     |      |
| 440-9705-10.00  |       |     | OPT OUT INSUR PAY   |         |     |      |
| H1:ASST TOWN AD | 36.00 | Hrs | 33.6500             | 1211.40 |     |      |
| 440-3200-10.00  |       |     | TOWN MANAGER SALARY |         |     |      |
| H2:WATER/SEWER  | 4.00  | Hrs | 33.6500             | 134.60  |     |      |
| 330-5331-10.00  |       |     | SALARIES            |         |     |      |
|                 | ----- |     |                     | -----   |     |      |
| Total hours     | 40.00 |     | Gross income        | 1486.29 |     |      |
|                 | ----- |     |                     | -----   |     |      |

R1:REIMBURSEMEN 45.00

440-5360-77.00 PHONE/FAX/INTERNET

Total reimbursements 45.00

04/15/22  
10:15 am

Town of Hinesburg Payroll  
Posting Register Report

Page 4 of 9  
todit

Printed Checks Ending 04/05/22-04/07/22 All Employees By Employee

| Description                                | Units                                  | Hrs | Rate                   | Amount  | Job | Work |
|--|--|-----|------------------------|---------|-----|------|
| -----                                      |  |     |                        |         |     |      |
| Net income                                 |  |     |                        | 1531.29 |     |      |
| =====                                      |  |     |                        |         |     |      |
| Dept.                                      | Empl. HOLLWEDEL HOLLWEDEL, BENJAMIN N. |     |                        |         |     |      |
| Seq. #36706                                | Pay Period 04/06/22                    |     |                        |         |     |      |
| Check Date: 04/07/22 Check Number: E 15549 |  |     |                        |         |     |      |
| H1:POLICE OFFIC                            | 12.00                                  |     | 23.0400                | 276.48  |     |      |
| 440-4151-10.00                             |  |     | POLICE SALARIES        |         |     |      |
| -----                                      |  |     |                        |         |     |      |
| Total hours                                | 12.00                                  |     | Gross income           | 276.48  |     |      |
| -----                                      |  |     |                        |         |     |      |
| Net income                                 |  |     |                        | 276.48  |     |      |
| =====                                      |  |     |                        |         |     |      |
| Dept.                                      | Empl. HULSHOFJ HULSHOF, JEREMY B.      |     |                        |         |     |      |
| Seq. #36707                                | Pay Period 04/06/22                    |     |                        |         |     |      |
| Check Date: 04/07/22 Check Number: E 15550 |  |     |                        |         |     |      |
| H1:POLICE OFFIC                            | 40.00                                  |     | 26.1200                | 1044.80 |     |      |
| 440-4151-10.00                             |  |     | POLICE SALARIES        |         |     |      |
| -----                                      |  |     |                        |         |     |      |
| Total hours                                | 40.00                                  |     | Gross income           | 1044.80 |     |      |
| -----                                      |  |     |                        |         |     |      |
| Net income                                 |  |     |                        | 1044.80 |     |      |
| =====                                      |  |     |                        |         |     |      |
| Dept.                                      | Empl. JARVISJIM JARVIS, JAMES L.       |     |                        |         |     |      |
| Seq. #36708                                | Pay Period 04/06/22                    |     |                        |         |     |      |
| Check Date: 04/07/22 Check Number: E 15551 |  |     |                        |         |     |      |
| G4:INS OPT OUT                             |  |     |                        | 70.15   |     |      |
| 440-9705-10.00                             |  |     | OPT OUT INSUR PAY      |         |     |      |
| H1:ZONING ADMIN                            | 20.50                                  |     | 22.0000                | 451.00  |     |      |
| 440-3600-11.00                             |  |     | PLANNING/ZONING SALARY |         |     |      |
| -----                                      |  |     |                        |         |     |      |
| Total hours                                | 20.50                                  |     | Gross income           | 521.15  |     |      |
| -----                                      |  |     |                        |         |     |      |
| R1:MILEAGE REIM                            |  |     |                        | 40.54   |     |      |
| 440-3600-74.00                             |  |     | PLAN/ZONING MILEAGE    |         |     |      |
| -----                                      |  |     |                        |         |     |      |
| Total reimbursements                       |  |     |                        | 40.54   |     |      |
| -----                                      |  |     |                        |         |     |      |
| Net income                                 |  |     |                        | 561.69  |     |      |
| =====                                      |  |     |                        |         |     |      |

|  |                                  |     |      |        |     |      |
|--|----------------------------------|-----|------|--------|-----|------|
| Dept.                                      | Empl. MACAIG D MACAIG, DANIEL C. |     |      |        |     |      |
| Seq. #36709                                | Pay Period 04/06/22              |     |      |        |     |      |
| Check Date: 04/07/22 Check Number: E 15552 |                                  |     |      |        |     |      |
| Description                                | Units                            | Hrs | Rate | Amount | Job | Work |



04/15/22  
10:15 am

Town of Hinesburg Payroll  
Posting Register Report

Page 5 of 9  
todit

Printed Checks Ending 04/05/22-04/07/22 All Employees By Employee

|                                   |       |     |               |        |  |  |
|-----------------------------------|-------|-----|---------------|--------|--|--|
| H1:FIREFIGHTER/<br>440-4600-10.00 | 31.50 | Hrs | 22.6200       | 712.53 |  |  |
|                                   |       |     | EMS RESPONDER |        |  |  |
| Total hours                       | 31.50 |     | Gross income  | 712.53 |  |  |
| Net income                        |       |     |               | 712.53 |  |  |

=====  
Dept.            Empl. MCCUINJEN    MCCUIN, JENNIFER  
Seq. #36710                    Pay Period 04/06/22  
Check Date: 04/07/22 Check Number: E 15553

| Description                       | Units |     | Rate               | Amount | Job | Work |
|-----------------------------------|-------|-----|--------------------|--------|-----|------|
| G4:INS OPT OUT<br>440-9705-10.00  |       |     | OPT OUT INSUR PAY  | 105.22 |     |      |
| H1: REC DIRECTO<br>440-5600-10.00 | 24.00 | Hrs | 23.2500            | 558.00 |     |      |
|                                   |       |     | REC DEPT PAY       |        |     |      |
| L1:CTO TIME<br>440-5600-10.00     | 6.00  | Hrs | 23.2500            | 139.50 |     |      |
|                                   |       |     | REC DEPT PAY       |        |     |      |
| Total hours                       | 30.00 |     | Gross income       | 802.72 |     |      |
| R1:PHONE REIMB<br>440-5360-77.00  |       |     | PHONE/FAX/INTERNET | 33.75  |     |      |
| Total reimbursements              |       |     |                    | 33.75  |     |      |
| Net income                        |       |     |                    | 836.47 |     |      |

=====  
Dept.            Empl. MUSUMECI    MUSUMECI, DOMINIC  
Seq. #36711                    Pay Period 04/06/22  
Check Date: 04/07/22 Check Number: E 15554

| Description                       | Units |     | Rate             | Amount  | Job | Work |
|-----------------------------------|-------|-----|------------------|---------|-----|------|
| H1:HWY MAINT II<br>440-5100-10.00 | 40.00 | Hrs | 27.8400          | 1113.60 |     |      |
|                                   |       |     | HIGHWAY SALARIES |         |     |      |
| OT:OVERTIME<br>440-5100-10.00     | 10.00 | Hrs | 41.7600          | 417.60  |     |      |
|                                   |       |     | HIGHWAY SALARIES |         |     |      |
| Total hours                       | 50.00 |     | Gross income     | 1531.20 |     |      |
| Net income                        |       |     |                  | 1531.20 |     |      |

=====  
Dept.            Empl. ODIT TODD    ODIT, TODD R.  
Seq. #36712                    Pay Period 04/06/22  
Check Date: 04/07/22 Check Number: E 15555

| Description                       | Units |     | Rate                | Amount  | Job | Work |
|-----------------------------------|-------|-----|---------------------|---------|-----|------|
| G4:INS OPT OUT<br>440-9705-10.00  |       |     | OPT OUT INSUR PAY   | 140.29  |     |      |
| H1:TOWN MANAGER<br>440-3200-10.00 | 32.00 | Hrs | 55.2900             | 1769.28 |     |      |
|                                   |       |     | TOWN MANAGER SALARY |         |     |      |

04/15/22  
10:15 am

Town of Hinesburg Payroll  
Posting Register Report

Printed Checks Ending 04/05/22-04/07/22 All Employees By Employee

|                |       |     |                     |         |  |  |
|----------------|-------|-----|---------------------|---------|--|--|
| H2:WATER/WW    | 6.00  | Hrs | 55.2900             | 331.74  |  |  |
| 330-5331-10.00 |       |     | SALARIES            |         |  |  |
| L1:CTO PAY     | 2.00  | Hrs | 55.2900             | 110.58  |  |  |
| 440-3200-10.00 |       |     | TOWN MANAGER SALARY |         |  |  |
| -----          |       |     |                     |         |  |  |
| Total hours    | 40.00 |     | Gross income        | 2351.89 |  |  |
| -----          |       |     |                     |         |  |  |
| Net income     |       |     |                     | 2351.89 |  |  |

=====

Dept.                      Empl. ROBERTS H ROBERTS, HEATHER J.  
Seq. #36713                      Pay Period 04/06/22  
Check Date: 04/07/22 Check Number: E 15556

| Description    | Units |     | Rate                 | Amount | Job | Work |
|----------------|-------|-----|----------------------|--------|-----|------|
| H1:CLERK/TREAS | 22.50 | Hrs | 23.4600              | 527.85 |     |      |
| 440-3400-10.00 |       |     | CLERK/TREAS SALARIES |        |     |      |
| H2:W&S PAY     | 16.00 | Hrs | 23.4600              | 375.36 |     |      |
| 330-5331-10.00 |       |     | SALARIES             |        |     |      |
| L2:COMP TIME   | 1.50  | Hrs | 23.4600              | 35.19  |     |      |
| 440-3400-10.00 |       |     | CLERK/TREAS SALARIES |        |     |      |
| -----          |       |     |                      |        |     |      |
| Total hours    | 40.00 |     | Gross income         | 938.40 |     |      |
| -----          |       |     |                      |        |     |      |
| Net income     |       |     |                      | 938.40 |     |      |

=====

Dept.                      Empl. ROSSME                      ROSS, MELISSA B.  
Seq. #36714                      Pay Period 04/06/22  
Check Date: 04/07/22 Check Number: E 15557

| Description    | Units |     | Rate                 | Amount  | Job | Work |
|----------------|-------|-----|----------------------|---------|-----|------|
| H2:TOWN CLERK  | 32.00 | Hrs | 36.1400              | 1156.48 |     |      |
| 440-3400-10.00 |       |     | CLERK/TREAS SALARIES |         |     |      |
| H3:WATER/WW    | 4.00  | Hrs | 36.1400              | 144.56  |     |      |
| 330-5331-10.00 |       |     | SALARIES             |         |     |      |
| L1:CTO PAY     | 4.00  | Hrs | 36.1400              | 144.56  |     |      |
| 440-3400-10.00 |       |     | CLERK/TREAS SALARIES |         |     |      |
| -----          |       |     |                      |         |     |      |
| Total hours    | 40.00 |     | Gross income         | 1445.60 |     |      |
| -----          |       |     |                      |         |     |      |
| Net income     |       |     |                      | 1445.60 |     |      |

=====

Dept.                      Empl. SHERMAN                      SHERMAN, BART  
Seq. #36715                      Pay Period 04/06/22  
Check Date: 04/07/22 Check Number: E 15558

| Description    | Units |     | Rate     | Amount | Job | Work |
|----------------|-------|-----|----------|--------|-----|------|
| H1:W/WW OPER I | 31.00 | Hrs | 25.6900  | 796.39 |     |      |
| 330-5331-10.00 |       |     | SALARIES |        |     |      |
| H3:ON-CALL PAY | 5.00  | Hrs | 16.8000  | 84.00  |     |      |
| 330-5331-10.00 |       |     | SALARIES |        |     |      |

04/15/22  
10:15 am

Town of Hinesburg Payroll  
Posting Register Report

Page 7 of 9  
todit

Printed Checks Ending 04/05/22-04/07/22 All Employees By Employee

|                      |       |           |              |         |
|----------------------|-------|-----------|--------------|---------|
| OT:OVERTIME          | 3.00  | Hrs       | 38.5350      | 115.61  |
| 330-5331-10.00       |       | SALARIES  |              |         |
| L1:CTO               | 9.00  | Hrs       | 25.6900      | 231.21  |
| 330-5331-10.00       |       | SALARIES  |              |         |
| Total hours          | 48.00 |           | Gross income | 1227.21 |
| R1:REIMBURSEMEN      |       |           |              | 45.00   |
| 330-5331-77.00       |       | TELEPHONE |              |         |
| Total reimbursements |       |           |              | 45.00   |
| Net income           |       |           |              | 1272.21 |

=====  
Dept. Empl. SHORTERIK SHORT, ERIK M.  
Seq. #36716 Pay Period 04/06/22  
Check Date: 04/07/22 Check Number: E 15559

| Description    | Units | Rate              | Amount       | Job | Work    |
|----------------|-------|-------------------|--------------|-----|---------|
| G4:INS OPT OUT |       |                   | 138.16       |     |         |
| 440-9705-10.00 |       | OPT OUT INSUR PAY |              |     |         |
| H1:FIRE/EMT    | 42.50 | Hrs 22.1700       | 942.23       |     |         |
| 440-4600-10.00 |       | EMS RESPONDER     |              |     |         |
| OT:OVERTIME    | 2.00  | Hrs 33.2550       | 66.51        |     |         |
| 440-4600-10.00 |       | EMS RESPONDER     |              |     |         |
| Total hours    | 44.50 |                   | Gross income |     | 1146.90 |
| Net income     |       |                   |              |     | 1146.90 |

=====  
Dept. Empl. SILVERDAN SILVER, DANIEL A.  
Seq. #36717 Pay Period 04/06/22  
Check Date: 04/07/22 Check Number: E 15560

| Description     | Units | Rate            | Amount       | Job | Work   |
|-----------------|-------|-----------------|--------------|-----|--------|
| H1:POLICE OFFIC | 16.00 | Hrs 25.0000     | 400.00       |     |        |
| 440-4151-10.00  |       | POLICE SALARIES |              |     |        |
| Total hours     | 16.00 |                 | Gross income |     | 400.00 |
| Net income      |       |                 |              |     | 400.00 |

=====  
Dept. Empl. SUTLEY N SUTLEY, NICHOLAS J.  
Seq. #36695 Pay Period 04/06/22  
Check Date: 04/07/22 Check Number: E 15561

| Description     | Units | Rate               | Amount       | Job | Work   |
|-----------------|-------|--------------------|--------------|-----|--------|
| G1:ANIMAL CONTR |       |                    | 125.00       |     |        |
| 440-4151-90.10  |       | ANIMAL CONTROL EXP |              |     |        |
|                 |       |                    | Gross income |     | 125.00 |

04/15/22  
10:15 am

Town of Hinesburg Payroll  
Posting Register Report

Page 8 of 9  
todit

Printed Checks Ending 04/05/22-04/07/22 All Employees By Employee

Net income 125.00

=====

Dept. Empl. WEINHAGA WEINHAGEN, ALEXANDER C.  
Seq. #36718 Pay Period 04/06/22  
Check Date: 04/07/22 Check Number: E 15562

| Description     | Units | Hrs | Rate                   | Amount  | Job | Work |
|-----------------|-------|-----|------------------------|---------|-----|------|
| H1:PLANNING DIR | 40.00 |     | 35.8400                | 1433.60 |     |      |
| 440-3600-11.00  |       |     | PLANNING/ZONING SALARY |         |     |      |
| Total hours     | 40.00 |     | Gross income           | 1433.60 |     |      |

Net income 1433.60

=====

04/15/22  
10:15 am

Town of Hinesburg Payroll  
Posting Register Report

Printed Checks Ending 04/05/22-04/07/22 All Employees By Employee

| Report totals   |           | Hours Used |                     |
|-----------------|-----------|------------|---------------------|
| Gross income    | 28,670.76 |            |                     |
| CTO             | 902.33    | 29.000     | 0.000 Inc. in Gross |
| COMP TIM        | 35.19     | 1.500      | 0.000 Inc. in Gross |
| Reimbursement 1 | 278.49    |            |                     |

Net income ----- 28,949.25 (0 checks 24 e-checks.)

Total hours ===== 891.50  
=====

04/15/22  
10:15 am

Town of Hinesburg Payroll  
Posting Register Report

Page 1 of 8  
todit

Printed Checks Ending 04/12/22-04/14/22 All Employees By Employee

Dept. Empl. ALEXANDER ALEXANDER, JOHN C., JR  
Seq. #36749 Pay Period 04/13/22  
Check Date: 04/14/22 Check Number: E 15590

| Description    | Units  |     | Rate         | Amount  | Job | Work |
|----------------|--------|-----|--------------|---------|-----|------|
| H1:W/WW OPER I | 40.00  | Hrs | 29.8200      | 1192.80 |     |      |
| 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 | 44.7300      | 268.38  |     |      |
| 330-5331-10.00 |        |     | SALARIES     |         |     |      |
| L1:CTO         | 90.00  | Hrs | 29.8200      | 2683.80 |     |      |
| 330-5331-10.00 |        |     | SALARIES     |         |     |      |
|                | -----  |     |              | -----   |     |      |
| Total hours    | 143.00 |     | Gross income | 4262.58 |     |      |
|                | -----  |     |              | -----   |     |      |
|                |        |     |              | -----   |     |      |
| Net income     |        |     |              | 4262.58 |     |      |

=====  
Dept. Empl. ANTHONMI ANTHONY, MICHAEL W.  
Seq. #36750 Pay Period 04/13/22  
Check Date: 04/14/22 Check Number: E 15591

| Description    | Units |     | Rate              | Amount  | Job | Work |
|----------------|-------|-----|-------------------|---------|-----|------|
| G4:INS OPT OUT |       |     |                   | 140.29  |     |      |
| 440-9705-10.00 |       |     | OPT OUT INSUR PAY |         |     |      |
| H1:HIGHWAY PAY | 40.00 | Hrs | 34.5500           | 1382.00 |     |      |
| 440-5100-10.00 |       |     | HIGHWAY SALARIES  |         |     |      |
| OT:OVERTIME    | 4.00  | Hrs | 51.8250           | 207.30  |     |      |
| 440-5100-10.00 |       |     | HIGHWAY SALARIES  |         |     |      |
|                | ----- |     |                   | -----   |     |      |
| Total hours    | 44.00 |     | Gross income      | 1729.59 |     |      |
|                | ----- |     |                   | -----   |     |      |
|                |       |     |                   | -----   |     |      |
| Net income     |       |     |                   | 1729.59 |     |      |

=====  
Dept. Empl. BAILEY BAILEY, ERIK B.  
Seq. #36751 Pay Period 04/13/22  
Check Date: 04/14/22 Check Number: E 15592

| Description     | Units |     | Rate                   | Amount  | Job | Work |
|-----------------|-------|-----|------------------------|---------|-----|------|
| H1:WATER/WW PAY | 28.00 | Hrs | 36.4400                | 1020.32 |     |      |
| 330-5331-10.00  |       |     | SALARIES               |         |     |      |
| H3:ON-CALL PAY  | 7.00  | Hrs | 16.8000                | 117.60  |     |      |
| 330-5331-10.00  |       |     | SALARIES               |         |     |      |
| H5:B & F PAY    | 12.00 | Hrs | 36.4400                | 437.28  |     |      |
| 440-3710-10.00  |       |     | BLDGS & FACIL SALARIES |         |     |      |
|                 | ----- |     |                        | -----   |     |      |
| Total hours     | 47.00 |     | Gross income           | 1575.20 |     |      |
|                 | ----- |     |                        | -----   |     |      |
|                 |       |     |                        | -----   |     |      |
| Net income      |       |     |                        | 1575.20 |     |      |

=====

04/15/22  
10:15 am

Town of Hinesburg Payroll  
Posting Register Report

Page 2 of 8  
todit

Printed Checks Ending 04/12/22-04/14/22 All Employees By Employee

Dept.                    Empl. BRYANFRA    BRYAN, FRANK M.  
Seq. #36752                    Pay Period 04/13/22  
Check Date: 04/14/22 Check Number: E 15593

| Description                     | Units | Hrs | Rate            | Amount | Job | Work |
|---------------------------------|-------|-----|-----------------|--------|-----|------|
| H1:POLICE PAY<br>440-4151-10.00 | 40.00 |     | 23.4400         | 937.60 |     |      |
|                                 |       |     | POLICE SALARIES |        |     |      |
| Total hours                     | 40.00 |     | Gross income    | 937.60 |     |      |
| Net income                      |       |     |                 | 937.60 |     |      |

=====  
Dept.                    Empl. CAMBRIDGE   CAMBRIDGE, ANTHONY S.  
Seq. #36753                    Pay Period 04/13/22  
Check Date: 04/14/22 Check Number: E 15594

| Description                       | Units | Hrs | Rate            | Amount  | Job | Work |
|-----------------------------------|-------|-----|-----------------|---------|-----|------|
| H1:POLICE OFFIC<br>440-4151-10.00 | 40.00 |     | 37.3000         | 1492.00 |     |      |
|                                   |       |     | POLICE SALARIES |         |     |      |
| Total hours                       | 40.00 |     | Gross income    | 1492.00 |     |      |
| Net income                        |       |     |                 | 1492.00 |     |      |

=====  
Dept.                    Empl. CASCO        CASCO, CALEB M.  
Seq. #36754                    Pay Period 04/13/22  
Check Date: 04/14/22 Check Number: E 15595

| Description                       | Units | Hrs | Rate            | Amount  | Job | Work |
|-----------------------------------|-------|-----|-----------------|---------|-----|------|
| H1:POLICE OFFIC<br>440-4151-10.00 | 40.00 |     | 34.5600         | 1382.40 |     |      |
|                                   |       |     | POLICE SALARIES |         |     |      |
| Total hours                       | 40.00 |     | Gross income    | 1382.40 |     |      |
| Net income                        |       |     |                 | 1382.40 |     |      |

=====  
Dept.                    Empl. COONRADT    COONRADT, AMY A.  
Seq. #36755                    Pay Period 04/13/22  
Check Date: 04/14/22 Check Number: E 15596

| Description                       | Units | Hrs | Rate                   | Amount | Job | Work |
|-----------------------------------|-------|-----|------------------------|--------|-----|------|
| H1:RECORDING SE<br>440-3600-11.00 | 5.00  |     | 16.5000                | 82.50  |     |      |
|                                   |       |     | PLANNING/ZONING SALARY |        |     |      |
| Total hours                       | 5.00  |     | Gross income           | 82.50  |     |      |
| Net income                        |       |     |                        | 82.50  |     |      |

=====  
Dept.                    Empl. CYPESMIT    CYPES, MITCHEL S.  
Seq. #36756                    Pay Period 04/13/22  
Check Date: 04/14/22 Check Number: E 15597

| Description | Units | Hrs | Rate | Amount | Job | Work |
|-------------|-------|-----|------|--------|-----|------|
|-------------|-------|-----|------|--------|-----|------|

04/15/22  
10:15 am

Town of Hinesburg Payroll  
Posting Register Report

Page 3 of 8  
todit

Printed Checks Ending 04/12/22-04/14/22 All Employees By Employee

|                 |       |     |                        |         |  |
|-----------------|-------|-----|------------------------|---------|--|
| G4:INS OPT OUT  |       |     |                        | 140.29  |  |
| 440-9705-10.00  |       |     | OPT OUT INSUR PAY      |         |  |
| H1:ZONING ADMIN | 40.00 | Hrs | 26.7200                | 1068.80 |  |
| 440-3600-11.00  |       |     | PLANNING/ZONING SALARY |         |  |
| Total hours     | 40.00 |     | Gross income           | 1209.09 |  |
| Net income      |       |     |                        | 1209.09 |  |

=====  
Dept. Empl. EICKENBER EICKENBERG, DANIEL R.  
Seq. #36757 Pay Period 04/13/22  
Check Date: 04/14/22 Check Number: E 15599

| Description     | Units |     | Rate            | Amount  | Job | Work |
|-----------------|-------|-----|-----------------|---------|-----|------|
| H1:POLICE PAY   | 32.00 | Hrs | 29.0900         | 930.88  |     |      |
| 440-4151-10.00  |       |     | POLICE SALARIES |         |     |      |
| L3:TIME BANK US | 8.00  | Hrs | 29.0900         | 232.72  |     |      |
| 440-4151-10.00  |       |     | POLICE SALARIES |         |     |      |
| Total hours     | 40.00 |     | Gross income    | 1163.60 |     |      |
| Net income      |       |     |                 | 1163.60 |     |      |

=====  
Dept. Empl. FOX BRIAN FOX, BRIAN K.  
Seq. #36758 Pay Period 04/13/22  
Check Date: 04/14/22 Check Number: E 15600

| Description    | Units |     | Rate         | Amount  | Job | Work |
|----------------|-------|-----|--------------|---------|-----|------|
| H1:COPS GRANT  | 40.00 | Hrs | 29.0900      | 1163.60 |     |      |
| 440-4152-10.10 |       |     | COPS GRANT   |         |     |      |
| Total hours    | 40.00 |     | Gross income | 1163.60 |     |      |
| Net income     |       |     |              | 1163.60 |     |      |

=====  
Dept. Empl. GROSSMAN DUBIN GROSSMAN, JOY  
Seq. #36759 Pay Period 04/13/22  
Check Date: 04/14/22 Check Number: E 15598

| Description     | Units |     | Rate                | Amount  | Job | Work |
|-----------------|-------|-----|---------------------|---------|-----|------|
| G4:INS OPT OUT  |       |     |                     | 140.29  |     |      |
| 440-9705-10.00  |       |     | OPT OUT INSUR PAY   |         |     |      |
| H1:ASST TOWN AD | 36.00 | Hrs | 33.6500             | 1211.40 |     |      |
| 440-3200-10.00  |       |     | TOWN MANAGER SALARY |         |     |      |
| H2:WATER/SEWER  | 4.00  | Hrs | 33.6500             | 134.60  |     |      |
| 330-5331-10.00  |       |     | SALARIES            |         |     |      |
| Total hours     | 40.00 |     | Gross income        | 1486.29 |     |      |
| Net income      |       |     |                     | 1486.29 |     |      |

=====



04/15/22  
10:15 am

Town of Hinesburg Payroll  
Posting Register Report

Page 4 of 8  
todit

Printed Checks Ending 04/12/22-04/14/22 All Employees By Employee

Dept. Empl. HULSHOFJ HULSHOF, JEREMY B.  
Seq. #36760 Pay Period 04/13/22  
Check Date: 04/14/22 Check Number: E 15601

| Description     | Units |        | Rate         | Amount  | Job | Work |
|-----------------|-------|--------|--------------|---------|-----|------|
| H1:POLICE OFFIC | 40.00 | Hrs    | 26.1200      | 1044.80 |     |      |
| 440-4151-10.00  |       | POLICE | SALARIES     |         |     |      |
| OT:OVERTIME     | 4.00  | Hrs    | 39.1800      | 156.72  |     |      |
| 440-4151-10.00  |       | POLICE | SALARIES     |         |     |      |
| Total hours     | 44.00 |        | Gross income | 1201.52 |     |      |
| Net income      |       |        |              | 1201.52 |     |      |

Dept. Empl. JARVISJIM JARVIS, JAMES L.  
Seq. #36761 Pay Period 04/13/22  
Check Date: 04/14/22 Check Number: E 15602

| Description     | Units |                        | Rate         | Amount | Job | Work |
|-----------------|-------|------------------------|--------------|--------|-----|------|
| G4:INS OPT OUT  |       |                        |              | 70.15  |     |      |
| 440-9705-10.00  |       | OPT OUT INSUR PAY      |              |        |     |      |
| H1:ZONING ADMIN | 20.00 | Hrs                    | 22.0000      | 440.00 |     |      |
| 440-3600-11.00  |       | PLANNING/ZONING SALARY |              |        |     |      |
| Total hours     | 20.00 |                        | Gross income | 510.15 |     |      |
| Net income      |       |                        |              | 510.15 |     |      |

Dept. Empl. MACAIG D MACAIG, DANIEL C.  
Seq. #36762 Pay Period 04/13/22  
Check Date: 04/14/22 Check Number: E 15603

| Description     | Units |               | Rate         | Amount | Job | Work |
|-----------------|-------|---------------|--------------|--------|-----|------|
| H1:FIREFIGHTER/ | 22.00 | Hrs           | 22.6200      | 497.64 |     |      |
| 440-4600-10.00  |       | EMS RESPONDER |              |        |     |      |
| L1:CTO PAY      | 16.00 | Hrs           | 22.6200      | 361.92 |     |      |
| 440-4600-10.00  |       | EMS RESPONDER |              |        |     |      |
| Total hours     | 38.00 |               | Gross income | 859.56 |     |      |
| Net income      |       |               |              | 859.56 |     |      |

Dept. Empl. MCCUINJEN MCCUIN, JENNIFER  
Seq. #36763 Pay Period 04/13/22  
Check Date: 04/14/22 Check Number: E 15604

| Description     | Units |                   | Rate    | Amount | Job | Work |
|-----------------|-------|-------------------|---------|--------|-----|------|
| G4:INS OPT OUT  |       |                   |         | 105.22 |     |      |
| 440-9705-10.00  |       | OPT OUT INSUR PAY |         |        |     |      |
| H1: REC DIRECTO | 30.00 | Hrs               | 23.2500 | 697.50 |     |      |
| 440-5600-10.00  |       | REC DEPT PAY      |         |        |     |      |

04/15/22  
10:15 am

Town of Hinesburg Payroll  
Posting Register Report

Printed Checks Ending 04/12/22-04/14/22 All Employees By Employee

|             |       |              |        |
|-------------|-------|--------------|--------|
| Total hours | 30.00 | Gross income | 802.72 |
| Net income  |       |              | 802.72 |

=====  
Dept. Empl. MUSUMECI MUSUMECI, DOMINIC  
Seq. #36764 Pay Period 04/13/22  
Check Date: 04/14/22 Check Number: E 15605

| Description     | Units |     | Rate             | Amount  | Job | Work |
|-----------------|-------|-----|------------------|---------|-----|------|
| H1:HWY MAINT II | 40.00 | Hrs | 27.8400          | 1113.60 |     |      |
| 440-5100-10.00  |       |     | HIGHWAY SALARIES |         |     |      |
| OT:OVERTIME     | 4.00  | Hrs | 41.7600          | 167.04  |     |      |
| 440-5100-10.00  |       |     | HIGHWAY SALARIES |         |     |      |
| Total hours     | 44.00 |     | Gross income     | 1280.64 |     |      |
| Net income      |       |     |                  | 1280.64 |     |      |

=====  
Dept. Empl. ODIT TODD ODIT, TODD R.  
Seq. #36765 Pay Period 04/13/22  
Check Date: 04/14/22 Check Number: E 15606

| Description     | Units |     | Rate                | Amount  | Job | Work |
|-----------------|-------|-----|---------------------|---------|-----|------|
| G4:INS OPT OUT  |       |     |                     | 140.29  |     |      |
| 440-9705-10.00  |       |     | OPT OUT INSUR PAY   |         |     |      |
| H1:TOWN MANAGER | 32.00 | Hrs | 55.2900             | 1769.28 |     |      |
| 440-3200-10.00  |       |     | TOWN MANAGER SALARY |         |     |      |
| H2:WATER/WW     | 6.00  | Hrs | 55.2900             | 331.74  |     |      |
| 330-5331-10.00  |       |     | SALARIES            |         |     |      |
| L1:CTO PAY      | 2.00  | Hrs | 55.2900             | 110.58  |     |      |
| 440-3200-10.00  |       |     | TOWN MANAGER SALARY |         |     |      |
| Total hours     | 40.00 |     | Gross income        | 2351.89 |     |      |
| Net income      |       |     |                     | 2351.89 |     |      |

=====  
Dept. Empl. ROBERTS H ROBERTS, HEATHER J.  
Seq. #36766 Pay Period 04/13/22  
Check Date: 04/14/22 Check Number: E 15607

| Description    | Units |     | Rate                 | Amount | Job | Work |
|----------------|-------|-----|----------------------|--------|-----|------|
| H1:CLERK/TREAS | 24.00 | Hrs | 23.4600              | 563.04 |     |      |
| 440-3400-10.00 |       |     | CLERK/TREAS SALARIES |        |     |      |
| H2:W&S PAY     | 16.00 | Hrs | 23.4600              | 375.36 |     |      |
| 330-5331-10.00 |       |     | SALARIES             |        |     |      |
| Total hours    | 40.00 |     | Gross income         | 938.40 |     |      |
| Net income     |       |     |                      | 938.40 |     |      |

04/15/22  
10:15 am

Town of Hinesburg Payroll  
Posting Register Report

Page 6 of 8  
todit

Printed Checks Ending 04/12/22-04/14/22 All Employees By Employee

Dept.                    Empl. ROSSME                    ROSS, MELISSA B.  
Seq. #36767                    Pay Period 04/13/22  
Check Date: 04/14/22 Check Number: E 15608

| Description    | Units |     | Rate                 | Amount  | Job | Work |
|----------------|-------|-----|----------------------|---------|-----|------|
| H2:TOWN CLERK  | 35.00 | Hrs | 36.1400              | 1264.90 |     |      |
| 440-3400-10.00 |       |     | CLERK/TREAS SALARIES |         |     |      |
| H3:WATER/WW    | 4.00  | Hrs | 36.1400              | 144.56  |     |      |
| 330-5331-10.00 |       |     | SALARIES             |         |     |      |
| L1:CTO PAY     | 1.00  | Hrs | 36.1400              | 36.14   |     |      |
| 440-3400-10.00 |       |     | CLERK/TREAS SALARIES |         |     |      |
|                | ----- |     |                      | -----   |     |      |
| Total hours    | 40.00 |     | Gross income         | 1445.60 |     |      |
|                | ----- |     |                      | -----   |     |      |
| Net income     |       |     |                      | 1445.60 |     |      |

=====  
Dept.                    Empl. SHERMAN                    SHERMAN, BART  
Seq. #36768                    Pay Period 04/13/22  
Check Date: 04/14/22 Check Number: E 15609

| Description    | Units |     | Rate         | Amount  | Job | Work |
|----------------|-------|-----|--------------|---------|-----|------|
| H1:W/WW OPER I | 23.00 | Hrs | 25.6900      | 590.87  |     |      |
| 330-5331-10.00 |       |     | SALARIES     |         |     |      |
| L1:CTO         | 17.00 | Hrs | 25.6900      | 436.73  |     |      |
| 330-5331-10.00 |       |     | SALARIES     |         |     |      |
|                | ----- |     |              | -----   |     |      |
| Total hours    | 40.00 |     | Gross income | 1027.60 |     |      |
|                | ----- |     |              | -----   |     |      |
| Net income     |       |     |              | 1027.60 |     |      |

=====  
Dept.                    Empl. SHORTERIK                    SHORT, ERIK M.  
Seq. #36769                    Pay Period 04/13/22  
Check Date: 04/14/22 Check Number: E 15610

| Description    | Units |     | Rate              | Amount  | Job | Work |
|----------------|-------|-----|-------------------|---------|-----|------|
| G4:INS OPT OUT |       |     |                   | 138.16  |     |      |
| 440-9705-10.00 |       |     | OPT OUT INSUR PAY |         |     |      |
| H1:FIRE/EMT    | 42.50 | Hrs | 22.1700           | 942.23  |     |      |
| 440-4600-10.00 |       |     | EMS RESPONDER     |         |     |      |
|                | ----- |     |                   | -----   |     |      |
| Total hours    | 42.50 |     | Gross income      | 1080.39 |     |      |
|                | ----- |     |                   | -----   |     |      |
| Net income     |       |     |                   | 1080.39 |     |      |

=====  
Dept.                    Empl. WAGERWILL                    WAGER, WILLIAM H.  
Seq. #36770                    Pay Period 04/13/22  
Check Date: 04/14/22 Check Number: E 15611

| Description     | Units |     | Rate            | Amount | Job | Work |
|-----------------|-------|-----|-----------------|--------|-----|------|
| H1:PART-TIME CO | 8.00  | Hrs | 24.5200         | 196.16 |     |      |
| 440-4151-10.00  |       |     | POLICE SALARIES |        |     |      |

04/15/22  
10:15 am

Town of Hinesburg Payroll  
Posting Register Report

Page 7 of 8  
todit

Printed Checks Ending 04/12/22-04/14/22 All Employees By Employee

|             |      |              |        |
|-------------|------|--------------|--------|
| Total hours | 8.00 | Gross income | 196.16 |
|-------------|------|--------------|--------|

Net income 196.16

=====

Dept. Empl. WEINHAGA WEINHAGEN, ALEXANDER C.  
Seq. #36771 Pay Period 04/13/22  
Check Date: 04/14/22 Check Number: E 15612

| Description     | Units |     | Rate                   | Amount  | Job | Work |
|-----------------|-------|-----|------------------------|---------|-----|------|
| H1:PLANNING DIR | 36.00 | Hrs | 35.8400                | 1290.24 |     |      |
| 440-3600-11.00  |       |     | PLANNING/ZONING SALARY |         |     |      |
| L1:CTO PAY      | 4.00  | Hrs | 35.8400                | 143.36  |     |      |
| 440-3600-11.00  |       |     | PLANNING/ZONING SALARY |         |     |      |

|             |       |              |         |
|-------------|-------|--------------|---------|
| Total hours | 40.00 | Gross income | 1433.60 |
|-------------|-------|--------------|---------|

Net income 1433.60

=====

04/15/22  
10:15 am

Town of Hinesburg Payroll  
Posting Register Report

Page 8 of 8  
tudit

Printed Checks Ending 04/12/22-04/14/22 All Employees By Employee

| Report totals |           | Hours Used |                     |
|---------------|-----------|------------|---------------------|
| Gross income  | 29,612.68 |            |                     |
| CTO           | 3,772.53  | 130.000    | 0.000 Inc. in Gross |
| TIME BAN      | 232.72    | 8.000      | 0.000 Inc. in Gross |

|             |                    |                         |
|-------------|--------------------|-------------------------|
| Net income  | -----<br>29,612.68 | (0 checks 23 e-checks.) |
| Total hours | =====<br>945.50    | =====                   |

04/11/22  
08:56 am

Town of Hinesburg Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 04/11/22

Page 1 of 3  
gross

| Vendor                            | Invoice Number            | Purchase Order | Invoice Date              | Due Date | Ck Acct | Invoice Description      | Invoice Amount | Discenc. Amount | Discount Amount |
|-----------------------------------|---------------------------|----------------|---------------------------|----------|---------|--------------------------|----------------|-----------------|-----------------|
| APS                               | ALLEN POOLS & SPAS        | 112501280011   | 04/08/22                  | 04/08/22 | 03      | WW OPERATING SUPPLIES    | 983.60         | 0.00            | 0.00            |
|                                   |                           | 330-5480-21.00 | OPERATING SUPPLIES        |          |         |                          |                |                 |                 |
| BERGERON                          | BERGERON PROTECTIVE CLOTH | 231086         | 04/08/22                  | 04/08/22 | 04      | FIRE PROTECTIVE GEAR     | 5,327.09       | 0.00            | 0.00            |
|                                   |                           | 440-4500-21.01 | F/R FIRE GEAR             |          |         |                          |                |                 |                 |
| BOUNDTREE                         | BOUND TREE MEDICAL, LLC   | 84456296       | 04/08/22                  | 04/08/22 | 04      | MEDICAL SUPPLIES         | 233.16         | 0.00            | 0.00            |
|                                   |                           | 440-4600-24.01 | MEDICAL SUPPLIES          |          |         |                          |                |                 |                 |
|                                   |                           | 84465545       | 04/08/22                  | 04/08/22 | 04      | HEPA FILTERS             | 89.70          | 0.00            | 0.00            |
|                                   |                           | 440-4600-24.01 | MEDICAL SUPPLIES          |          |         |                          |                |                 |                 |
| Total For BOUND TREE MEDICAL, LLC |                           |                |                           |          |         |                          | 322.86         | 0.00            | 0.00            |
| CARGILL                           | CARGILL INCCORPORATED     | 2906941646     | 04/08/22                  | 04/08/22 | 04      | WINTER HWY SALT          | 3,189.37       | 0.00            | 0.00            |
|                                   |                           | 440-5140-21.10 | WTR HGWY SALT             |          |         |                          |                |                 |                 |
| CELEBRATE                         | CELEBRATIONS RENTALS INC  | 20541          | 04/08/22                  | 04/08/22 | 04      | DEPOSIT FOR PRIMARY TENT | 296.60         | 0.00            | 0.00            |
|                                   |                           | 440-3300-60.00 | ELECTIONS PROFESSION SVCS |          |         |                          |                |                 |                 |
| ESO                               | ESO SOLUTIONS INC         | ESO-77369      | 04/08/22                  | 04/08/22 | 04      | FIRE PACKAGE             | 2,106.34       | 0.00            | 0.00            |
|                                   |                           | 440-4600-30.00 | DUES & SUBSCRIPTIONS      |          |         |                          |                |                 |                 |
| FIREMATIC                         | FIREMATIC SUPPLY CO INC   | 395670         | 04/08/22                  | 04/08/22 | 04      | MEDICAL SUPPLIES         | 1,628.73       | 0.00            | 0.00            |
|                                   |                           | 440-4600-24.01 | MEDICAL SUPPLIES          |          |         |                          |                |                 |                 |
|                                   |                           | 395789         | 04/08/22                  | 04/08/22 | 04      | MEDICAL SUPPLIES         | 1,837.13       | 0.00            | 0.00            |
|                                   |                           | 440-4600-24.01 | MEDICAL SUPPLIES          |          |         |                          |                |                 |                 |
| Total For FIREMATIC SUPPLY CO INC |                           |                |                           |          |         |                          | 3,465.86       | 0.00            | 0.00            |
| VISA                              | FIRST NATIONAL BANK OF OM | MARCH 2022     | 04/08/22                  | 04/08/22 | 04      | VARIOUS CHARGES          |                |                 |                 |
|                                   |                           | 440-4500-68.00 | F/R VEHICLE MAINTENANCE   |          |         |                          | 88.62          | 0.00            | 0.00            |
|                                   |                           | 440-4151-21.00 | POLICE SUPPLIES           |          |         |                          | 50.00          | 0.00            | 0.00            |
|                                   |                           | 440-5330-68.22 | 2021 JOHN DEERE GRADER    |          |         |                          | 41.35          | 0.00            | 0.00            |
|                                   |                           | 330-5480-23.00 | SMALL TOOLS & EQUIPMENT   |          |         |                          | 327.94         | 0.00            | 0.00            |
|                                   |                           | 440-4500-68.00 | F/R VEHICLE MAINTENANCE   |          |         |                          | 75.73          | 0.00            | 0.00            |
|                                   |                           | 440-4500-68.12 | FD 2012 FORD F-350        |          |         |                          | 144.45         | 0.00            | 0.00            |
|                                   |                           | 330-5000-21.00 | OPERATING SUPPLIES        |          |         |                          | 275.39         | 0.00            | 0.00            |
|                                   |                           | 440-4151-79.00 | PROFESSIONAL DEV          |          |         |                          | 695.00         | 0.00            | 0.00            |
|                                   |                           | 330-5331-20.00 | OFFICE SUPPLIES           |          |         |                          | 373.08         | 0.00            | 0.00            |
|                                   |                           | 440-3400-20.00 | OFFICE SUPPLIES           |          |         |                          | 590.14         | 0.00            | 0.00            |
|                                   |                           | 440-5360-91.00 | POSTAGE EXPENSES          |          |         |                          | 6.71           | 0.00            | 0.00            |
|                                   |                           | 440-3000-79.00 | SELECTBOARD MISC          |          |         |                          | 34.98          | 0.00            | 0.00            |
|                                   |                           | 440-4500-79.00 | F/R PROFESSIONAL DEV      |          |         |                          | 25.00          | 0.00            | 0.00            |
|                                   |                           | 440-3400-20.00 | OFFICE SUPPLIES           |          |         |                          | 38.93          | 0.00            | 0.00            |
|                                   |                           | 440-4151-79.00 | PROFESSIONAL DEV          |          |         |                          | -195.00        | 0.00            | 0.00            |
|                                   |                           | 440-3400-20.00 | OFFICE SUPPLIES           |          |         |                          | 22.99          | 0.00            | 0.00            |

04/11/22  
08:56 am

Town of Hinesburg Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 04/11/22

Page 2 of 3  
mross

| Vendor                         | Invoice Number | Purchase Order | Invoice Date              | Due Date | Ck Acct                      | Invoice Amount | Discenc. Amount | Discount Amount |
|--------------------------------|----------------|----------------|---------------------------|----------|------------------------------|----------------|-----------------|-----------------|
|                                | 440-5600-85.02 |                | YOUTH SPORTS              |          |                              | 339.12         | 0.00            | 0.00            |
|                                | 440-5600-85.02 |                | YOUTH SPORTS              |          |                              | 189.89         | 0.00            | 0.00            |
|                                | 440-5360-23.00 |                | COMPUTER SOFTWARE         |          |                              | 14.99          | 0.00            | 0.00            |
|                                | 440-4500-69.00 |                | F/R STATION REPAIRS/MAINT |          |                              | 26.99          | 0.00            | 0.00            |
|                                | 440-5600-85.02 |                | YOUTH SPORTS              |          |                              | 70.57          | 0.00            | 0.00            |
|                                | 440-5600-85.02 |                | YOUTH SPORTS              |          |                              | 79.99          | 0.00            | 0.00            |
|                                | 440-4500-68.05 |                | 2006 TANKER INFL          |          |                              | 172.99         | 0.00            | 0.00            |
|                                | 440-4500-79.00 |                | F/R PROFESSIONAL DEV      |          |                              | 25.00          | 0.00            | 0.00            |
|                                | 440-5360-23.00 |                | COMPUTER SOFTWARE         |          |                              | 19.99          | 0.00            | 0.00            |
|                                | 440-3000-79.00 |                | SELECTBOARD MISC          |          |                              | 12.99          | 0.00            | 0.00            |
|                                | 440-3000-79.00 |                | SELECTBOARD MISC          |          |                              | 34.99          | 0.00            | 0.00            |
| Invoice MARCH 2022 Total       |                |                |                           |          |                              | 3,583.82       | 0.00            | 0.00            |
| MONTELLO GLOBAL MONTELLO GROUP | 284859         |                | 04/08/22                  | 04/08/22 | 04 VEHICLE FUEL              |                |                 |                 |
|                                | 440-3710-96.01 |                | B&F VEHICLE FUEL          |          |                              | 452.28         | 0.00            | 0.00            |
|                                | 440-4500-70.02 |                | F/R VEHICLE FUEL          |          |                              | 284.53         | 0.00            | 0.00            |
|                                | 440-4151-78.00 |                | POLICE VEHICLE FUEL       |          |                              | 732.71         | 0.00            | 0.00            |
|                                | 330-5331-78.00 |                | W/S VEH FUEL              |          |                              | 434.96         | 0.00            | 0.00            |
| Invoice 284859 Total           |                |                |                           |          |                              | 1,904.48       | 0.00            | 0.00            |
| JACKMAN JACKMAN FUELS INC      | 33395          |                | 04/08/22                  | 04/08/22 | 04 HPD EYE WASH STATION      |                |                 |                 |
|                                | 440-4151-80.60 |                | HPD STATION - PROF SERVIC |          |                              | 602.61         | 0.00            | 0.00            |
| STAPLES STAPLES ADVANTAGE      | 8065678788     |                | 04/08/22                  | 04/08/22 | 04 SUPPLIES                  |                |                 |                 |
|                                | 440-5360-21.01 |                | COPIER SUPPLIES           |          |                              | 209.95         | 0.00            | 0.00            |
|                                | 440-3400-20.00 |                | OFFICE SUPPLIES           |          |                              | 23.18          | 0.00            | 0.00            |
| Invoice 8065678788 Total       |                |                |                           |          |                              | 233.13         | 0.00            | 0.00            |
| TAILHOOK TAILHOOK TOWING LLC   | 10611          |                | 04/08/22                  | 04/08/22 | 04 FIRE TRUCK OFF ROAD       |                |                 |                 |
|                                | 440-4500-68.00 |                | F/R VEHICLE MAINTENANCE   |          |                              | 1,100.00       | 0.00            | 0.00            |
| TECHGROUP TECH GROUP, INC      | 97152          |                | 04/08/22                  | 04/08/22 | 04 MANAGED SERVICE CONTRACT  |                |                 |                 |
|                                | 440-5360-23.00 |                | COMPUTER SOFTWARE         |          |                              | 770.00         | 0.00            | 0.00            |
| USPS U.S. POSTAL SERVICE       | BOX 12 FY22    |                | 04/08/22                  | 04/08/22 | 04 FIRE DEPT PO BOX          |                |                 |                 |
|                                | 440-4500-57.00 |                | F/R OFFICE SUPPLIES       |          |                              | 70.00          | 0.00            | 0.00            |
| ULINE ULINE                    | 146764743      |                | 04/08/22                  | 04/08/22 | 04 COFFEE CUPS & POT         |                |                 |                 |
|                                | 440-4500-57.00 |                | F/R OFFICE SUPPLIES       |          |                              | 161.54         | 0.00            | 0.00            |
| USABLUE USA BLUE BOOK          | 922630         |                | 04/08/22                  | 04/08/22 | 03 W & WW OPERATING SUPPLIES |                |                 |                 |
|                                | 330-5000-21.00 |                | OPERATING SUPPLIES        |          |                              | 74.20          | 0.00            | 0.00            |
|                                | 330-5480-21.00 |                | OPERATING SUPPLIES        |          |                              | 74.21          | 0.00            | 0.00            |
| Invoice 922630 Total           |                |                |                           |          |                              | 148.41         | 0.00            | 0.00            |
| VT COPPER VERMONT COPPER INC   | 2131           |                | 04/08/22                  | 04/08/22 | 04 TOWN HALL ROOF REPAIR     |                |                 |                 |
|                                | 440-3710-68.00 |                | BLDG & FACIL REPAIR/MAINT |          |                              | 2,450.00       | 0.00            | 0.00            |

04/11/22  
08:56 am

Town of Hinesburg Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 04/11/22

| Vendor                   | Invoice Number | Purchase Order | Invoice Date | Due Date | Ck Acct            | Invoice Amount | Discenc. Amount | Discount Amount |
|--------------------------|----------------|----------------|--------------|----------|--------------------|----------------|-----------------|-----------------|
| VMERS                    | VMERS DB       | MARCH 2022     | 04/07/22     | 04/07/22 | 04 #111070 GROUP B | MAR 2022       |                 |                 |
|                          | 440-1143-00.00 | VMERS DB       | EMPLOYEE     |          |                    | 21,837.70      | 0.00            | 0.00            |
|                          | 440-9700-00.00 | RETIREMENT     | EMPLOYER     |          |                    | 24,263.99      | 0.00            | 0.00            |
| Invoice MARCH 2022 Total |                |                |              |          |                    | 46,101.69      | 0.00            | 0.00            |
| Report Grand Total       |                |                |              |          |                    | 72,817.40      | 0.00            | 0.00            |

| Fund Totals | Expenditures | Dis-Encumbrance |
|-------------|--------------|-----------------|
| 330         | 2,543.38     | 0.00            |
| 440         | 70,274.02    | 0.00            |
|             | 72,817.40    | 0.00            |



04/11/2022

Town of Hinesburg Accounts Payable

10:50 am

Check Warrant Report # 43150 Current Prior Next FY Invoices

mross

For checks For Check Acct 04(GENERAL FUND) 39156 To 39171 04/11/2022 To 04/11/2022

| Vendor    | Invoice                      | Invoice Description | Purchase Amount          | Discount Amount | Amount Paid | Check Number | Check Date     |
|-----------|------------------------------|---------------------|--------------------------|-----------------|-------------|--------------|----------------|
| BERGERON  | BERGERON PROTECTIVE CLOTHING | 231086              | FIRE PROTECTIVE GEAR     | 5327.09         | 0.00        | 5327.09      | 39156 04/11/22 |
| BOUNTREE  | BOUND TREE MEDICAL, LLC      | 84456296            | MEDICAL SUPPLIES         | 233.16          | 0.00        | 233.16       | 39157 04/11/22 |
| BOUNTREE  | BOUND TREE MEDICAL, LLC      | 84465545            | HEPA FILTERS             | 89.70           | 0.00        | 89.70        | 39157 04/11/22 |
|           |                              |                     |                          |                 | -----       | Check Total  | 322.86         |
| CARGILL   | CARGILL INCCORPORATED        | 2906941646          | WINTER HWY SALT          | 3189.37         | 0.00        | 3189.37      | 39158 04/11/22 |
| CELEBRATE | CELEBRATIONS RENTALS INC     | 20541               | DEPOSIT FOR PRIMARY TENT | 296.60          | 0.00        | 296.60       | 39159 04/11/22 |
| ESO       | ESO SOLUTIONS INC            | ESO-77369           | FIRE PACKAGE             | 2106.34         | 0.00        | 2106.34      | 39160 04/11/22 |
| FIREMATIC | FIREMATIC SUPPLY CO INC      | 395670              | MEDICAL SUPPLIES         | 1628.73         | 0.00        | 1628.73      | 39161 04/11/22 |
| FIREMATIC | FIREMATIC SUPPLY CO INC      | 395789              | MEDICAL SUPPLIES         | 1837.13         | 0.00        | 1837.13      | 39161 04/11/22 |
|           |                              |                     |                          |                 | -----       | Check Total  | 3465.86        |
| VISA      | FIRST NATIONAL BANK OF OMAHA | MARCH 2022          | VARIOUS CHARGES          | 3583.82         | 0.00        | 3583.82      | 39162 04/11/22 |
| MONTELLO  | GLOBAL MONTELLO GROUP        | 284859              | VEHICLE FUEL             | 1904.48         | 0.00        | 1904.48      | 39163 04/11/22 |
| JACKMAN   | JACKMAN FUELS INC            | 33395               | HPD EYE WASH STATION     | 602.61          | 0.00        | 602.61       | 39164 04/11/22 |
| STAPLES   | STAPLES ADVANTAGE            | 8065678788          | SUPPLIES                 | 233.13          | 0.00        | 233.13       | 39165 04/11/22 |
| TAILHOOK  | TAILHOOK TOWING LLC          | 10611               | FIRE TRUCK OFF ROAD      | 1100.00         | 0.00        | 1100.00      | 39166 04/11/22 |
| TECHGROUP | TECH GROUP, INC              | 97152               | MANAGED SERVICE CONTRACT | 770.00          | 0.00        | 770.00       | 39167 04/11/22 |
| USPS      | U.S. POSTAL SERVICE          | BOX 12 FY22         | FIRE DEPT PO BOX         | 70.00           | 0.00        | 70.00        | 39168 04/11/22 |
| ULINE     | ULINE                        | 146764743           | COFFEE CUPS & POT        | 161.54          | 0.00        | 161.54       | 39169 04/11/22 |
| VT COPPER | VERMONT COPPER INC           | 2131                | TOWN HALL ROOF REPAIR    | 2450.00         | 0.00        | 2450.00      | 39170 04/11/22 |
| VMERS     | VMERS DB                     | MARCH 2022          | #111070 GROUP B MAR 2022 | 46101.69        | 0.00        | 46101.69     | 39171 04/11/22 |

04/11/2022

Town of Hinesburg Accounts Payable

10:50 am

Check Warrant Report # 43150 Current Prior Next FY Invoices

mross

For checks For Check Acct 04(GENERAL FUND) 39156 To 39171 04/11/2022 To 04/11/2022

| Vendor       | Invoice | Invoice Description | Purchase Amount | Discount Amount | Amount Paid | Check Number | Check Date |
|--------------|---------|---------------------|-----------------|-----------------|-------------|--------------|------------|
| Report Total |         |                     | 71,685.39       | 0.00            | 71,685.39   |              |            |

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 \$ \*\*\*\*71,685.39  
 Let this be your order for the payments of these amounts.

---



---



---



---



---

04/11/22  
10:49 am

Town of Hinesburg Accounts Payable  
Check Warrant Report # 43149 Current Prior Next FY Invoices  
For checks For Check Acct 03(SEWER & WATER) 13866 To 13867 04/11/22 To 04/11/22

Page 1  
mross

| Vendor       | Invoice            | Invoice Description                | Purchase Amount | Discount Amount | Amount Paid | Check Number | Check Date |
|--------------|--------------------|------------------------------------|-----------------|-----------------|-------------|--------------|------------|
| APS          | ALLEN POOLS & SPAS | 112501280011 WW OPERATING SUPPLIES | 983.60          | 0.00            | 983.60      | 13866        | 04/11/22   |
| USABLU       | USA BLUE BOOK      | 922630 W & WW OPERATING SUPPLIE    | 148.41          | 0.00            | 148.41      | 13867        | 04/11/22   |
| Report Total |                    |                                    | 1,132.01        | 0.00            | 1,132.01    |              |            |

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 \$ \*\*\*\*1,132.01  
Let this be your order for the payments of these amounts.

---

---

---

---

---

---

04/11/22  
09:55 am

Town of Hinesburg Payroll  
Check Warrant Report #15505  
Check date 04/11/22 to 04/11/22

Page 1 of 2  
mross

| Employee                  | Gross  | Fringes | Reimburse | FWT  | FICA  | MEDI | SWT   | SDI  | Local | Oth Dedu | Net Amt | Elec Amt | Check No |
|---------------------------|--------|---------|-----------|------|-------|------|-------|------|-------|----------|---------|----------|----------|
| BAKER, NICHOLAS R.        | 115.00 | 0.00    | 0.00      | 0.00 | 7.13  | 1.67 | 0.00  | 0.00 | 0.00  | 0.00     | 0.00    | 106.20   | E 15563  |
| BENOIT, DUSTIN L.         | 30.00  | 0.00    | 0.00      | 0.00 | 1.86  | 0.44 | 0.00  | 0.00 | 0.00  | 0.00     | 27.70   | 0.00     | 22617    |
| BLANCK, KENDALL A.        | 96.00  | 0.00    | 0.00      | 0.00 | 5.95  | 1.39 | 0.00  | 0.00 | 0.00  | 0.00     | 0.00    | 88.66    | E 15564  |
| BLISS, JUSTIN H.          | 258.50 | 0.00    | 0.00      | 0.00 | 16.03 | 3.75 | 0.00  | 0.00 | 0.00  | 0.00     | 0.00    | 238.72   | E 15565  |
| CHARBONNEAU, LUCAS W.     | 577.50 | 0.00    | 0.00      | 7.75 | 35.81 | 8.37 | 6.73  | 0.00 | 0.00  | 0.00     | 0.00    | 518.84   | E 15567  |
| CHARBONNEAU, KATIE A.     | 36.00  | 0.00    | 0.00      | 0.00 | 2.23  | 0.52 | 0.00  | 0.00 | 0.00  | 0.00     | 0.00    | 33.25    | E 15566  |
| CONTOIS, CONNOR M.        | 100.50 | 0.00    | 0.00      | 0.00 | 6.23  | 1.46 | 0.00  | 0.00 | 0.00  | 0.00     | 0.00    | 92.81    | E 15568  |
| ESTEY, DAVE               | 392.50 | 0.00    | 0.00      | 0.00 | 24.34 | 5.69 | 0.00  | 0.00 | 0.00  | 0.00     | 0.00    | 362.47   | E 15569  |
| GLADSTONE, RYAN P.        | 43.00  | 0.00    | 0.00      | 0.00 | 2.67  | 0.62 | 0.00  | 0.00 | 0.00  | 0.00     | 0.00    | 39.71    | E 15570  |
| HESFORD, JOHN D.          | 66.50  | 0.00    | 0.00      | 0.00 | 4.12  | 0.96 | 0.00  | 0.00 | 0.00  | 0.00     | 0.00    | 61.42    | E 15571  |
| JIPNER, LOGAN D.          | 17.50  | 0.00    | 0.00      | 0.00 | 1.09  | 0.25 | 0.00  | 0.00 | 0.00  | 0.00     | 0.00    | 16.16    | E 15572  |
| LEBEAU, NICHOLAS J.       | 71.00  | 0.00    | 0.00      | 0.00 | 4.40  | 1.03 | 0.00  | 0.00 | 0.00  | 0.00     | 0.00    | 65.57    | E 15573  |
| LEFEBVRE, FRANCOIS P., JR | 492.00 | 0.00    | 0.00      | 0.00 | 30.50 | 7.13 | 12.29 | 0.00 | 0.00  | 0.00     | 442.08  | 0.00     | 22618    |
| LEWIS, DONNA              | 20.00  | 0.00    | 0.00      | 0.00 | 1.24  | 0.29 | 0.00  | 0.00 | 0.00  | 0.00     | 0.00    | 18.47    | E 15574  |
| LYMAN, JOHN K.            | 253.50 | 0.00    | 0.00      | 0.00 | 15.72 | 3.68 | 0.00  | 0.00 | 0.00  | 0.00     | 0.00    | 234.10   | E 15575  |
| MEAD, HARRISON B.         | 180.00 | 0.00    | 0.00      | 0.00 | 11.16 | 2.61 | 0.00  | 0.00 | 0.00  | 0.00     | 0.00    | 166.23   | E 15576  |
| MOORE, JOSEPH A.          | 172.00 | 0.00    | 0.00      | 0.00 | 10.66 | 2.49 | 0.00  | 0.00 | 0.00  | 0.00     | 0.00    | 158.85   | E 15577  |
| PORTER, LYN M.            | 156.00 | 0.00    | 0.00      | 0.00 | 9.67  | 2.26 | 0.00  | 0.00 | 0.00  | 0.00     | 0.00    | 144.07   | E 15578  |
| SHEA, KATHLEEN A.         | 40.00  | 0.00    | 0.00      | 0.00 | 2.48  | 0.58 | 0.00  | 0.00 | 0.00  | 0.00     | 0.00    | 36.94    | E 15579  |
| SOUTHWELL, JEREMY J.      | 255.50 | 0.00    | 0.00      | 8.82 | 15.84 | 3.70 | 4.37  | 0.00 | 0.00  | 0.00     | 0.00    | 222.77   | E 15580  |
| SPIVACK, ERIC             | 315.00 | 0.00    | 0.00      | 0.00 | 19.53 | 4.57 | 0.00  | 0.00 | 0.00  | 0.00     | 0.00    | 290.90   | E 15581  |
| STEELE, CAMERON J.        | 139.50 | 0.00    | 0.00      | 0.00 | 8.65  | 2.02 | 0.49  | 0.00 | 0.00  | 0.00     | 0.00    | 128.34   | E 15582  |
| STEELE, CHELSEY A.        | 139.50 | 0.00    | 0.00      | 0.00 | 8.65  | 2.02 | 0.00  | 0.00 | 0.00  | 0.00     | 128.83  | 0.00     | 22619    |
| STEELE, JEREMY W.         | 145.50 | 0.00    | 0.00      | 0.00 | 9.02  | 2.11 | 0.00  | 0.00 | 0.00  | 0.00     | 0.00    | 134.37   | E 15583  |
| TITUS, JONATHAN D.        | 49.50  | 0.00    | 0.00      | 0.00 | 3.07  | 0.72 | 0.00  | 0.00 | 0.00  | 0.00     | 0.00    | 45.71    | E 15584  |

04/11/22  
09:55 am

Town of Hinesburg Payroll  
Check Warrant Report #15505  
Check date 04/11/22 to 04/11/22

| Employee          | Gross   | Fringes | Reimburse | FWT   | FICA   | MEDI  | SWT   | SDI  | Local | Oth Dedu | Net Amt | Elec Amt | Check No |
|-------------------|---------|---------|-----------|-------|--------|-------|-------|------|-------|----------|---------|----------|----------|
| WAITE, EDWARD     | 247.50  | 0.00    | 0.00      | 0.00  | 15.35  | 3.59  | 0.00  | 0.00 | 0.00  | 0.00     | 0.00    | 228.56   | E 15585  |
| WAITE, SHAYNE M.  | 100.50  | 0.00    | 0.00      | 0.00  | 6.23   | 1.46  | 0.00  | 0.00 | 0.00  | 0.00     | 0.00    | 92.81    | E 15587  |
| WAITE, MEADOW     | 96.50   | 0.00    | 0.00      | 0.00  | 5.98   | 1.40  | 0.00  | 0.00 | 0.00  | 0.00     | 0.00    | 89.12    | E 15586  |
| WHITE, DOMINIC A. | 84.50   | 0.00    | 0.00      | 0.00  | 5.24   | 1.23  | 0.00  | 0.00 | 0.00  | 0.00     | 0.00    | 78.03    | E 15588  |
| WHITE, ETHAN P.   | 152.50  | 0.00    | 0.00      | 0.00  | 9.46   | 2.21  | 0.92  | 0.00 | 0.00  | 0.00     | 0.00    | 139.91   | E 15589  |
| -----             |         |         |           |       |        |       |       |      |       |          |         |          |          |
|                   | 4843.50 | 0.00    | 0.00      | 16.57 | 300.31 | 70.22 | 24.80 | 0.00 | 0.00  | 0.00     | 598.61  | 3832.99  |          |
| *****             |         |         |           |       |        |       |       |      |       |          |         |          |          |

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  
here are good and sufficient vouchers supporting the  
payments

SELECT BOARD

aggregating \$ \*\*\*4,431.60

Let this be your order for the payments of these amounts.