



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

## SELECTBOARD AGENDA

April 6, 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/87132891278?pwd=TFE0dDc3UDFNVCtXcExoNFpvejNUdz09>

Dial by your location

+1 929 205 6099 US (New York)

Meeting ID: 871 3289 1278

Passcode: 692863

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. Selectboard Forum   | 7:15PM  |
| 5. Approve Minutes of 3/16/2022  | 7:25PM  |
| 6. Conservation Commission Interview – Tobiah Schulman                             | 7:30PM  |
| 7. Consider Acceptance of Engine #3 Replacement Proposal                           | 7:40PM  |
| 8. Consider Approval of Fire Station Needs Assessment RFQ                          | 7:50PM  |
| 9. Public Input on Draft Revised Police Department Budget                          | 8:00PM  |
| 10. Discussion on Revised Village Design Standard Regulations                      | 8:30PM  |
| 11. Discussion on Town's Estimated Water and Sewer Usage Rates                     | 8:45PM  |
| 12. Consider Adoption of Affordable Housing Proclamation                           | 9:00PM  |
| 13. Consider Approval of Town Highway Structures Grant Application                 | 9:05PM  |
| 14. Consider Action on Revised Police Department Budget                            | 9:10PM  |
| 15. Consider Acceptance of Annual Audit Proposal                                   | 9:25PM  |
| 16. Consider Approval of Annual Town Highway Finance Plan                          | 9:35PM  |
| 17. Consider Approval of Certification of Compliance for Road and Bridge Standards | 9:40PM  |
| 18. Consider Readoption of Selectboard Operating Guidelines                        | 9:45PM  |
| 19. Committee Reappointments   | 9:55PM  |
| 20. Town Manager Update  | 10:00PM |
| 21. Approve Warrants and Payroll   | 10:05PM |
| 22. Adjourn  | 10:10PM |

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 **SELECTBOARD MEETING DRAFT**

2 March 16, 2022

3 Attending the meeting in person; Merrily Lovell, Maggie Gordon, Mike Loner, Phil Pouech, Dennis Place,  
4 Todd Odit, Rene Sanchez, George LeClair, Andrew Starman, Kristi Kilbride, Kieran Kilbride, Kristi Brown,  
5 Anthony Cambridge, Caleb Casco, Frank Bryan, Jeremy Hulshof.

6 Attending the meeting remotely; Natacha Liuzzi, Jackie Hickerson, Jennifer Decker, Chelsea Edgar, Beth  
7 Danon, Kathy Newton, Carl Bohlen, Mike Webb, Kate Kelly, Kathy Beyer, Jen McCuin, Andy Fritz, Amy  
8 Cambridge, Tony St.Hilaire.

9 Meeting called to order at 7:00 via zoom.

10 Additions or Deletions to the Agenda

11 None

12 Public Comment

13 Rene Sanchez, superintendent of Chittenden South Supervisory School District, thanked Hinesburg  
14 residents for their support of the budget. He said the district is conducting an equity audit. They will be  
15 writing a 5 year strategic plan and will be welcoming community input.

16 Jennifer Decker shared her belief about community oversight and the role it plays in police  
17 accountability. She wants to have Hinesburg establish a civilian oversight board.

18 Jackie Hickerson addressed the police budget. She would like to see data on the calls the police are  
19 answering. She questions the need for a budget increase and increase in the number of officers. Agrees  
20 with the need for an oversight board.

21 Beth Danon said she is also asking to have data on the police calls and hopes to have this information  
22 before the informational meeting on the budget.

23 Selectboard Forum

24 Phil noted he shared with Board members the manual from the Town of Bethel and would welcome  
25 discussion on the possibility of Hinesburg doing something similar.

26 Phil said the ad hoc committee met regarding the needed repairs to the Town Hall building. The  
27 immediate need is to address the fact that the roof is leaking.

28 Approve Minutes of 3/2/22

29 Phil moved to approve the minutes of 3/2/22 with any agreed upon changes. Seconded by Maggie and  
30 approved with 5 yes votes.

31 Conservation Commission Interview – Kathy Beyer

32 Kathy has lived in Hinesburg for about 22 years. She feels it is important to pay attention to the needs  
33 for where people live and where we conserve land as the two are connected.

- 34 Phil moved to appoint Kathy Beyer to the Conservation Commission for a term to expire in 2025.  
35 Seconded by Mike and approved with 5 yes votes.
- 36 Consider Approval of Dugout Construction Proposal – Recreation Committee
- 37 Mike Webb, member of the Recreation Committee reviewed the proposal with the Board. The dugout  
38 will be for the existing little league field at Bisonette Field. The Committee received 2 bid responses.
- 39 Phil said it would be good to know what the long term plans are with capital funds and what is left from  
40 the fundraising funds and asked if will those efforts for fundraising will continue.
- 41 Phil moved to approve the spending of capital money toward the dugouts and to contract with White’s  
42 Fencing. Seconded by Maggie and approved with 5 yes votes.
- 43 Receipt of and Consider Warning Public Hearing on Contractor Yard Zoning Revisions
- 44 Alex said changes recommended by Chad and Arnold Hayden regarding screening resulted in a  
45 compromise to allow limited processing of top soil only.
- 46 The vehicle repair service change is to allow limited repair done outside a structure.
- 47 Dennis asked about the setback requirement. Does it include areas used for the business purpose, for  
48 example a pile of topsoil or parked vehicles. Alex said it is meant to include areas used for the business  
49 for any purpose.
- 50 Phil thanked the PC and Alex for addressing the issues that sent it back it to the PC.
- 51 Maggie moved to warn a Public Hearing for April 20, 2022 at 7:00 p.m. Seconded by Phil and approved  
52 with 5 yes votes.
- 53 Consider Warning Public Hearing on Revised Village Design Standard Regulations
- 54 Maggie said while she was a member on the PC when they worked on the revisions, she has no personal  
55 or financial gain from the changes so she feels there is no conflict of interest for her.
- 56 Dennis said the same applies to him.
- 57 Phil asked about the density bonus change in parking requirements. Alex said they did not change the  
58 parking requirements but changes to the bonuses relate to building height for commercial or mixed use  
59 buildings. There was incentive for the buildings to be taller. The PC has now removed the ability to  
60 build taller buildings.
- 61 Mike asked about single family home requirements. His concern is cost of construction connected to  
62 some requirements for individuals building single family homes. He also asked about the requirement  
63 for the home to be 1 ½ stories high, which he believes results in zoning preventing mobile homes as  
64 mobile homes legally can not be more than one story in height.
- 65 Alex said the reason for the porch requirement is to continue the current village streetscape.  
66 He is not sure about the mobile home question and will look into that.

67 Phil asked if there was good public input specifically from developers with ongoing projects. Alex said  
68 the PC reached out to developers and the community but there was very little input.

69 Phil moved to schedule the Public Hearing on the Revised Village Design Standard Regulations on April  
70 20, 2022. Seconded by Maggie and approved with 5 yes votes.

71 Discussion of Police Department Budget

72 Todd and Chief Cambridge worked on a reduced budget which is included in tonight's packet.

73 Merrily said the reduced budget removes the administrative position which is currently not filled with  
74 the idea that the officers could cover those tasks as well as reducing the per diem offerings. Todd  
75 clarified the budget includes 6 full time officers. A change in the administrative or non-sworn personnel  
76 position from .625 to .5 hours ( a reduction from 25 hours a week to 20). A per diem budget for officers  
77 to come in and fill in shifts reduced to \$15,000 ( based on assuming 12 hours per week). Todd thinks  
78 from all the comments he has heard a more significant public input and education process can't be done  
79 in the time the Board has to put out a revised budget. We need to gather opinions and establish some  
80 facts as well as community benchmarks. Todd discovered the strategic plan done for the Police  
81 Department in 2007 which led to the addition of an officer in 2009 through a COPS Grant.

82 Todd recommends the Selectboard put forth a budget that does not eliminate anyone at the full time  
83 officer level with a commitment that we have another in depth community process and come up with a  
84 new strategic plan.

85 Todd said he also prepared a budget with 5 full time officer and maintains the administrative position.  
86 The per diem budget is significantly more than it would be with 6 officers. Due to the COPS Grant in FY  
87 23 and FY 24 there would not be a big benefit to cutting that position as we lose the offsetting grant  
88 revenue.

89 Todd shared a memo from VSP regarding problems relying on them for coverage. Also noted was that  
90 we have reached out to Charlotte to see if they would be interested in contracting for some coverage  
91 from us and Chief Cambridge met with Shelburne who expressed an interest in the possibility of  
92 Hinesburg helping with coverage.

93 A budget needs to be passed by July and voting will continue till a budget is approved. Todd said he  
94 found out that you only need 7 days' notice of a vote and 5 days' notice of the informational meeting.

95 If a vote results in reducing the size of the department down to 5 officers the Town has to relinquish the  
96 COPS Grant position.

97 Merrily said she feels we need to proceed cautiously and not make a rash decision to cut the  
98 department and later find out crime increases as a result.

99 Phil said when the COPS Grant opportunity came along the decision to apply for the grant did not  
100 include public input. The grant was awarded and an officer hired. He feels, from his experience in  
101 previous years, the grant comes first and then you decide how big the department should be. When the  
102 budget failed, he believes others as well as himself were asking if this is the right size for Hinesburg. He  
103 thinks the way the budget was presented, the way we added an officer as well as the environment we  
104 are in today about policing caused enough people to want to push back. He felt we would need to cut a

105 position but feels we might be able to sell the revised budget keeping 6 officers if we do another  
106 strategic plan and people feel assured the Town will do the right thing. We need open statistics and  
107 information so everyone can see what is going on.

108 Maggie said when she first looked at the revised budget, she thought it was not much of a cut. When  
109 she was on the Police Advisory Committee in 2014, they did some comparisons with other towns and  
110 thought it would be good to do that again. After looking over the last strategic plan she feels that is  
111 what we need to have done. We need community input done by an independent organization.

112 Mike agrees going in the direction of the revised budget. While not a significant budget cut, he does not  
113 think two months is enough time to have the conversations that need to be had to determine what is  
114 right for Hinesburg. Put forth the budget with the promise to do the strategic plan and include public  
115 comment.

116 Dennis said he appreciates all Todd has done and what he has said. If we are looking at going in the  
117 direction of looking to work with other towns, he suggests to come up with a master plan that would  
118 include the fire department. He is all about compromise and looking to save money in different areas.

119 Merrily said the Board will not make a decision tonight but will carry it over to the next meeting with a  
120 firmer budget to decide if that is what the Board wants to put forth for a vote and have a public meeting  
121 where voters can discuss the revised budget.

122 Andy Starman said he supports having 6 officers in light of the growth that is coming. He feels it is  
123 important to have all the information and hopefully when the Board shares that at the next meeting it  
124 will help people make that decision.

125 George LeClair, local business owner, said he is happy with what we now have and does not understand  
126 why the Board would want to make a cut. The part time people are not getting paid if not working. He  
127 noted the money just approved for a dugout and does not see why this cut is being discussed.

128 Christy Brown, manager of Jiffy Mart, said people do not think they need police till something happens.  
129 She has worked at Jiffy for 29 years. Before Hinesburg had officers on call at night when she had a  
130 problem at the store, she could not get an officer. Now with on call night coverage she has never had a  
131 problem with response to a situation. To make a cut would hurt the business.

#### 132 Consider Rejecting all Police Vehicle Bids and Readvertising

133 Merrily the Board reject all bids received for the out of service police vehicle and readvertise it for sale  
134 via sealed bids. Seconded by Maggie and approved with 5 yes votes.

#### 135 Consider Approval of Local Emergency Management Plan

136 This will come back to the Board at the next meeting after some necessary changes.

#### 137 Consider Approval of Liquor Licenses

138 Phil moved to convene as the Board of Liquor Control. Seconded by Mike and approved with 5 yes  
139 votes.

140 Phil moved to approve all the liquor license applications in tonight's Selectboard packet. Seconded by  
141 Mike and approved with 5 yes votes.

- 142 The following applications were approved:
- 143 First Class: Two Z's Inc.,DBA Papa Nick's Pizza and Restaurant / TC Hospitality, LLC DBA Good Times  
144 Café / Frost Beer Works, LLC / Bucky's Pub, LLC / BT Catering, LLC DBA Parkside Café / Back to Basics  
145 Vermont, Inc. DBA Hinesburg Public House / Ayer Golf, Inc. DBA Cedar Knoll Country Club.
- 146 Second Class: Global Montello Group, Corp. DBA Jiffy Mart #446 / Jolley Associates, LLC / K.B.  
147 Enterprises Inc. DBA Lantman's Best Yet Market / KPH Drugs, Inc. DBA Kinney Drugs ,Inc. #103 / Global  
148 Grapes & Spirits LLC, DBA 116 Wine & Spirits / Frost Beer Works, LLC / Bushel Market Inc.
- 149 Third Class: Two Z's Inc., Papa Nick's Pizza and Restaurant / Bucky's Pub LLC / Back to Basics Vermont,  
150 Inc. DBA Hinesburg Public House / Ayer Golf Inc., DBA Cedar Knoll Country Club / TC Hospitality LLC, DBA  
151 Good Times Café
- 152 Outside Consumption: TC Hospitality LLC, DBA Good Times Café / Frost Beer Works, LLC / Bucky's Pub,  
153 LLC / Back to Basics Vermont Inc., DBA Hinesburg Public House / Ayer Golf Inc., DBA Cedar Knoll Country  
154 Club / Two Z's Inc., DBA Papa Nick's Pizza and Restaurant.
- 155 Phil moved to adjourn as the Liquor Control Board. Seconded by Mike and approved with 5 yes votes.
- 156 Consider Readoption of Selectboard Operating Guidelines
- 157 This will be addressed at the next meeting.
- 158 Approve Warrants and Payroll
- 159 Phil moved to approve the warrants, including payroll, signed by Merrily and Maggie as submitted by  
160 the Town Treasurer. Seconded by Maggie and approved with 5 yes votes.
- 161 Town Manger
- 162 Todd noted we are down one full time Fire Department employee.
- 163 Adjourn
- 164 Maggie moved to adjourn at 9:00 p.m., seconded by Merrily and approved with 5 yes votes.
- 165 Respectfully submitted,
- 166 Valerie Spadaccini, clerk of the Board

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**TOWN OF HINESBURG**

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

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**ISSUE:**

The issue is whether the Selectboard will appoint Tobias Schulman to the Conservation Commission.

**DISCUSSION:**

See the attached application and letter from Tobias. There is one vacancy with a term that expires 4/1/2023.

**COST:**

N/A

**RECOMMENDATION:**

It is recommended that the Selectboard consider appointing Tobias Schulman to the Conservation Commission with a term that expires in 4/1/2023.

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**Tobiah Schulman**

538 Richmond Road, Hinesburg, VT 05461  
(802) 355-2879  
tobiah.schulman@gmail.com

March 3rd, 2022

**Hinesburg Select Board**

10632 VT Route 116  
Hinesburg VT 05461

Dear Members of the Select Board,

Please accept my application to the Hinesburg Conservation Commission. I wish to offer what skills and experience I've gained towards the protection of the natural resources of Hinesburg. I have a B.S. in Plant and Soil Science and 20 years experience working locally in the agriculture and horticulture sectors.

Additionally, I am pursuing further education in conservation for my own interest, and to be of greater service. To this end, I am currently taking classes through the Native Plant Trust in Botany and Conservation. I will be volunteering through this organization to conduct rare plant surveys and am excited to gain experience in conducting this type of field survey. I am teaching myself more about existing Vermont natural resources planning tools and Vermont law as it relates to conservation planning and protection of our natural resources.

I grew up in Hinesburg and have visited other places enough to realize we are lucky to live in such a beautiful place. We are lucky to have abundant and important natural resources worth protecting, conserving, and restoring. I am interested in contributing my time and energy toward furthering those worthy goals here in Hinesburg. I would love to serve with other members of the community already volunteering their time to the Conservation Commission.

Sincerely,



Tobiah Schulman





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: Tobiah Schulman Date: 3/20/2022

Mailing Address: 538 Richmond Rd., Hinesburg, VT 05461

Phone Number: 802-355-2879 E-mail Address: tobiah.schulman@gmail.com

Name of Commission Board or Committee: Conservation Commission

Hinesburg Resident:  Y /  N (circle one) Hinesburg Resident for how long? 2 yrs plus / NA  
grew up here

- 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.

Please accept my application to the Hinesburg Conservation Commission. I wish to work in service of protecting the natural resources of the town of Hinesburg where I live and grew up. My career background in agriculture, knowledge of native plants, and continuing education in conservation will be an asset to this commission. Additionally, I am excited to learn from the other members of the commission. I am willing to dedicate time and energy towards the goals of developing resource management and planning tools as well as educational outreach to the community.

- 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), as it relates to the Commission, Board or Committee on which you are applying to serve.

I am most excited to work toward the seventh goal, of "Encourage the voluntary protection of existing and potential productive agricultural and forest land." There are many opportunities for outreach and education related to connecting landowners with resources that can aid protection of important land resources within Hinesburg. It is important we think long term about protecting both the resources we need for the working landscape to maintain our rural character and economy as well as protecting the ecosystems we collectively rely on. I am excited to help guide development choices towards least harm to our existing wildlife habitat.

- 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.

Desorcie Emergency Products, LLC  
1045 Bronson Road  
St. Albans, VT 05478  
Phone (802) 527-2216  
Fax (802) 527-3969  
e-mail [desorcieemergency@comcast.net](mailto:desorcieemergency@comcast.net)



**EMERGENCY VEHICLE PURPOSAL**

***DATE: 3/31/22***

This proposal has been prepared for: HINESBURG FIRE DEPT

We hereby purpose to furnish to you, subject to proper execution of the attached agreement by you and an officer of this Company in St. Albans, VT the following apparatus and equipment to be built in accordance with the attached specification:

<b><u>Model Description</u></b>	<b><u>Price</u></b>
1 VMMP Mini Pumper on Ford F550 Extended Cab chassis Per attached Quote and Equipment List [NO hose]	\$382,700.00

Prepayment Discounts are available at time of Contract.

Final Delivery will be made in approximately 540 calendar days from complete execution of the Sales Contract.

This proposal shall expire 30 days from the date of this proposal. This expiration date may be extended, in writing, at the discretion of Emergency One, Inc and Desorcie Emergency Products.

Emergency One, Inc.  
Desorcie Emergency Products, LLC

By:

*Dan Desorcie*

Desorcie Emergency Products LLC.

Desorcie Emergency Products, LLC  
1045 Bronson Road  
St. Albans, VT 05478  
Phone (802) 527-2216  
Fax (802) 527-3969  
e-mail [desorcieemergency@comcast.net](mailto:desorcieemergency@comcast.net)



**EMERGENCY VEHICLE PURPOSAL**

***DATE: 3/31/22***

This proposal has been prepared for: HINESBURG FIRE DEPT

We hereby purpose to furnish to you, subject to proper execution of the attached agreement by you and an officer of this Company in St. Albans, VT the following apparatus and equipment to be built in accordance with the attached specification:

<b><u>Model Description</u></b>	<b><u>Price</u></b>
1 VMMP Mini Pumper on Ford F550 Extended Cab chassis Per attached Quote and Equipment List with listed hose	\$394,700.00

Prepayment Discounts are available at time of Contract.

Final Delivery will be made in approximately 540 calendar days from complete execution of the Sales Contract.

This proposal shall expire 30 days from the date of this proposal. This expiration date may be extended, in writing, at the discretion of Emergency One, Inc and Desorcie Emergency Products.

Emergency One, Inc.  
Desorcie Emergency Products, LLC

By:

*Dan Desorcie*

Desorcie Emergency Products LLC.

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# **PREMIER**

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## **FIRE APPARATUS, INC**

**S A L E S   &   S E R V I C E**

68 Leggs Mill Road  
Lake Katrine, New York 12444  
Office: 845-750-3149



March 15<sup>th</sup> 2022

Town of Hinesburg Fire Department  
10340 Rte 116  
Hinesburg, VT 05461

Attn: Chief Nick Baker

**Ref: APPARATUS PROPOSAL**

Premier Fire Apparatus Inc. an authorized dealer for E-ONE Emergency Vehicles of Ocala Florida our pleased to submit the enclosed proposal for one (1) 2022 VM Mini Pumper on a Ford F550 Chassis with a 1250 GPM pump and 300 gallons of water per the attached specifications.

Our proposal dated March 15<sup>th</sup> 2022 has been tailored to and around your parameters and we are confident that you will find it meets the design, quality and performance criteria of the equipment indicated within your specification.

**Base Price:**

Our proposed apparatus includes one (1) 2022 VM Mini Pumper on a Ford F550 Chassis with a 1250 GPM pump and 300 gallons of water per the attached specifications.

**The base price of proposed model will be \$426,230.00 - Four Hundred Twenty-Six Thousand, Two Hundred Thirty Dollars**

Note: Price does not include a Performance Bond any and all applicable local, state or federal tax.

The proposed truck shall be completed within approximately 530 calendar days after award, but is subject to the release of the final agreement after preconstruction conference date. Any other work like tool & equipment mounting shall be beyond that time and shall be completed at our facility after the truck is completed at the factory and will be beyond the 530 days.

All pricing shall remain valid for 30 days from the date of the proposal.

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**PREMIER**  
**FIRE APPARATUS, INC**  
SALES & SERVICE

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68 Leggs Mill Road  
Lake Katrine, New York 12449  
Office: 845-750-3149

Contract payment of one hundred percent (100%) of the purchase price shall be paid upon final inspection of the completed apparatus at the local dealership or the day of delivery to the Marcellus Fire Department, unless option pricing was secured.

All warranties have been included within our proposal and includes a 1-year Bumper to Bumper warranty.

The authorized sales & factory service center for your Fire Department is Premier Fire Apparatus Inc, 68 Leggs Mill Road, Lake Katrine, N.Y. 12449.

Sincerely,

*Ken Finke*

Kenneth Finke  
President  
Premier Fire Apparatus Inc



**Fire Apparatus Quotation for:  
HINESBURG FIRE DEPARTMENT**



Quotation Number: 113521 Rev: 13

Unit Description: VMMP-COMM

Quote Description: Mini Pumper, Commercial

Salesperson: DDESORCIE

Salescode	Extended Description	Qty	
<b>VM8 BASE MODEL</b>			
0503-0012	Mini Pumper - Standard package with 300 gallon tank	1	
<b>VM8 Compliance</b>			
1003-0003	E-ONE Badging. Include (4) small E-ONE logos mounted one each side and rear and one vinyl logo on the front bumper. VM8.	1	
1003-0005	The E-ONE supplied components of the vehicle shall meet the requirements of NFPA 1901, 2016 edition except for the occupant detection system with display and vehicle data recorder which are not available on the Ford chassis. Equipment allowance exception also applies.	1	
<b>VM8 CHASSIS OPTIONS</b>			
1030-0017	Cab Color: Ford Race Red (PQ)	1	
1030-0020	Trailer Hitch with 7-pole receptacle shall be provided on the apparatus.	1	
1030-0021	Polished aluminum wheels Ford Chassis - VM8	1	
1030-0027	Trailer Brake Control for use with trailer hitch.	1	
1030-0096	2023 Ford F550 XL Super (extended) cab 4X4 VM8	1	
<b>VM8 BODY OPTIONS</b>			
3345-0000	Rubrail aluminum C-channel with black vinyl endcaps and reflective insert. Located across face of rear tailboard. VM8.	1	
3345-0001	Roll up doors painted job color (6) doors. VM8	1	
3345-0007	Shelf adjustable (each). Includes (4) SS001 shelf brackets. VM8 - Specify location:	4	L
3345-0018	Hose Allowance: 500 lbs. - VM8	1	
3345-0019	Equipment Allowance (lbs):	1	1245
3345-0020	Roll up door painted job color. VM8	1	

Salescode	Extended Description	Qty
<b>VM8 BODY OPTIONS</b>		
3345-0027	Adjustable hosebed divider - standard VM8	1
3345-0059	Apparatus Body - Mini Pumper - VM8	1
3345-0062-000-13	Hosebed, crosslay and speedlay covers - vinyl. VM8 Color: Black.	1
3345-0076	300 gallon poly tank - Mini-Pumper - VM8	1
3345-0098	Polished stainless fenderettes each side of body.	1
<b>VM8 PUMP MODULE OPTIONS</b>		
3140-0037	Pump DSD 1250 GPM. Includes discharges: (1) 2.5" driver side, (2) 3" officer side, (1) 2.5" driver side rear. Mini Pumper VM8	1
3140-0045	Electrically driven primer with T-handle control.	1
<b>VM8 WARNING LIGHTS</b>		
5650-0000	Whelen C9 warning lights each side on upper side body towards the front. VM8 Pumper	1
5650-0001	Whelen F4N2VLED 55" light bar IPQS. VM8	1
5650-0003	Opticom GTT 795H. Available mounted in Freedom light bar only. With F4795H pre-wire kit. VM8	1
5650-0013	Emergency Warning System - Mini Pumper - VM8	1
<b>VM8 12V ELECTRICAL</b>		
5120-0001-661	Telescoping Flood Light - Whelen PFH1P1 Single Panel LED with 86930NB1 with PPLGH20 24" push up pole (each). Location: driver's side front of body.	1
5120-0001-662	Telescoping Flood Light - Whelen PFH1P1 Single Panel LED with 86930NB1 with PPLGH20 24" push up pole (each). Location: officer's side front of body.	1
5120-0006	Side body scene lights - Whelen C9SL with chrome flange. (4) located on upper side body panels. VM8	1
5120-0020	V-MUX Electrical system for mini-pumper - VM8	1
5120-0021	Rear body scene lights - Whelen C9SL	1
<b>GROUND LADDERS</b>		
7800-0119	Ladder Duo-Safety 1000-A, 2-section extension 14 ft. Shipped with the truck. VM8	1
<b>EXTERIOR PAINT</b>		
8100-0396	Undercoating E-ONE. To be applied after customer final inspection.	1
<b>VM8 PAINT / GRAPHICS</b>		
8125-0000	Body color is to match main cab color. VM8	1

Salescode	Extended Description	Qty
<b>STRIPING</b>		
8125-0003	Chevron "A" style 6" printed sheet Scotchlite striping full width on rear of body. Includes rear facing panels each side of B1. Colors shall be Red/Lemon Yellow. Does not include B1 Door. - VM8	1
8300-0331	Single NFPA Scotchlite Stripe - up to 6" wide with hockey style, Z or S style or other customer specific design style. Stripe to be installed on cab and the body. Size, color and location as specified by the customer.	1
<b>WARRANTY / STANDARD &amp; EXTENDED</b>		
9100-0117	General One (1) year or 24,000 Miles Limited Warranty (RFW0001)	1
9100-0132	Electrical One (1) Year or 18,000 Miles Limited Warranty ( RFW0201).	1
9100-0142	Paint and Finish (Exterior FRP Panels) Twelve (12) Years Limited Warranty (RFW0722).	1
9100-0154	Body Structure Aluminum Fifteen (15) years or 100,000 Miles Limited Warranty. (RFW0503)	1
<b>Price Adjustment</b>		
<b>Dealer Supplied Equipment</b>		
H100600	6" Light Weight Suction Hose 10 feet in length	2
D100502	Truck Acceptance @ Emergency One Factory	1
D100101	In Station Delivery & Orientation	1
G100115	Level 15 Vehicle Lettering	1
D100600	Wheel Chocks	1
E100201	110 Volt Receptical in Cab	1
D100209	Vermont State Vehicle Inspection	1
D100228	Customer Mounting Allowance @ \$2000	1
D100222C	PPAO Cablnent IPO Seat Position	2
E100212	Compartment 12V Hot and Ground Terminal	2
E100201A	110 volt Receptacle Body	2
E100398	Radio Voucher \$2500	3
D100800	Modification to Standard Crosslay or Hosebed Covers	1
D100801	Arm rests for center console	2
Hinesburgmini	Hinesburg Equipment List	1





*New England Fire Equipment & Apparatus Corp.  
10 Stillman Road  
North Haven, CT. 06473  
Phone (203) 239-5678 Fax (203) 234-7398 E-mail: nefea@aol.com*

### ***ENGINE PROPOSAL***

Date: February 14, 2022

Buyer: Hinesburg Fire Department -

We hereby propose and agree to manufacture and furnish, after your acceptance of this proposal and the proper execution of a contract or a purchase order, the following apparatus and equipment to be built in accordance with the attached specifications.

Model: One (1) 2022/23 Custom Works Mini-Pumper \$258,705.00  
Loose Equipment: Per Attached List \$70,844.00  
Radio Allowance: \$7,500.00  
Equipment Mounting Allowance: \$4,000.00  
Lettering Allowance: \$4,000.00

Total Sum: \$345,049.00 - Three Hundred Forty-Five Thousand Forty-Nine Dollars

Terms: Payment due upon delivery acceptance by the Hinesburg Fire Department.

The amount above in the proposal shall remain firm until March 31, 2022. All state, federal and local taxes are not included above. Any applicable taxes are to be paid by Buyer upon registration and licensing of vehicle.

Delivery to be made within 365 calendar days after receipt and approval of contract or purchase order, properly executed, and subject to all causes beyond our control. The build time starts when both parties agree to the contract.

Respectfully submitted,

New England Fire Equipment  
And Apparatus Corp.

BUYER

Richard E. Peck II  
Date: February 14, 2022

\_\_\_\_\_  
Date: \_\_\_\_\_

*Quote does NOT meet the specs*

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**TOWN OF HINESBURG**

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**TO:** SELECTBOARD  
**FROM:** TODD ODOT, TOWN MANAGER  
**SUBJECT:** FIRE STATION NEEDS ASSESSMENT  
**DATE:** 4/6/2022

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**ISSUE:**

The issue is whether the Selectboard will approve advertising a Fire Station Needs Assessment RFQ.

**DISCUSSION:**

Expansion or replacement of the fire station has been discussed for many years and the town has been collecting impact fees for that project since 2010. Over the last 2-years, the town has been updating the police and fire impact studies. In reviewing the updated fire impact study, the estimated \$2.5 million cost for a new station appears to be considerably lower than it may actually be. To make sure the fire impact fee is as accurate as possible, the town should have a needs assessment conducted to identify what the fire department needs for a building and what it would cost.

The study would be funded with the use of impact fees. At the end of FY21, there was a fire impact fee balance of \$170,280.

**COST:**

N/A

**RECOMMENDATION:**

It is recommended that the Selectboard approve advertising a Fire Station Needs Assessment RFQ.

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FIRE STATION NEEDS ASSESSMENT, PLANNING & DESIGN SERVICES



**HINESBURG FIRE DEPARTMENT**

Chief Nicholas Baker  
PO Box 12  
Hinesburg VT 05461

**REQUEST FOR QUALIFICATIONS**

**RFQ: FIRE STATION NEEDS ASSESSMENT, PLANNING & DESIGN SERVICES**

Date: 04/04/2022

The Town of Hinesburg Fire Department seeks qualification statements from highly qualified and experienced A&E firms or individuals to provide a fire station needs assessment, planning and design services.

Questions and requests for clarification must be submitted in writing via email, by May 6<sup>th</sup>, 2022, to [nbaker@hinesburg.org](mailto:nbaker@hinesburg.org). Submissions received after the deadline will not be considered. If required, an addendum addressing questions and requests for clarification will be issued no later than May 13<sup>th</sup>, 2022. Sealed responses will be received by the Town of Hinesburg up to the end of business day on May 20<sup>th</sup>, 2022. Responses delivered later will not be accepted. Town of Hinesburg is not responsible for delivery delays.

All responses to this request that are mailed through the United States Postal Service (USPS) shall be addressed to Hinesburg Fire Department, PO Box 12 Hinesburg, VT 05461.

All responses shall be placed in a sealed envelope clearly marked with "FIRE STATION NEEDS ASSESSMENT, PLANNING AND DESIGN SERVICES". Responses by FAX or E-MAIL will not be accepted.

The Town of Hinesburg reserves the right to cancel this request or reject any and all responses submitted or to waive any minor formalities of this call if the best interest of the Town would be served.

## I. INTRODUCTION

The Hinesburg Fire Department (HFD) is responsible for fire prevention, investigation, fire suppression, emergency medical services, as well as Emergency Management for the Town of Hinesburg. Our firefighters and EMS providers respond to approximately 550 emergency calls annually.

HFD was established in 1943. The department has a roster of 40 members; 2 full time Firefighter/EMTs, 1 part time Chief, 8 paid on call line officers and 29 paid on call Firefighter/EMS providers. HFD provides all hazards emergency response to our town and mutual aid partners on a 24/7/365 basis.

HFD operates out a centrally located station located in the approximate center of town. The fire station presently holds 2 Class A Pumpers, 1 Tanker, 1 Mini Pumper and 1 Light Rescue Truck. The first floor contains one office, a training room, a kitchen, three bathrooms and two dormitories. The present building has 3 bays, some of which house two vehicles.

Additionally, HFD possesses an antique fire engine and an enclosed utility trailer. These are all housed outside of the main building at satellite facilities. The original building started with three bays in 1973. An addition was built on the rear of the building in 2000 to add the meeting room, kitchen, office and additional bathrooms. This addition was constructed by members of the Hinesburg Firefighter's Association. In 2020 two dormitories were constructed in the meeting room space, in anticipation of a staffed ambulance service.

The facility today faces many issues including cracked apparatus bay floor, lack of decontamination space, lack of storage space and limited apparatus space. A review of needs as well as planning and design of a new station are needed to continue to properly function as an emergency services agency.

Hinesburg is in the Northwest corner of Vermont, a neighboring community to the City of Burlington. The response area covers 43.4 square miles serving a population of approximately 6,000; this includes both the Town of Hinesburg and the Town of St George, which HFD provides fire, rescue, HAZMAT and first response EMS. It is a largely residential area, containing some commercial, industrial and agricultural.

The Town of Hinesburg Fire Department seeks a professional design consultant to assist with a needs assessment, planning and design of a new facility which is anticipated to include review of the existing conditions of the Fire Station, identification of current and future space and operational needs, prepare conceptual design options, forecast construction and total project costs for the preferred options. In addition, there will be a public viewing of the options and budgets to the townspeople to gain a sense of which design and budget would be preferred. The final decision will be a recommendation of the Fire Chief and Town Manager to the Board of Selectmen and finally to a town meeting for approval.

## II. SCOPE OF WORK

This RFQ requests responses from highly qualified and experienced A&E firms or individuals to provide our fire station needs assessment, planning and design that fulfill the current and future needs of the Town of Hinesburg. The successful consultant will provide the Town with a full range of professional planning and design services including:

### Facility Needs Assessment

1. Existing Facility Evaluation
  - a. Work with Town stakeholders to develop condition assessment of existing facility.
  - b. Review the existing building envelope.
  - c. Review existing mechanical/electrical/plumbing systems.
  - d. Evaluate facilities based on current International Building Code requirements.
2. Program Development
  - a. Assess current programs/services provided and projected operations and facility needs.
  - b. Work with Town stakeholders to develop a program for each project.
  - c. Provide information substantiating program requirements.
  - d. Evaluate subject site(s) for new fire station. Factors to be considered should include (but not limited to) the following:
    - i. Traffic impacts for station response time as well as traffic impact to the surrounding neighborhood.
    - ii. Cost
    - iii. Zoning
    - iv. Environmental considerations
    - v. Potential for site contamination
    - vi. Size and shape of the parcel(s)
    - vii. Necessary off-site improvements
3. Concept Design
  - a. Develop conceptual design options for the station with stakeholder involvement.
  - b. General description of the strengths and weaknesses of the developed concepts.
  - c. Engage public and present conceptual designs through public outreach efforts.
  - d. Refine preferred concept scheme.
  - e. Refined concept design shall include the following:
    - i. Site plan
    - ii. Floor plan
    - iii. Exterior character of building
4. Cost Estimating

## FIRE STATION NEEDS ASSESSMENT, PLANNING & DESIGN SERVICES

Provide professional cost estimates for the individual concept plans that will be used by the town and the public in evaluating the best option to move forward.

### 5. Final Design and Construction

After the town has voted on the option to move forward the design team will be retained to continue with the balance of the design and construction oversight. The fees will be based on the percentage of construction presented in the initial proposal for selection

## III. QUALIFICATIONS

### Minimum Qualifications:

1. Respondent must demonstrate experience providing planning, and design services for fire agencies.
2. Respondent must demonstrate experience providing design services for multiple, concurrent projects.
3. The individual proposed to be the architect or engineer of record shall possess a valid State of Vermont professional registration in the claimed field of expertise.
4. Demonstrate Energy conservation/Sustainability in the design process

## IV. APPROXIMATE TIMELINE RFQ

**Released:** April 4<sup>th</sup>, 2022

**Non-Mandatory Walk Through:** April 15<sup>th</sup> @ 10:00AM

**RFQ Due:** May 20<sup>th</sup>, 2022

**Notice to Proceed:** TBD

**Completion of Needs Assessment:** TBD

**Presentation to Public hearing:** TBD

**Committee recommendation to Board of Selectmen:** TBD

**Town Meeting for determination of project:** TBD

**Upon approval by town meeting:** Funding in FY24 budget for project completion

## V. PROPOSAL SUBMITTAL FORMAT

The General Information form, on the next page, is designed to serve as the cover sheet. Do not attach cover letters, title pages, or blank sheets ahead of this form, nor substitute letterhead paper for it. If additional space is needed, plain paper may be attached behind this form. This form must be signed by a person authorized to make responses and enter into contract negotiations on behalf of your agency. This individual must be at least 18 years of age. Failure to submit this form may result in your proposal being deemed non-responsive.

FIRE STATION NEEDS ASSESSMENT, PLANNING & DESIGN SERVICES

General Information

This form must be signed by a person authorized to make responses and enter into contract negotiations on behalf of your agency. To be considered for this project, the submittals must be completed in accordance with this RFQ, and this cover sheet must be attached. Failure to submit this form may result in your response being deemed non-responsive.

\_\_\_\_\_  
Authorized Official (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Authorized Official

\_\_\_\_\_  
Title of Authorized Official

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Address, City, State, Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Federal Tax ID #



## VI. SUBMITTAL PROCEDURE

Please submit one (1) original, one (1) electronic and four (4) copies of the response for services in an 8-1/2" x11" format. Proposal shall be no more than 20 double sided (40 single sided) pages (excluding personnel resumes). Covers and any dividers will not be included in the page count. A minimum of an 11-point font is to be used.

Sealed responses will be received by the Town of Hinesburg up to the hour of noon on May 20<sup>th</sup>, 2022. Responses delivered later will not be accepted. The Town of Hinesburg is not responsible for delivery delays.

All responses to this request that are mailed through the United States Postal Service (USPS) shall be addressed to Hinesburg Fire Department, PO Box 12, Hinesburg VT 05461. Hand-delivered responses or responses not sent through the USPS shall be delivered to the Hinesburg Fire Department, 10340 Route 116, Hinesburg VT 05461.

All responses shall be placed in a sealed envelope clearly marked with "FIRE STATION NEEDS ASSESSMENT, PLANNING & DESIGN SERVICES". Responses by FAX or E-MAIL will not be accepted.

Please be advised that USPS deliveries requiring a signature may not be delivered in a timely manner as our receiving point is not staffed at all times and may not be available to sign at the time of delivery.

Failure to submit the General Information page may render the proposal non-responsive and therefore void.

The Town of Hinesburg accepts no responsibility or liability and will provide no accommodation to consultants who fail to check for addendums and submit inadequate or incorrect responses.

These instructions were developed to aid in response development. They also provide for a structured format so reviewers can systematically evaluate responses. Each copy of the response package must include all of the sections in the order indicated. Attachments should be clearly referenced and identified to facilitate the review process.

All responses submitted shall include the following information:

1. Mandatory Requirements (Pass/Fail). These requirements will not be scored, but failure to meet any of these qualifications will render your proposal non-responsive.
  - i) Introductory Letter. This letter shall specifically stipulate that the Consultant accepts all terms and conditions contained within the RFQ and supporting documents. The letter shall name the person(s) authorized to represent the Consultant in any negotiations and the name of the person(s) authorized to sign any contract that may result.



## FIRE STATION NEEDS ASSESSMENT, PLANNING & DESIGN SERVICES

- ii) Proof of Licensure. Consultant shall submit proof that they have a current, active license to practice architecture in the State of Vermont.
2. Qualifications: Information under this section should include, but not be limited to:
  - i) Company description: Include number of years in business, size, specialties, etc.
  - ii) Resources available to perform the services.
  - iii) Provide a list of best practices your company utilizes when making recommendations.
  - iv) Describe the firm's resources available to perform the work for the duration of the project and other on-going projects.
  - v) Sub-Consultants: Include the name and address of any subconsultant that may perform work under this contract and what services they may provide.
  - vi) Experience: Information under this section is preferred, however consideration will be given to any combination of experience that would reflect meeting the qualifications.
3. Previous experience: Provide information for fire station planning services for both new facilities and station remodels within the last five years that best characterize your firm's capabilities to accurately describe the programmatic requirements and costs of the project. Include contact information for at least three (3) of the projects listed.
  - i) Previous experience: Recent multi-projects delivery experience "within the last five years, that best characterize your firm's capabilities and work quality on multiple, concurrent, projects for the same agency.
  - ii) Staff experience: Provide the name, title, brief description of duties, and years of experience and availability for the staff that will be assigned to this contract.
  - iii) Sub-Consultants (if applicable): Include information about their experience and the name, title and brief description of duties and years of experience for each staff member that will be assigned this project.
  - iv) Resumes of principal and staff proposed to work on the project (excluded from page count total)
4. Project Approach and Understanding: Information under this section should include, but not be limited to, your understanding of the Town's requirements, a proposed project schedule and your firm's approach:
  - i) Provide a clear and concise understanding of the project by describing and clarifying any major issues based upon project information provided in this RFQ.
  - ii) Provide a detailed description of the firm's approach to overall management, allocation of resources, best practices and integration of all activities required by the scope of work.
  - iii) Provide statement regarding lines of authority and responsibility, and a statement regarding how your firm is prepared to respond promptly to problems and any changes to the scope of work.
  - iv) Provide a detailed description of the proposed services offered and the methodology that will be used to accomplish the tasks identified in the scope of work section. This work plan will detail team assignments and narratives of work approach and work force, schedule of activities with time allocations.

- v) Outline firm's approach to ensuring work is completed in accordance with budget and schedule.
  - vi) Address quality assurance and quality control measures undertaken to improve accuracy and completeness of project documents.
5. References:
- i) Provide at least three (3) references for similar work performed with other fire departments, Towns or agencies within the past five (5) years. Include department name, location, contact person and contact information (phone and email). Briefly describe the work performed.

## VII. QUALIFICATIONS STATEMENT EVALUATION

The Town's choice of the Consultant will be made by evaluating the written qualification statements. Each response received in response to this RFQ will be evaluated based on:

- Mandatory Requirements(pass/fail)
- Qualifications (maximum of 30 points)
- Experience (maximum of 35 points)
- Project Approach and Understanding (maximum of 35 points)

The Fire Chief and Town Manager will select no fewer than 3 firms to invite to an in-person interview at which time fee proposals for the initial planning and concept phase will be provided along with a percentage fee for the balance of the project after approval by the town meeting.

## VIII. INFORMATION

Questions and requests for clarification must be submitted in writing or via email to Chief Nicholas Baker, [nbaker@hinesburg.org](mailto:nbaker@hinesburg.org).

Incomplete submissions or submissions received after the deadline will not be considered. If required, an addendum addressing questions and requests for clarification will be issued no later than July 1st, 2021.

## IX. GENERAL TERMS AND CONDITIONS

Respondents must fully disclose, in writing to the Town on or before the closing date of this request for qualifications, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the respondent were to become a contracting party pursuant to this request for proposals. The Town shall review any submissions by respondents under this provision and may reject any submission where, in the opinion of the Town, the respondent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the respondent were to become a contracting party pursuant to this request for qualifications.

Respondents shall make all investigations necessary to inform it regarding the service(s) to be performed under this request for proposals.

FIRE STATION NEEDS ASSESSMENT, PLANNING & DESIGN SERVICES

Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any respondent. In the event that the Town enters into a contract with any respondent who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty, or damages.

Minority and Woman Business Enterprises are encouraged to consider submitting qualifications for consideration. The Town is an Affirmative Action - Equal Opportunity Employer.

The Town is issuing this request for qualifications for the purpose of determining the benefits of retaining consultants to provide the services described in this Scope of Services and reserves the right to reject any or all responses and to amend this Scope of Services in the process of selecting a Consultant.

END

DRAFT



**Police Budget**

	<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>						
<b>1</b>	<b>Community Police</b>						
2	Police Salaries	\$404,424	\$470,621	\$470,621	\$460,393	-\$10,228	-\$10,228
3	FICA	\$31,049	\$36,003	\$36,003	\$35,220	-\$783	-\$783
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
<b>29</b>	<b>TOTAL</b>	<b>\$723,352</b>	<b>\$804,653</b>	<b>\$815,483</b>	<b>\$800,491</b>	<b>-\$14,992</b>	<b>-\$14,162</b>
30							
31							
32	Revenue	\$70,927	\$90,500	\$100,500	\$100,500	\$0	\$10,000
<b>33</b>	<b>NET EXPENSE</b>	<b>\$652,425</b>	<b>\$714,153</b>	<b>\$714,983</b>	<b>\$699,991</b>	<b>-\$14,992</b>	<b>-\$14,162</b>
<b>34</b>	<b>BUDGETED STAFFING</b>						
35	Full-time Officers	5	6	6	6	0	0
36	Administrative Assistant	0.625	0.625	0.625	0.5	-0.125	-0.125
37	Shift Filling Budget	\$46,924	\$60,058	\$44,862	\$15,306	-\$29,556	-\$44,752



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

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## MEMORANDUM

**TO:** Select Board & Town Manager  
**FROM:** Alex Weinhagen, Director of Planning & Zoning  
**DATE:** March 31, 2022  
**RE:** Zoning Regulation Revision – Village Area Design Standards

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At the March 16 Select Board meeting, Mike Loner raised concerns about some provisions in the proposed village area design standards zoning revisions. He noted that the minimum height requirement of 1.5 stories would exclude mobile homes, and he wondered if that violates State Statute regarding the equal treatment of housing. He was also concerned that the multi-story requirement, the garage setback requirement and the front porch/portico requirement would increase construction costs and make housing less affordable. I looked into this, and have been corresponding with Mike with additional perspective and information. Here's a summary to help inform conversation at the April 6 meeting.

### Mobile Home Exclusion

#### **Multi-story requirement (5.22.3 #7):**

The relevant statute is: [24 V.S.A. § 4412\(B\)](#) and [24 V.S.A. § 4414\(1\)\(E\)\(F\)](#). Based on my reading, I don't think the proposed multi-story requirement puts us in any legal jeopardy regarding the mobile home exclusion provision in 4412(B).

The statute says that, "Except as provided in subdivisions 4414(1)(E) and (F) of this title, no bylaw shall have the effect of excluding mobile homes, modular housing, or prefabricated housing from the municipality, except upon the same terms and conditions as conventional housing is excluded." Emphasis added. The 1.5-story requirement would be applied on the same terms for all housing. Furthermore, it would not exclude mobile homes from the entire municipality. This design standard would only apply in the village growth area – eight zoning districts that only comprise about 2% of the town's land area.

I reached out to other Chittenden County planners, and confirmed that other municipalities have design standards with minimum height/story requirements – e.g., Burlington's downtown area, Winooski's gateway zoning district. Staff at the VT Department of Housing and Community Development also indicated that there are examples of minimum height requirements around the state. Kail Romanoff, staff attorney at the VT League of Cities and Towns (Municipal Assistance Center), indicated that the proposal appears to satisfy 24 V.S.A. § 4412(B) because the exclusion is on the same terms as conventional housing, and because it only applies to the growth center. He noted that the statutory protection, "... speaks to the exclusion of all mobile homes from the entire municipality, not from any one district." See attached for his full response.

With that said, he noted that VLCT recommends a legal review by Town Counsel prior to adopting any new bylaws. This has not been done. I didn't feel a legal review was necessary because we are bolstering a long-standing section of the regulations, rather than breaking ground with a new type of regulation. A legal review is certainly best practice. If the Board wants this done, we could keep the April 20 public hearing to garner any public feedback, and schedule another if some revisions are recommended pursuant to the legal review. Reminder that we have until June 23, 2022 to adopt the regulations, before they are deemed rejected and returned to the Planning Commission.

### Affordability Issues

#### **Multi-story & garage setback requirements (5.22.3 #7 & #9d):**

I don't think the multi-story construction and garage setback design standards will adversely impact housing costs. The garage setback requirement has been in place for decades. Developers can typically design a project to meet the standard, and when they can't, this section of the regulations allows the DRB to provide a waiver. For more on waivers, see below. I'm not concerned about the multi-story requirement because single-story construction is not an important and significant type of construction for new affordable homes in our area. Affordable housing comes in many shapes and sizes, but most that we are seeing tends to be in multi-unit buildings (e.g., Meadow Mist, Green Street, Kelley's Field, Hinesburg Center 1 & 2, Haystack Crossing). When it does come in the form of a single-family home, it's usually to provide affordable housing for families, where multi-story construction is typical. Remember that the standards won't impact the ability to utilize modular or pre-fabricated housing, where 1.5 and 2-story construction is now common.

#### **Front porch requirement (5.22.3 #3e2):**

Requiring that new single-family homes and duplexes have six-foot deep porches or porticos is another matter when it comes to outcomes. Such a requirement would add cost to a home or duplex that wasn't already planning on some sort of front porch/portico. In our correspondence, Mike Loner indicated that he has heard front porch cost estimates from \$8,000 to \$20,000 depending upon size material roofing etc. This is certainly worth discussing. If the Board feels the cost implications are untenable, this provision could be deleted without comprising the overall proposal – i.e., relatively minor revision.

The porch/portico entryway requirement for single-family and two-family homes would be new policy. The Planning Commission felt this was reasonable and consistent with the current built environment in the village. Instead of cost, the Planning Commission conversation focused on this being an important design element based on what many existing homes already have, and based on how such entryways help connect homes and their occupants to the public space. In other words, a design element to help create more vibrant streetscapes and community. Kind of like the best parts of what Front Porch Forum does for our community, except in the physical realm rather than the digital realm.

#### **Waiver Allowance (5.22.1)**

The issue of affordability and innovative design for affordable housing was raised by a member of community – Xander Patterson. Xander understood the value of the design standards, but was concerned that they might get in the way of innovative designs to facilitate affordable housing. At his suggestion, the Planning Commission revised the waiver provision in section 5.22.1, so that it would allow the DRB to issue waivers both via mitigation using other design elements or by assessing the extent to which the project "otherwise addresses specific goals outlined in the Town Plan." Our Town Plan has multiple specific goals relating to the creation of more affordable housing. As such, if flexibility was needed regarding any of the design standards, the DRB could consider waiver requests.

**From:** Kail Romanoff <kromanoff@vlct.org>  
**Sent:** Tuesday, March 22, 2022 3:02 PM  
**To:** aweinhagen@hinesburg.org  
**Subject:** RE: MAC question - Hinesburg - multi-story zoning requirement

Good afternoon, Alex

It is nice to speak with you again, although in a different role. I am the newest addition to the MAC team. I hope things have been well in Hinesburg and with the VPA.

Anytime you are amending the bylaws, we strongly recommend legal review prior to adopting new bylaws. The issues you raise below involve some statutory provisions but are also very fact specific to your situation. Therefore, it is best to follow whatever guidance your town attorney provides; they will have reviewed the bylaws in their entirety and will be able to provide the most competent advice. Here is some general information to consider.

24 V.S.A. 4412(1)(B) reads in part: "Except as provided in subdivisions 4414(1)(E) and (F) of this title, no bylaw shall have the effect of *excluding mobile homes*, modular housing, or prefabricated housing *from the municipality*, except upon the same terms and conditions as conventional housing is excluded" (emphasis added). The italicized language speaks to the exclusion of all mobile homes from the entire municipality, not from any one district. Likewise, as you pointed out, the "except upon the same terms and conditions as conventional housing" appears to allow regulation that is equally applied even if it has the effect of excluding some mobile homes. I would be hesitant to read that clause to allow the de facto exclusion of mobile homes across the entire town by an equally applied zoning regulation such as the one you are proposing. However, it appears that this proposal only applies to the growth center and not periphery districts.

It's unclear to me from the facts whether the districts up for revision were properly created as "design review districts" and thus able to take advantage of the exemption to 4412(1)(B). This is a fact dependent question to be posed to the Town Attorney who can investigate further. Regardless, I think your report made to the specifications in 4441(c) should be sufficient given that the proposal is a revision of and not the establishment of a new design review district.

In short, it appears your proposal satisfies 24 V.S.A. 4412(1)(B), however, I recommend having the town attorney review the proposal prior to its approval.

I hope this helps.

Best,

Kail



**Kail Romanoff**  
**Staff Attorney, Municipal Assistance Center**  
**Vermont League of Cities & Towns**  
89 Main St. Suite 4, Montpelier, VT 05602  
802-229-9111  
[kromanoff@vlct.org](mailto:kromanoff@vlct.org)  
Pronouns: he, him, his  
[VLCT.ORG](http://VLCT.ORG)

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**Note:** Due to COVID-19 and Town Meeting, the VLCT Municipal Assistance Center (MAC) is experiencing a higher than normal number of legal questions so it may take longer than usual for MAC to respond. Please also understand that if your question is unrelated to COVID-19, town meeting, or is not an urgent matter, our response time will be extended. If you have an urgent matter and you haven't received a response from MAC, please contact your municipal attorney.

**From:** Alex Weinhagen <aweinhagen@hinesburg.org>  
**Sent:** Monday, March 21, 2022 4:33 PM  
**To:** VLCT <info@vlct.org>  
**Subject:** MAC question - Hinesburg - multi-story zoning requirement

**CAUTION:** This email originated from outside of VLCT's email system. Maintain caution when opening external links/attachments

Municipal Assistance Center,

After the required public hearing, the Planning Commission proposed revisions to Hinesburg's Zoning Regulations. The bulk of the revisions are to our existing Village Area Design Standards (section 5.22). One of the proposed new standards is to require multi-story primary buildings:

*Principal buildings shall be a minimum of 1.5 stories, and be designed so that the upper floor is functional, or could be made functional simply by finishing the space, and adjusting internal access (e.g., stairway). Along mixed-use streets (as determined below under maximum front yard setbacks) and along Route 116, at least 60% of the building frontage shall be two stories.*

During the Select Board review, one board member asked if requiring multi-story buildings conflicts with 24 V.S.A. § 4412(B), specifically with regard to mobile homes, which are generally one-story structures. Any thoughts on this?

For reference:

- The standard would only apply within Hinesburg's village growth area, which is comprised of eight zoning districts. This village growth area is defined in both the Zoning Regulations and the Town Plan.
- The multi-story requirement would apply equally to mobile homes and conventional homes – i.e., single-story homes of any type would not be allowed. Not sure if this means the potential exclusion is acceptable since it, "is upon the same terms and conditions" as noted in the first sentence of 24 V.S.A. § 4412(B).
- Hinesburg has had special design standards in our zoning for the village area for decades.
- With regard to 24 V.S.A. § 4414(1)(E), these village area design standards do function like a design review district, with that district being our defined village growth area comprised of eight zoning districts. With that said, since we've had village design standards for so long, the Planning Commission followed the process for a zoning regulation revision. This process and the report generated for it essentially comply with the requirements in 4414(1)(E) in my mind. However, someone could argue that standard zoning revision report we prepared pursuant to 4441(c) didn't reference 4414(1)(E), and doesn't fully address the intent of 4414(1)(E). See link below for the report and proposed changes.
- With regard to 24 V.S.A. § 4414(1)(F), we do not have a historic district.
- Proposed changes and Planning Commission report ("background/summary" document) available online - <https://www.hinesburg.org/planning-zoning/pages/regulation-revisions>
- Existing zoning regulations available online - <https://www.hinesburg.org/planning-zoning/pages/zoning-and-subdivision-regulations>

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Alex Weinhagen





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

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## MEMORANDUM

**TO:** Select Board & Town Manager  
**FROM:** Alex Weinhagen, Director of Planning & Zoning  
**DATE:** November 23, 2021  
**RE:** Zoning Regulation Revision – Village Area Design Standards

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At their November 10, 2021 meeting, the Planning Commission (PC) voted to forward a Zoning Regulation revision proposal to the Select Board. See attached 12-page proposal. The purpose is to revise the design standards for new development – both site-level and building/architectural standards. The geographic area affected is the village growth area – specifically eight zoning districts: Village, Village Northwest, Village Northeast, Commercial, Residential 1, Residential 2, Industrial 3, Industrial 4. It focuses on revisions to section 5.22 of the Zoning Regulations, with minor changes to three other sections.

The Hinesburg Zoning Regulations have had special design standards for village area development since the inception of the village zoning district in 1981. Rudimentary at first, these design standards were refined in 1996 and substantially enhanced in 2009.

In a 2014 community survey, respondents were asked for reaction to several recent and proposed developments. In most cases, respondents reacted positively; however, the reaction to “recent housing developments in the village area” was decidedly negative (46% negative vs. 35% positive; 422 respondents). Community concern about the future was apparent in other more general survey responses – Question #4, Is Hinesburg prepared for the challenges it will face in the next 5-10 years? 48% said no, and only 13% said yes (432 respondents); Question #1, Do you feel Hinesburg is headed in a positive direction? 33% said no, 36% said yes, 31% were not sure. A follow up survey in 2015 confirmed a desire to exert more control over new development. When asked how the Town should manage growth and development, the top answer was to revise/improve regulations (47%; 224 respondents).

Town Plan top priority action item 3.3.1, “Create more specific development design standards (site, building, greenspaces) to more clearly articulate the community’s expectations.” The proposed regulation revision seeks to do just that – i.e., tune up the existing architectural and site-level design standards for new development. The goal is to be clearer about important design elements so that developers better understand what the community is looking for, and so community members have more confidence in what gets developed.

The proposal represents a significant rewrite of the village area design standards in section 5.22. All existing provisions were reviewed and refined, and many new provisions were added. Illustrations have been incorporated to help explain the standards. A compilation of photos that further illustrate

various standards is also being assembled in a separate document. Pending completion of this photo library, it could be referenced in the revisions to section 5.22.

Some of the more significant new provisions include:

- Revised building footprint limits for retail uses with consistency across the entire village growth area – e.g., 25,000 square foot maximum for grocery stores, and 15,000 square foot maximum for other types of retail and service establishments.
- Building façade:
  - Architectural detail
  - Front façade variation
  - Window pattern and minimum coverage
  - Prominent entryways – porches or porticos required for new single-family homes; multiple options for other types of structures (porch, portico, patio, storefront, etc.)
- Building form – prohibits excessive repetition in form and orientation
- Building corporate branding – prohibits stylized corporate or franchise architecture
- Building material – requires variety in building materials for new development to avoid a monotonous built environment
- Building height – requires 1.5-story or greater buildings; also eliminates existing building height density bonuses to no longer enable four-story buildings
- Building roof pitch – clarifies existing requirement for pitched roof design
- Maximum front yard setback – requires new buildings to be proximate to the street with certain exceptions

The Planning Commission held a public hearing on June 9 and June 23, 2021. The proposal was revised based on feedback received.

#### **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 6/23/2022 (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.

### 2.9.3 NON-RESIDENTIAL DENSITY BONUS INCENTIVES:

*Revision: Delete maximum building height increases as a density bonus incentive (fifth column in related table)*

Non-residential (commercial, industrial, etc.) incentives are handled differently because density is regulated by site planning constraints (lot coverage, maximum height, dimensional standards, parking, site plan standards, etc.). Incentives are still based on a sliding scale formula. Greater incentives are available to projects that best address the public benefit areas described below. Incentives accrue both to projects that address a single benefit extensively or multiple benefits.

Total Incentive #	Benefit / Incentive			Max Building Height	Required Parking
	Maximum Lot Coverage*				
	VG	I-3 & I-4	Other Districts		
1	+5%	n/a	+10%	+5 ft	-10%
2	+10%	+5%	+15%	+7 ft	-20%
3	+15%	+10%	+20%	+10 ft	-25%

### 5.5.5 BICYCLE PARKING OR STORAGE FACILITY

*Revision: Increase required bicycle parking/storage.*

A bicycle parking or storage facility shall be provided for properties with 10 or greater motor vehicle parking spaces. At least one bicycle parking space shall be provided for each five car spaces used for staff or customer motor vehicles (exclusive of company, service, or delivery vehicles).

### SECTION 10.1

*Revision: Add definitions for bicycle and bicycle parking/storage facility*

**Bicycle:** Means a pedal-driven device propelled by human power having two or more wheels on which a person or persons may ride, including a so-called pedal vehicle which may have an enclosed cab (per 19 V.S.A. § 2301). Also includes electric bicycles pursuant to 23 V.S.A. § 1136a and § 4(46)(A).

**Bicycle parking or storage facility:** A device or structure used to support and/or shelter bicycles that are not in use – e.g., racks, lockers, storage room, etc. If not in a secure enclosure, bicycle parking shall be: sized and/or anchored to facilitate security of parked bicycles; spaced to allow easy access to each bicycle; allow secure locking of the frame and wheel; support a bicycle frame at two points of contact.

## SECTION 5.22 VILLAGE AREA DESIGN STANDARDS

*Revision: Strike existing section in its entirety, and replace with the following.*

**PURPOSE/APPLICABILITY:** The village area of Hinesburg has a unique sense of place for many reasons: the surrounding rural landscape, its location relative to other municipalities, and its location at the southern edge of Chittenden County. Many natural features (e.g., streams, hills, agricultural fields) inform and connect it to the surrounding landscape. Historic buildings, architecture, and a vibrant mix of uses relate both to present day needs as well as traditions and influences from the past. Hinesburg is not new, and should not be allowed to become, “anyplace USA”. With that said, the Town recognizes the need to allow for innovation, evolving architecture, and progressive design.

Therefore, the intent of these design standards is to help ensure that new development respects and bolsters the village area’s important design elements and features. Furthermore, these standards are intended to guide new development such that its pattern and essential aesthetics facilitate the functional priorities of the village growth area (as described in the Town Plan), which include but are not limited to: a compact built landscape, public and private places for people to gather and interact, full and safe pedestrian and bicycle access and connectivity, logical and efficient traffic flow, economic development and local employment, the provision of housing. These design standards shall apply to the eight zoning districts that make up the village growth area as described in section 3.1 – i.e., Village, Village NW, Village NE, Residential 1, Residential 2, Commercial, Industrial 3, Industrial 4. The design standards in section 5.6 shall also apply to commercial and industrial uses in these districts; however, where there are any contradictions or inconsistencies, the standards of section 5.22 shall prevail.

These design standards shall be reviewed by the Zoning Administrator prior to the issuance of a zoning permit. The Development Review Board shall also utilize these standards to the extent to which the project plans are substantive enough to address the relevant design elements. For example, during subdivision review, site-level design standards will likely be the most relevant for the Development Review Board; whereas, during site plan review for a new building, both site-level and building-level standards will likely be relevant for the Development Review Board. With regard to permits for changes to pre-existing development (e.g., building additions, site plan revisions, etc.), only those standards related to the revisions proposed shall apply. For example, a project to increase off-street parking at an existing restaurant, with no changes to the structure, should not be compelled to meet the building design standards in section 5.22.3.

### 5.22.1 WAIVER OPTION:

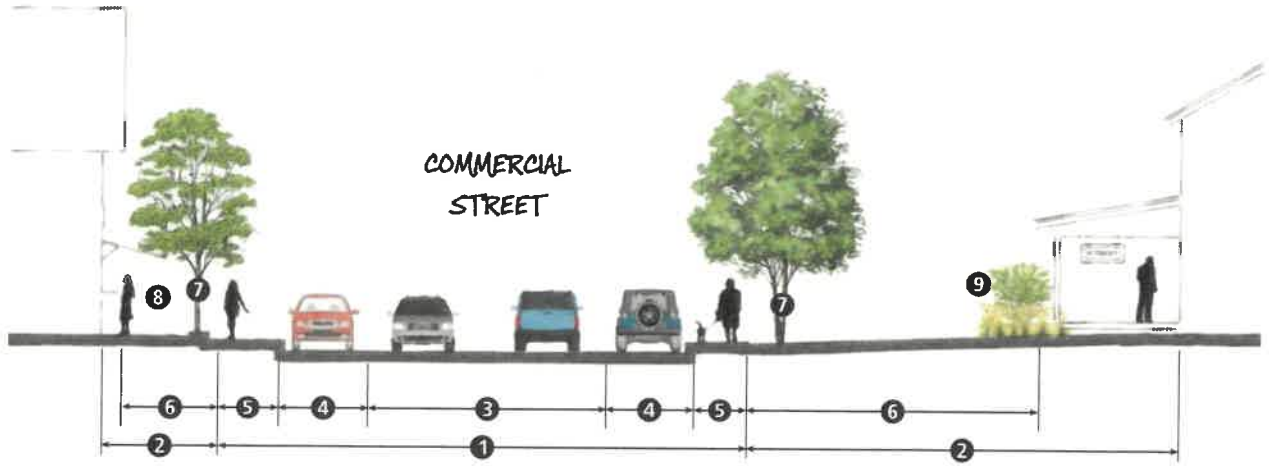
The DRB may waive specific design review provisions where it determines there is good cause to do so, and only if the waiver does not have the effect of nullifying the overall purpose and intent of these standards. When deciding whether to grant a waiver, the DRB shall take into consideration the nature and degree of the exception requested, and the extent to which the project provides suitable mitigation via other design elements or otherwise addresses specific goals outlined in the Town Plan.

### 5.22.2 SITE-LEVEL STANDARDS:

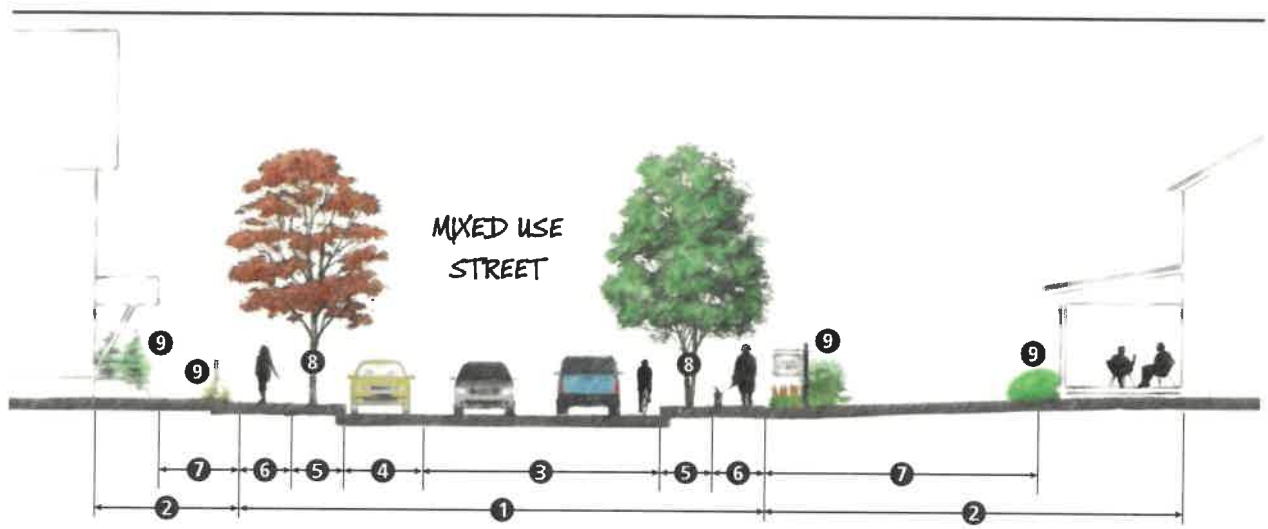
- (1) **Wastewater and Water:** All new wastewater disposal and water supplies are to be by connection to the town wastewater and water systems, unless this requirement is waived by

the Select Board pursuant to the Town's water and wastewater ordinances. Continued use of existing on-site septic systems and on-site water supplies (e.g., well, spring, etc.) may or may not be allowed, subject to the provisions of the Town's water and wastewater ordinances.

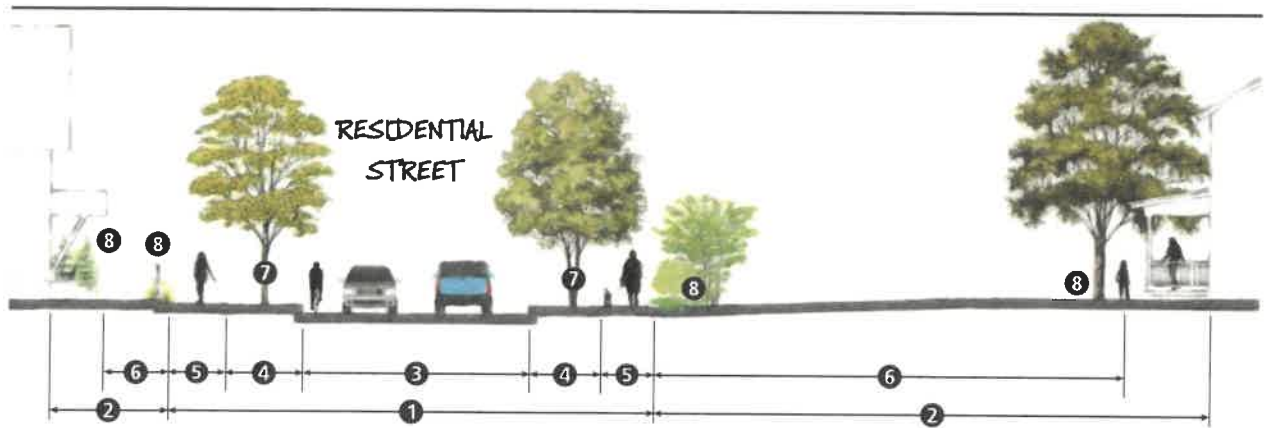
- (2) **Stormwater infrastructure:** Stormwater infrastructure shall comply with the provisions of section 5.27.
- (3) **Parking Lots:**
- (a) **New Buildings:** All parking lots for any new buildings shall be located on the side or rear yards of lots and shall include landscaping to address views from adjoining properties and roads. When considering waivers to this standard, the Development Review Board should provide some flexibility in areas with severe topographic constraints, particularly in portions of the Village and Village NE districts. On-street parking and shared parking lots shall be utilized when feasible.
  - (b) **Existing Buildings:** When a zoning permit is issued for a change of use, or a site plan is approved, existing front yard parking shall be removed if sufficient off-street parking exists elsewhere on the property. If the existing front yard parking spaces are necessary, they shall be well screened. New parking spaces in front yards of existing buildings (excluding on-street parking spaces) shall be prohibited unless they are necessary, well screened, and approved by the Development Review Board. On-street parking and shared parking lots shall be utilized when feasible.
  - (c) **Gas station and vehicle/equipment sales allowances:** The aforementioned front yard parking limitations shall not apply to: a) gas station parking at fueling islands or to parking spaces between fueling islands and the principal building; b) parking areas used for the display of vehicles or equipment sales (e.g., car sales, rental equipment, trailer sales, etc.). Such parking display areas shall still be landscaped as outlined in the site plan review standards in section 4.3.8. Other parking areas associated with the above uses are subject to the front yard parking limitations above.
  - (d) **Driveway parking allowance:** The aforementioned front yard parking limitations shall not apply to parking in a driveway serving one single-family dwelling or one two-family dwelling.
- (4) **Streets, Road Cuts and Streetscapes:** All newly constructed streets and road/driveway intersections shall meet Town Road Standards. All newly constructed streets shall include sidewalks (or multi-use improved paths), street trees, and accommodations for safe bicycle travel. With the exception of alleys providing rear vehicular access to lots/buildings, all newly constructed streets shall include a streetscape that accomplishes the objectives listed below. Examples of streetscapes and various streetscape elements are shown in the accompanying illustrations (e.g., commercial street, mixed-use street, residential street).
- (a) Facilitates safe and convenient pedestrian and bicycle access.
  - (b) Provides ample area for an appropriate and high quality growing medium (e.g., traditional or engineered soils) for street trees and other green infrastructure.
  - (c) Includes on-street parking along streetscapes with non-residential, mixed-use, or multi-family uses. On-street parking may be included, but is not required on new streets with single-family or two-family residential uses.



- 1. STREET RIGHT-OF-WAY (50-60' TYPICAL)
- 2. FRONTAGE
- 3. TRAVEL LANES (18-24' VARIES)
- 4. PARKING LANE (8' TYPICAL)
- 5. SIDEWALK (5' MIN)
- 6. FRONT SETBACK (10' MIN, 40' MAX)
- 7. STREET TREES (OUTSIDE ROW)
- 8. FRONTAGE RETAIL ACTIVITY
- 9. FRONTAGE LANDSCAPING



- 1. STREET RIGHT-OF-WAY (50-60' TYPICAL)
- 2. FRONTAGE
- 3. TRAVEL LANES (18-24' VARIES)
- 4. PARKING LANE (8' TYPICAL)
- 5. PLANTING STRIP
- 6. SIDEWALK (5' MIN)
- 7. FRONT SETBACK (10' MIN, 40' MAX)
- 8. STREET TREES
- 9. FRONTAGE LANDSCAPING



- 1. STREET RIGHT-OF-WAY (50-60' TYPICAL)
- 2. FRONTAGE
- 3. TRAVEL LANES (18-24' VARIES)
- 4. PLANTING STRIP
- 5. SIDEWALK (5' MIN)
- 6. FRONT SETBACK (10' MIN, 60' MAX)
- 7. STREET TREES
- 8. FRONTAGE LANDSCAPING

- (d) Provides for appropriate vehicular access with the understanding that vehicular speed and convenience are secondary to the aforementioned objectives.
- (5) **Street Grid/Connectivity:** New streets shall be arranged to connect and link with other neighboring streets to form a grid. The word grid implies a rectilinear configuration of streets, and obviously land and other natural features will not always result in a grid shaped neighborhood of streets. Where one street terminates into another street, care should be taken to shape and enliven the view at these street terminations. A site feature or view to the natural landscape or an important building could all be utilized at these intersection points. Dead end streets should be avoided and will be allowed only at the discretion of the Development Review Board
- (6) **Integration with Surrounding Area:** Building sites (especially street frontage, road and pedestrian networks) shall be designed in a manner that is integrated with adjoining parcels and areas.
- (7) **Pedestrian and Bicycle Connectivity:** Clearly defined pedestrian walkways shall be provided through parking areas, between buildings, and from public sidewalks to the site. Bicycle parking and/or storage shall be provided pursuant to the off-street parking requirements in section 5.5. Bicycle travel along streets and/or multi-use paths shall be addressed.
- (8) **Site Improvements:** The overall site shall be designed to encourage pedestrian activity and provide visual interest as follows:
- (a) **Minimum Frontage Buildout:** A minimum of 40% of the lot frontage shall be occupied by structures. Any structure within the maximum front yard setback area shall be counted, including portions such structures that may extend beyond the maximum front yard setback area. For lots fronting on multiple streets, only one frontage must comply with this standard; however, if only one frontage complies, it shall be the one with the most expected pedestrian traffic. If the lot frontage includes unbuildable areas (e.g., stream setback, flood hazard area, wetland, etc.) that are not being developed, these areas shall be excluded from the lot frontage for the minimum frontage buildout calculation.
- (b) **Landscaping:** Street frontages and other areas where the public interacts with the site (e.g., walkways, customer parking, etc.) shall include landscaping (in addition to street trees) that is attractive and well maintained. Landscaping may include flowering shrubs, floral beds, ground covers, foundation plantings, raised beds/planters, etc. Landscaping may also be integrated on the building itself – e.g., window flower boxes, entryway arbor plantings, wall trellis with annual or perennial plants, etc. Native plant species are preferred, and under no circumstances shall non-native invasive species be used. Landscaping shall be maintained in a vigorous growing condition. See section 4.3.8 for additional information, and additional requirements for projects undergoing site plan review. For non-residential and mixed-use buildings set back from the street beyond the minimum setback, landscaping shall be more robust and integrated with hardscape features (e.g., seating, trellises, artwork, etc.) to create an inviting, pedestrian-friendly space. Restaurants may use the space between the building and the street for seating and outdoor dining, as long as it doesn't interfere with pedestrian use of adjacent sidewalks. Such outdoor seating and dining areas shall still incorporate landscaping as appropriate to make the space inviting and aesthetically pleasing – e.g., patio ground cover, flower boxes/baskets, trellis plantings, potted shrubs, etc.



- (c) **Utility & Mechanical Equipment:** Utility and mechanical equipment (e.g., electrical vaults, telecom cabinets, HVAC equipment, etc.), whether at ground level or mounted on the building, shall be minimized along the street frontage and the street-facing facade of buildings. Such equipment should not be placed directly in front of primary building facades. Where possible, place such equipment to the side of the primary facade and behind the front yard setback line. When such equipment must be located in such areas, or in other areas where the public interacts with the site (e.g., walkways, customer parking, etc.), its appearance shall be minimized through the use of screening, art work, or other innovative methods. Screening can be hard, opaque materials (e.g. wood, metal, stone, brick) or plant materials, to the height and width of the item to be screened.

### SECTION 5.22.3 - BUILDING STANDARDS:

- (1) **Historic Building Removal:** Demolition or removal of any barn or any principal structure in

#### SITE DESIGN & LAYOUT:

1. CONTINUOUS SIDEWALK NETWORK
2. PARKING TO THE SIDE OR REAR
3. FRONT YARD LANDSCAPING
4. SCREENING ALONG PROPERTY BOUNDARIES
5. UTILITY & SERVICE ELEMENTS TO THE REAR & SCREENED



existence before 1940 shall require conditional use approval, unless the Zoning Administrator determines that the structure poses an imminent public health/safety threat.

- (2) **Building Footprint:** The footprint of buildings with non-residential principal uses shall conform to the limits or special review outlined below. For buildings with multiple businesses or multiple principal uses (including mixed residential and non-residential buildings), the limits or special review outlined below shall apply regardless of how much of the building footprint is occupied by the uses below.
- (a) Retail and service establishments – 15,000 square foot maximum.
  - (b) Grocery stores – 25,000 square foot maximum.

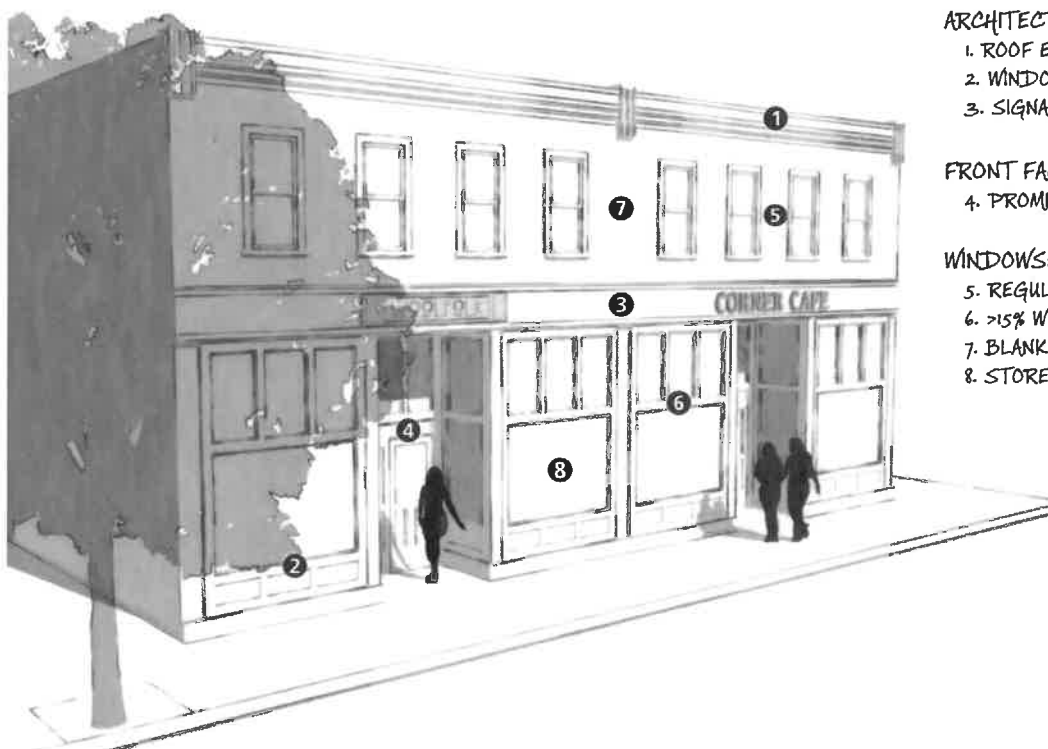
(c) All other non-residential uses – 40,000 square feet or more shall require conditional use review.

**(3) Building Facades:** The provisions below are to ensure building facades interface with the streetscape and other areas where the public interacts with the site (e.g., walkways, customer parking, etc.), in order to welcome pedestrian access and interaction.

(a) **Architectural Detail:** For building facades facing a road or other areas where the public interacts with the site, architectural detailing shall be required. Along each façade, at least two different types of architectural detailing shall be used. Acceptable examples are listed below. Other types of detailing may be permitted if they provide equivalent coverage, visual interest, and serve to enrich the building’s appearance. Facades greater than 30 feet in length shall include architectural detailing at intervals of no more than 30 feet.

1. Architectural detail that surrounds a door or series of windows.
2. Architectural detail at the roof edge, parapet or eave.
3. Architectural detail such as a small reveal or a recess in the long wall that helps to break up a building’s length and mass.
4. Variation in material selection and color.
5. The use of a distinctive signage frieze atop the first floor as an area for mounting signage for a commercial use on the first floor.

(b) **Front Facade Variation:** For buildings with a road-facing facade of greater than 30 feet in length, a change in the plane shall be required along all road-facing facades at intervals of no more than 30 feet. Along the entire facade, at least two different methods shall be used to accomplish this change of plane. Acceptable methods are listed below. Other methods



**ARCHITECTURAL DETAILING:**

1. ROOF EDGE / PARAPET
2. WINDOW SURROUND
3. SIGNAGE FRIEZE

**FRONT FACADE:**

4. PROMINENT ENTRYWAY

**WINDOWS:**

5. REGULAR PATTERN
6. >15% WINDOWS & DOORS
7. BLANK WALLS <20 FT
8. STOREFRONT DISPLAY

- may be permitted if they result in significant dimensional changes that prevent monolithic and/or homogeneous facades.
  1. Prominent entryway as described in section (e) below.
  2. A passage through to the rear of the building.
  3. A change in plane of at least four feet in depth.
  4. A change in the roof edge, roof form, or parapet.
  5. Variation in the facade as a result of a bend or change of elevation in the road.
  6. Upper floors that are stepped back from lower floors by at least eight feet. The stepped back area shall be functional – e.g., usable outdoor balcony space, landscaping, active solar installations, etc.
- (c) **Windows - General:** Road-facing facades of all principal structures shall have a regular pattern of real windows on all stories. Window openings may become proportionally smaller on the upper stories. Windows and doors shall constitute no less than 15% of the area of the road-facing facade of principal structures. Solid or blank walls must not exceed 20 feet in length on road-facing facades of principal structures.
- (d) **Windows – Retail and Restaurants:** Ground floor windows, of retail establishments and restaurants, that face roads and other areas where the public interacts with the site (e.g., walkways, customer parking, etc.), shall offer pedestrians and customers views of activity inside and outside the building – i.e., minimize mirrored, severely tinted or opaque glass, windows blocked by interior shelving or exterior displays, covered or blocked windows, etc. Up to 25% of such ground floor windows may instead be used for display purposes –

**ARCHITECTURAL DETAILING:**

1. ROOF EDGE / PARAPET
2. WINDOW SURROUND

**FRONT FACADE:**

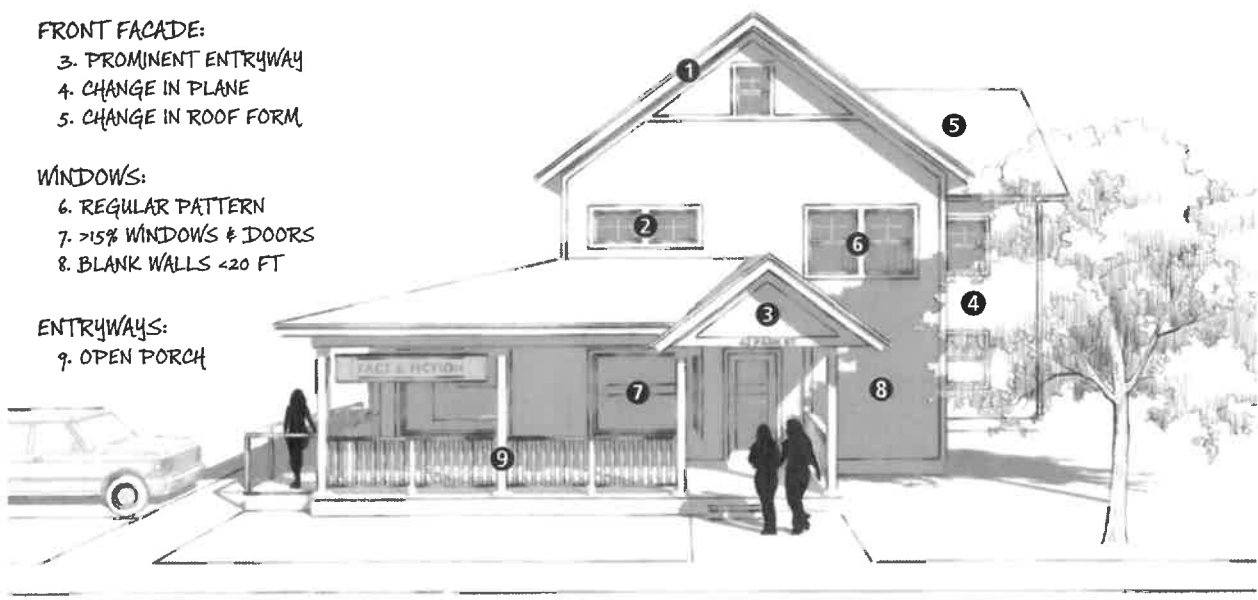
3. PROMINENT ENTRYWAY
4. CHANGE IN PLANE
5. CHANGE IN ROOF FORM

**WINDOWS:**

6. REGULAR PATTERN
7. >15% WINDOWS & DOORS
8. BLANK WALLS <20 FT

**ENTRYWAYS:**

9. OPEN PORCH



e.g., storefront product display, seasonal decorative display, etc. This requirement shall apply to no more than two sides of the building – i.e., road facing side and one other side. Exceptions may also be made for portions of the building utilized for non-customer areas – e.g., kitchen, storage, etc.

(e) Entryways:

1. Non-residential, mixed-use, and multi-family residential structures shall have a prominent entryway facing the street, which shall include an open porch, portico, patio/terrace, gallery, arcade, or storefront design. An open porch or portico shall be no less than six feet deep. A patio/terrace shall be no less than ten feet deep. A gallery or arcade shall be no less than six feet deep. When such structures face multiple streets, they may have prominent entryway facing just one street. In such cases, street-facing facades without an entryway shall include other pedestrian-scale architectural features to maximize visual interest and integration with the streetscape – e.g., display windows, bay windows, architectural detailing.
2. Single-family and two-family residential structures shall have an open porch or portico facing the street. A porch or portico facing the side yard instead is acceptable if it is still prominently visible from the street and has a clear functional connection to the street. The open porch or portico shall be no less than six feet deep. When such structures face multiple streets, only one street-facing side must comply with this standard.

(4) **Building Form:** There shall be a variety of building form and orientation along the road frontage, as measured between road intersections or other clear breaks in the streetscape (e.g., stream crossing, park or greenspace, etc.).

- (a) No one building orientation shall represent more than 70% of the road frontage. For example, for a street comprised of single-family homes with simple, pitched roofs, no more than 70% shall face the street on the gable-end or the non-gable end.
- (b) No more than two buildings of the equivalent form (including simple mirror image designs) shall be constructed adjacent to each other along a principal road frontage unless there are substantial variations in that form.
- (c) These form and orientation variety requirements shall not apply along roads that provide secondary or rear access to the buildings in question.



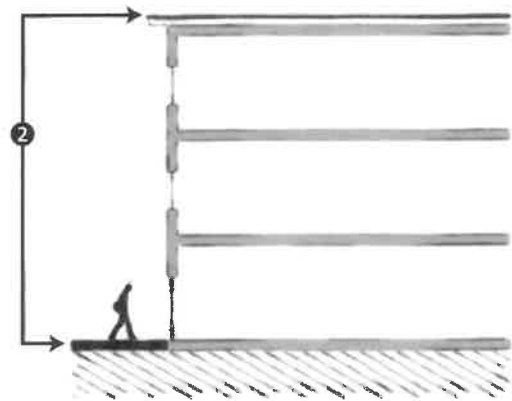
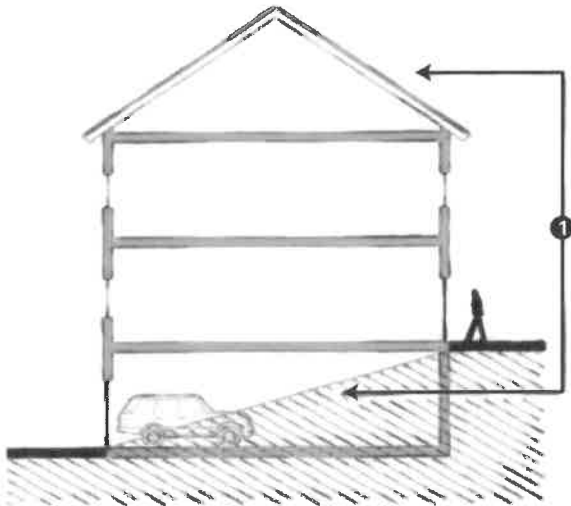
**RESIDENTIAL STREETS & BUILDINGS:**

1. VARIATION IN ORIENTATION (GABLE FACING OR PARALLEL TO STREET)
2. VARIATION IN FORM (BUILDINGS NOT REPEATED OR MIMICRED)
3. OPEN PORCHES FACING THE STREET (AT LEAST 6' DEEP)
4. VARIATION IN MATERIALS OR COLOR

- (5) **Building Corporate Branding:** Buildings that are stylized (e.g., form, color scheme, etc.) in an attempt to use the building itself as advertising shall be prohibited, particularly where the proposed architecture is the result of corporate or franchise architecture.
- (6) **Building Material:** In projects with three or more new principal buildings, a variety of exterior building materials (e.g., siding, roofing, windows, trim) and colors shall be used on street-facing facades to bolster the character of the village growth area and to avoid a monotonous built environment.
- (7) **Building Height:** Multi-story buildings are anticipated within the height allowances outlined in section 2.7 and 2.9.3. Principal buildings shall be a minimum of 1.5 stories, and be designed so that the upper floor is functional, or could be made functional simply by finishing the space, and adjusting internal access (e.g., stairway). Along mixed-use streets (as determined below under maximum front yard setbacks) and along Route 116, at least 60% of the building frontage shall be two stories.
- (8) **Building Roof Lines and Pitch:** Except as noted below, buildings shall have moderate to steeply pitched roofs with a pitch no less than 6:12. Secondary shed roofs with a pitch no less than 2:12 may be used over building elements such as porches or dormers. For compound roof types

**BUILDING HEIGHT:**

1. MEASURED FROM AVERAGE FINISHED GRADE TO MIDWAY BETWEEN EAVES AND PEAK FOR BUILDINGS WITH SLOPED ROOFS



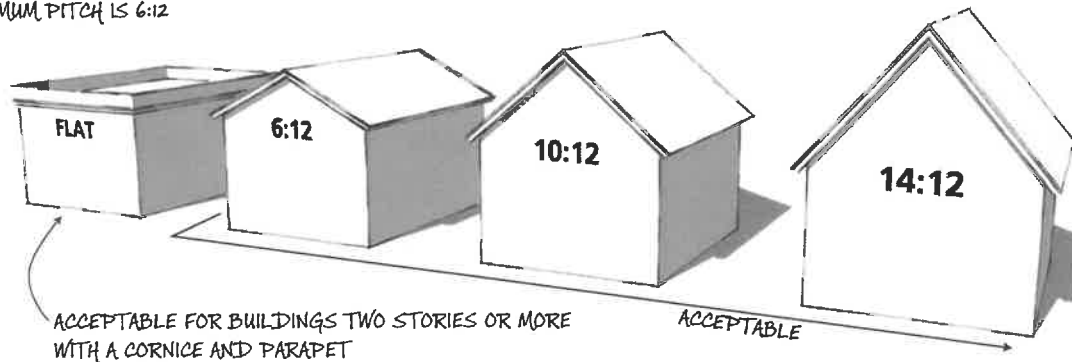
2. MEASURED FROM AVERAGE FINISHED GRADE TO THE HIGHEST POINT OF THE ROOF FOR BUILDINGS WITH FLAT ROOFS

3. MAXIMUM BUILDING HEIGHT IS 35 FT

(e.g., gambrel, mansard, etc.), only one pitch must be 6:12 or greater. Flat roofs may be utilized on buildings of two stories or more, but shall incorporate a cornice and parapet designed for visual interest (e.g., cornices on historic flat roof buildings on Route 116 in the village core), and to screen views of the roof surface and roof-mounted equipment from street level.

- (9) **Building Setbacks** – as noted in Table 1, with the following special provisions.

PRIMARY ROOF PITCH  
MINIMUM PITCH IS 6:12



- (a) **Village "Main Street" Setbacks:** Minimum front yard setbacks from Route 116 may be greater for lots fronting on the portion of Route 116 from the Mechanicsville Road intersection to the Silver Street intersection. For such lots, where both neighboring principal structures within 150 feet of either side of a proposed structure have a front yard setback greater than specified in Table 1, the proposed structure shall be set back at least as far from Route 116 as the neighboring principal structure with the shortest setback. In no event is a setback greater than 50 feet from the right of way edge required.
- (b) **Village NW District Route 116 Setback:** The minimum Route 116 front yard setback in the Village NW district shall be 100 feet in order to facilitate the creation of a linear green as shown on the Official Map. Rather than placing buildings, sidewalks, driveways, etc. directly on the Route 116 frontage (traditional village design), development shall be set back to allow for pedestrian and multi-use paths that are separated from Route 116 and landscaped. The idea is to create a green buffer at least 100 feet wide (from edge of right of way) along this portion of the Route 116 frontage, which provides a functional and visual connection between the northern village gateway and the village core.
- (c) **Maximum Front Yard Setbacks:** Principal structures shall be set back from the edge of the road right of way no more than the maximum front yard setback in order to ensure buildings effectively interface with the streetscape. Varies by type of street and mix of uses as noted below. A single street type shall be designated for each street segment – i.e., typically between intersections. When there is a question about how a street should be segmented, or the appropriate street type designation, the relevant permitting entity (i.e., Zoning Administrator or Development Review Board) shall make the determination. Principal structures on lots with multiple frontages shall comply with the maximum front yard setback on each side, except on sides along alleys or streets designed to provide rear access.
1. None - Route 116 - Village NW and Village NE districts – none
  2. 40 feet - Route 116 (remainder of village growth area), mixed use streets, commercial/ industrial streets
  3. 60 feet – residential streets

**Note:** There may be cases where only a portion of the building's front façade meets this requirement – e.g., entryways, front porches, building face that isn't parallel to

the road, curvilinear road right of way. In such cases, the setback shall be considered met if either a prominent entryway, or 50% of the front façade of the building, complies with the maximum front yard setback.

- (d) **Garage Door and Accessory Structure Setback:** Garage doors shall not be dominant elements of the streetscape. Garage doors shall either be oriented away from the street, or shall be placed at least 10 feet farther back from the front property line than the front of the principal building. This standard shall not apply to garages that are under the principal structure, and that are 75% or more below grade on each side facing a street. Similarly, accessory structures shall be placed at least 10 feet farther back from the front property line than the front of the principal building.

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**TOWN OF HINESBURG**

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**TO:** SELECTBOARD  
**FROM:** TODD ODIT, TOWN MANAGER  
**SUBJECT:** WATER AND SEWER ESTIMATED USAGE  
**DATE:** 4/6/2022

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**ISSUE:**

The issue is whether the Selectboard acting as the Board of Water and Sewer Commissioners will consider amending the estimated usages for water and sewer allocations.

**DISCUSSION:**

Brett Grabowski requested a meeting with the Selectboard to discuss the usage numbers the town uses for water and sewer allocations. Instead of developing its own numbers, like some communities do, the town relies on the estimated usages developed by the State. The State's numbers are much higher than numbers created by some surrounding communities. For example, in Hinesburg, a 3-bedroom home pays water fees based on 360 gpd (120 gpd per bedroom), while in Williston a 3-bedroom home would pay fees based on 230 gpd, and in Essex, a single-family home is assumed at 200 gpd regardless of the number of bedrooms.

Combined with the town's extremely high allocation fee of \$25.40 per gpd, the water allocation fee for a 3-bedroom home is \$9,144. Sewer usage is assumed at 210 gpd per dwelling unit, resulting in a sewer allocation fee of \$5,334. See the attached email from Alex which contains comparisons with other communities.

If the Selectboard has an interest in looking into this further, staff can come back with a recommendation at a future meeting.

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**Zimbra****todithvt@gmavt.net**

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**Re: water and sewer use**

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**From :** Brett Grabowski <brett@milotrealestate.com>  
**Subject :** Re: water and sewer use  
**To :** Todd Odit <todithvt@gmavt.net>

Fri, Mar 25, 2022 03:11 PM

 1 attachment

Todd

Williston uses the following numbers:

Three bedrooms — 230  
Two Bedrooms — 135  
One bedroom — 75

Water and sewer usage is the same

I also looked at Hinesburg Center Phase I for 2021 and got the usage numbers from the town clerk We have six buildings and each building has three two bedroom units.

The numbers are the average usage per day across 365 days.

22 Farmall — 146  
32 Farmall — 122  
42 Farmall — 91  
52 Farmall — 115  
30 Kaileys Way — 70  
10240 Rt 116 — 72

You can see from the numbers that even Willistons numbers are generous. Let me know your thoughts and I would be more than happy to sit down with you guys to discuss further.

Thanks

Brett

On Mar 21, 2022, at 11:26 AM, Todd Odit <todithvt@gmavt.net> wrote:

ok.

Zimbra

todithvt@gmavt.net

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**Water/Wastewater Fee Structure Info**


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

Wed, Nov 24, 2021 02:19 PM

**Subject :** Water/Wastewater Fee Structure Info

📎 3 attachments

**To :** Todd Odit <todit@hinesburg.org>**Reply To :** aweinhagen@hinesburg.org

Todd,

To help with a discussion of our water/wastewater fee structure, see the excerpt below from an April 15, 2019 memo prepared by a Water/Wastewater Allocation Committee that was appointed by the Select Board and met from July 2018 through April 2019. It compares our fees to those in nine other municipalities. Their full memo is attached for reference. Also attached are our water/wastewater fees from the Town website. These are noted as of July 1, 2020. I'm not sure if the rates changed at all for the current fiscal year.

Aside from how much higher our fees are compared to other communities, what really stands out to me in the new development cost table is that our fees add up to over \$19,000 for a single family home. This is a lot, and certainly contributes to making housing less affordable.

I'd be interested to hear Erik Bailey's perspective, and to see the A&E cost estimate for the water system upgrade we are planning. It would also be interesting to run calculations on projected revenue from new development with the existing fees and with lower fee options. Perhaps a couple scenarios: 1) if all our anticipated allocation was utilized; 2) for the already assigned allocations (e.g., Haystack phase 1, HC2 next phase, etc.). We could then compare this to the total cost of the water system upgrade we are planning – i.e., to see if our fees are raising way more than we need to pay for that upgrade. Mitch did crunch the fee revenue numbers for phase 1 of the Haystack project based on their assigned allocations:

- Water allocation fees = \$1,113,561 > 1.4
- Water connection fees = \$354,000
- Wastewater allocation fees = \$804,468 > \$981K
- Wastewater connection fees = \$177,000

PS - I'll send you a separate email about the allocation scoring system project that has been stalled since 2020.

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*(from pages 6-8 of the 4/15/2019 memo)*

**Fee Structure Comparison:**

Comparing water and wastewater fees between municipalities proved difficult because municipalities use a wide variety of systems and measures. As such, Planning & Zoning Department staff surveyed nine other municipalities with water and wastewater systems – six in Chittenden County and three others with systems comparable to Hinesburg. In order to compare apples to apples, costs were summarized for three different development scenarios – a three bedroom single-family home, an office use with eight employees, and a manufacturing use with ten employees and some process water.

Hinesburg's basic usage rates are in the top three or four depending on the scenario – i.e., high, but in line with other higher rate communities like Shelburne, Richmond, and Stowe. On the other hand, Hinesburg's fees for new development (application, allocation, connection fees) are extremely high – nearly two to six times as high as the other communities surveyed. This is largely due to Hinesburg's very high allocation fee – currently \$25.40 per gpd for water allocation, and \$25.40 per gpd for wastewater allocation. These high allocation fees were instituted in 2016 when the water/wastewater ordinances and fee structure was substantially revised. It is the Committee's understanding that the fee increases were intended to provide additional revenue that would go toward the cost of future upgrades. According to the Town Treasurer, the collection of these fees (application, allocation, holding, connection) has yielded a total of approximately \$388,977 from July 1, 2016 through March 31, 2019. The following two tables show cost comparisons are based on rate information research as of December 2018 (detailed cost breakdown available from the Planning & Zoning Department).

### User Cost Per Quarter

total cost of water and wastewater usage

<b>Municipality</b>	<b>Home - 3- bedroom</b> <i>360 gpd water, 210 gpd wastewater</i>	<b>Office use - 8 employees</b>  <i>120 gpd (both w/ww)</i>	<b>Manufacturing use - 10 employees &amp; process water</b>  <i>1150 gpd (both w/ww)</i>
Richmond	\$858	\$550	\$1,251
Shelburne	\$470	\$217	\$2,078
Hinesburg	\$461	\$293	\$1,292
Stowe	\$427	\$524	\$2,316
Essex Town	\$356	\$161	\$1,542
Milton	\$325	\$192	\$1,075
Williston	\$299	\$148	\$1,200
Waterbury Village	\$258	\$156	\$926
Middlebury	\$246	\$154	\$1,103
South Burlington	\$231	\$101	\$964

### New Development Cost

total cost - application, allocation, connection fees (excludes annual holding fees)

<b>Municipality</b>	<b>Home - 3- bedroom</b> <i>360 gpd water, 210 gpd wastewater</i>	<b>Office use - 8 employees</b>  <i>120 gpd (both w/ww)</i>	<b>Manufacturing use - 10 employees &amp; process water</b>  <i>1150 gpd (both w/ww)</i>
Hinesburg	\$19,074	\$9,768	\$67,860
Milton	\$9,048	\$4,260	\$12,815
Williston	\$8,594	\$3,743	\$35,868
Stowe	\$8,570	\$4,040	\$37,000
Essex Town	\$6,226	\$3,924	\$20,435
Shelburne	\$5,073	\$3,231	\$21,740
South Burlington	\$3,766	\$2,901	\$16,961
Waterbury Village	\$2,859	\$1,449	\$11,141

Richmond	\$1,665	\$780	\$7,475
Middlebury	\$914	\$400	\$3,833



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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

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-  **rates\_070120.pdf**  
176 KB
  -  **allocation\_scoring\_system\_041519.pdf**  
121 KB
-

**Zimbra****todithvt@gmavt.net****RE: HAHC meeting with Select Board**

**From :** Carl Bohlen <larcredsox@gmavt.net>  
**Subject :** RE: HAHC meeting with Select Board

Wed, Mar 30, 2022 08:00 AM

**To :** 'Todd Odit' <todithvt@gmavt.net>

**Cc :** 'Joy Dubin Grossman' <jdubingrossman@gmavt.net>

I hit send before adding a key aspect of my email.

April is Fair Housing month, and I would like to have the Town issue a Fair Housing Month Proclamation. I am working on the text for such a proclamation, but would like this item to be on the April 6 agenda unless it is something you can do (and want to do) as Town Manager. I will get you the language today or tomorrow if agreeable to you.

Thanks for considering this. Carl

**From:** Carl Bohlen [mailto:larcredsox@gmavt.net]

**Sent:** Wednesday, March 30, 2022 7:54 AM

**To:** 'Todd Odit' <todithvt@gmavt.net>

**Cc:** 'Joy Dubin Grossman' <jdubingrossman@gmavt.net>

**Subject:** HAHC meeting with Select Board

Hi Todd,

I just want to let you know that postponing the HAHC meeting with the Select Board from April 6 to a later meeting (maybe first May meeting) is fine with me (and actually better) since I expect there will be a pretty full agenda with the police dept budget on the agenda.

Thanks, Carl

## PROCLAMATION DECLARING APRIL 2022 TO BE FAIR HOUSING MONTH IN HINESBURG

**WHEREAS**, the Federal Fair Housing Act was passed in April 1968, to eliminate discrimination in housing based on race, ethnicity, national origin, religion, and sex, and to further housing choice for all Americans; and

**WHEREAS**, the Federal Fair Housing Act was amended in 1988, to also protect families with children and people with disabilities; and

**WHEREAS**, Vermont has been a leader in the country by enacting the Vermont Fair Housing Act to expand on the protections of the Federal Fair Housing Act by including age, marital status, sexual orientation, gender identity, recipient of public assistance, and people who have experienced abuse, sexual assault, or stalking as prohibited bases; and

**WHEREAS**, the month of April is now celebrated as Fair Housing Month nationally, by Vermont and locally; and

**WHEREAS**, the ongoing struggle for dignity and opportunity for all in housing is not the exclusive province of the federal government; and

**WHEREAS**, vigorous local efforts to combat discrimination and expand housing opportunities are effective; and

**WHEREAS**, Hinesburg's citizens need equal opportunities to safe, decent, and affordable housing; and

**WHEREAS** the Town of Hinesburg, its Town Manager, and its Select Board are committed to making Hinesburg a diverse and inclusive community for all who choose to make their homes here; and

**WHEREAS**, the Town of Hinesburg supports the efforts of fair housing organizations, concerned citizens, and the housing and land use industries to achieve fair housing choice in Hinesburg and to promote understanding of the Fair Housing Act; and

**WHEREAS**, illegal barriers, no matter how subtle, to equal opportunity in housing for some diminish the rights of all; and

**WHEREAS**, inclusive, welcoming, and affordable communities promote diversity and a climate conducive to equitable and thriving development;

**NOW THEREFORE**, be it resolved that the Hinesburg Select Board hereby proclaims the month of April 2022 to be Fair Housing Month in Hinesburg, and the Select Board urges all individuals, agencies, and institutions—public and private—to contribute to the observance by continuing our efforts to eliminate housing discrimination in our community and to increase housing opportunities for all.

**FURTHER**, the Hinesburg Select Board encourages anyone who believes they were discriminated against when seeking housing of any type, to report such discrimination to the Town Manager and the Human Rights Commission.

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**TOWN OF HINESBURG**

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**TO:** SELECTBOARD  
**FROM:** TODD ODIT, TOWN MANAGER  
**SUBJECT:** STRUCTURES GRANT APPLICATION  
**DATE:** 4/6/2022

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**ISSUE:**

The issue is whether the Selectboard will approve applying for a Town Highway Structures grant for the Lincoln Hill Road culvert replacements.

**DISCUSSION:**

The estimated cost of the Lincoln Hill Culvert Replacement Project is \$325,000. The Town Highway Structures Grant program can provide up to \$175,000. The balance of the funding would need to come from reserves and operating expenses.

**COST:**

N/A

**RECOMMENDATION:**

It is recommended that the Selectboard approve applying for a Town Highway Structures grant for the Lincoln Hill Road culvert replacements in the amount of \$175,000.

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Town of Hinesburg  
 Lincoln Hill Road Improvements  
 Construction Cost Estimate



Pipe-Arch Culvert Replacements - Sites 1, 2, 3

11/18/2021

Item No.	Description	Quantity	Unit	Unit Price	Extended Price
<b>Construction</b>					
<b>1.0</b>	<b>Culvert #1</b>				
1.1	Mob/Demob/General Conditions (~10%)	1	LS	\$12,000	\$12,000
1.2	Site Demo and Excavation	1	LS	\$15,000	\$15,000
1.3	Concrete Footers/Headwalls	25	CY	\$1,000	\$25,000
1.4	Pipe Arch Purchase and Install	1	EA	\$50,000	\$50,000
1.5	Backfill and Road Reconstruction	250	CY	\$40	\$10,000
1.6	Guardrail	160	LF	\$50	\$8,000
1.7	Stone Armor	80	CY	\$60	\$4,800
1.8	Site Restoration	1	LS	\$5,000	\$5,000
<b>Site 1 SubTotal</b>					<b>\$129,800</b>
<b>2.0</b>	<b>Culvert #2</b>				
2.1	Mob/Demob/General Conditions (~10%)	1	LS	\$10,000	\$10,000
2.2	Site Demo and Excavation	1	LS	\$10,000	\$10,000
2.3	Concrete Footers/Headwalls	15	CY	\$1,000	\$15,000
2.4	Pipe Arch Purchase and Install	1	EA	\$40,000	\$40,000
2.5	Backfill and Road Reconstruction	200	CY	\$40	\$8,000
2.6	Guardrail	70	LF	\$60	\$4,200
2.7	Stone Armor	50	CY	\$60	\$3,000
2.8	Site Restoration	1	LS	\$5,000	\$5,000
<b>Site 2 SubTotal</b>					<b>\$95,200</b>
<b>3.0</b>	<b>Culvert #3</b>				
3.1	Mob/Demob/General Conditions (~15%)	1	LS	\$8,000	\$8,000
3.2	Site Demo and Excavation	1	LS	\$5,000	\$5,000
3.3	18-inch Cross Culvert	1	EA	\$5,000	\$5,000
3.4	Pipe Arch Purchase and Install	1	EA	\$25,000	\$25,000
3.5	Backfill and Road Reconstruction	150	CY	\$40	\$6,000
3.6	Guardrail	45	LF	\$100	\$4,500
3.7	Stone Armor	30	CY	\$60	\$1,800
3.8	Site Restoration	1	LS	\$4,000	\$4,000
<b>Site 3 SubTotal</b>					<b>\$59,300</b>
<b>Construction Total (1, 2, 3)</b>					<b>\$284,300</b>
<b>Construction Contingency (15%)</b>					<b>\$42,645</b>
<b>Estimated Construction Total</b>					<b>\$326,945</b>
<b>USE (2022 Dollars):</b>					<b>\$325,000</b>

Note 1. Unit costs based on VTrans Average Price List, supplier quotes, and bid information from previous projects.







**OWNER:**  
**TOWN OF HINESBURG**  
10632 VT ROUTE 116  
HINESBURG, VT 05461  
(802) 402-2006

**PROJECT:**  
**LINCOLN HILL RD IMPROVEMENTS**

**ISSUED FOR:**  
**BID & CONSTRUCTION**

**ISSUED DATE:**  
2024-11-15

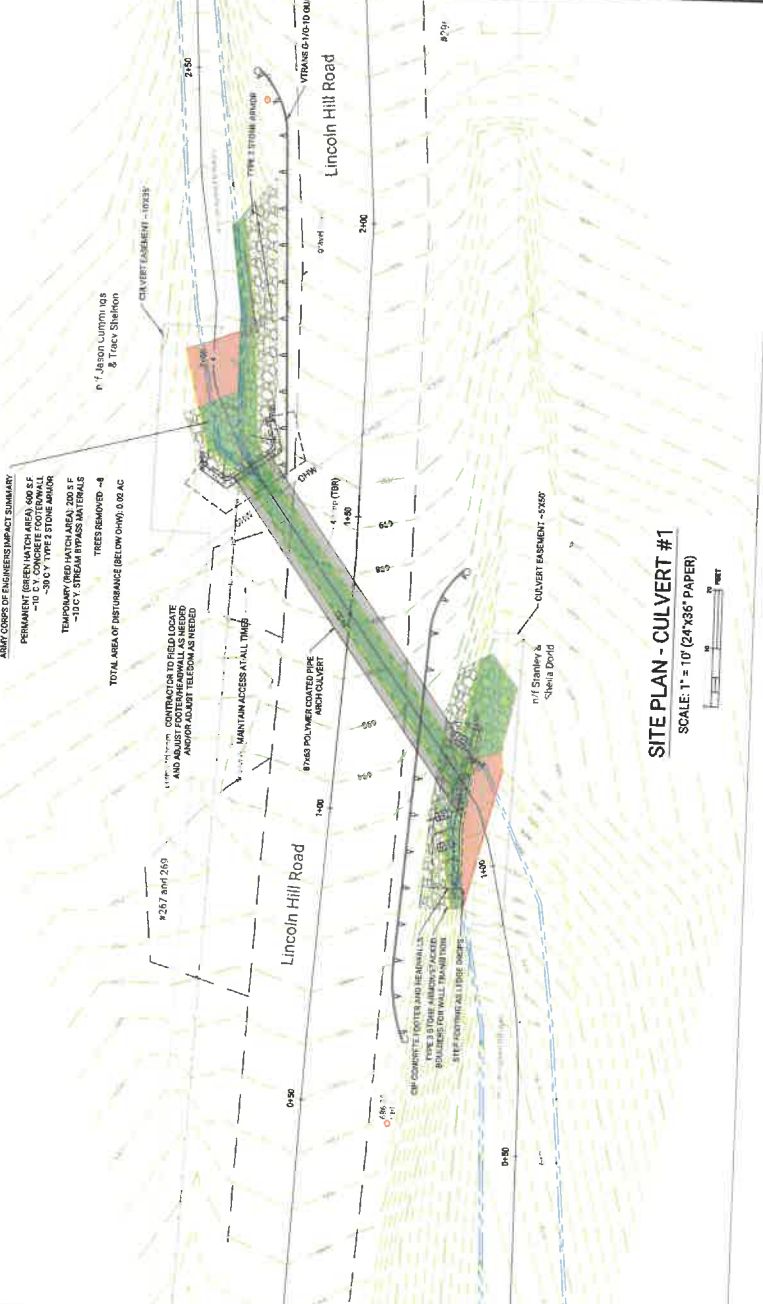
**PROJ. #:** 008-12

**REVISIONS**

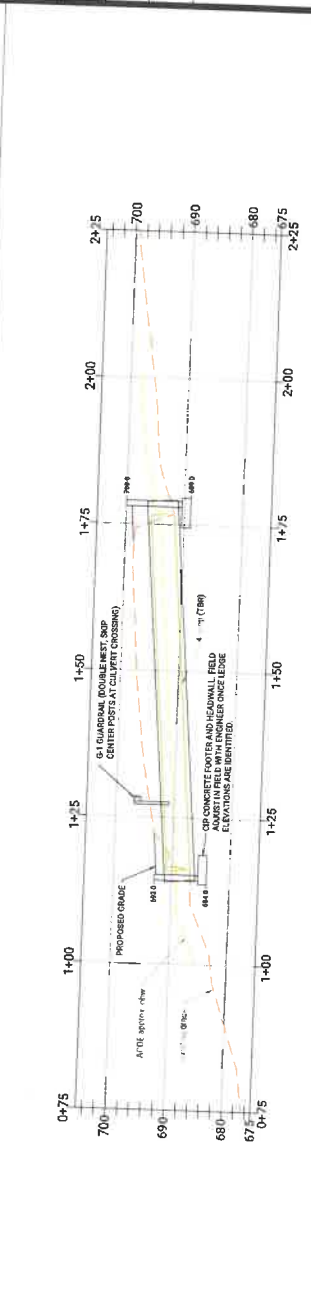
#	BY:	DATE:

**CULVERT 1 SITE PLAN, PROFILE, AND NOTES**

**DRAWING NO:**  
**C-1.0**



**SITE PLAN - CULVERT #1**  
SCALE: 1" = 10' (24"X36" PAPER)



**STREAM AND CULVERT PROFILE**  
SCALE: 1" = 10' (24"X36" PAPER)

**GENERAL NOTES**

- TO CLARIFY THE PLANS, ALL SURVEYING DATA AND POINTS ARE SHOWN IN LOWERCASE LETTERS AND ALL PROPOSED IMPROVEMENTS ARE SHOWN IN CAPS.
- PROPOSED IMPROVEMENTS ARE SHOWN IN CAPS. UTILITIES, TAX MAP BOUNDARY LINES, BUILDINGS, AND OTHER SITE DATA ARE SHOWN IN LOWERCASE.
- CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE VERMONT DEPARTMENT OF TRANSPORTATION'S STANDARD SPECIFICATIONS FOR CONSTRUCTION, UNLESS OTHERWISE NOTED. THE VERMONT AGENCY OF TRANSPORTATION FIELD PERSONNEL SHALL HAVE THE FINAL SAY IN THE FIELD DURING CONSTRUCTION.

**CONSTRUCTION NOTES**

- ALL SITE SAFETY, SECURITY, AREAS AND METHODS ARE THE SOLE RESPONSIBILITY OF THE CONTRACTOR. ALL OPERATIONS SHALL BE CONDUCTED IN ACCORDANCE WITH ALL APPLICABLE REGULATIONS AND PERMITS. ALL OPERATIONS SHALL BE CONDUCTED IN ACCORDANCE WITH ALL APPLICABLE REGULATIONS AND PERMITS. ALL OPERATIONS SHALL BE CONDUCTED IN ACCORDANCE WITH ALL APPLICABLE REGULATIONS AND PERMITS.
- NO WORK SHALL BE PERMITTED IN ANY AREAS WHERE EROSION CONTROL MEASURES ARE REQUIRED UNLESS THE CONTRACTOR HAS OBTAINED THE NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
- ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT THE CONSTRUCTION PERIOD AND SHALL BE RESTORED TO ORIGINAL OR BETTER CONDITION UPON COMPLETION OF THE PROJECT.
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**EROSION PREVENTION & SEDIMENT CONTROL NOTES (EPSC)**

- THE PROJECT IS NOT REQUIRED TO OBTAIN CONSENT UNDER THE STATE OF VERMONT AGENCY OF NATURAL RESOURCES, DEPARTMENT OF ENVIRONMENTAL CONSERVATION'S REGULATIONS FOR EROSION PREVENTION AND SEDIMENT CONTROL MEASURES FOR CONSTRUCTION PROJECTS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
- ALL EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT THE CONSTRUCTION PERIOD AND SHALL BE RESTORED TO ORIGINAL OR BETTER CONDITION UPON COMPLETION OF THE PROJECT.
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**ABBREVIATIONS:**

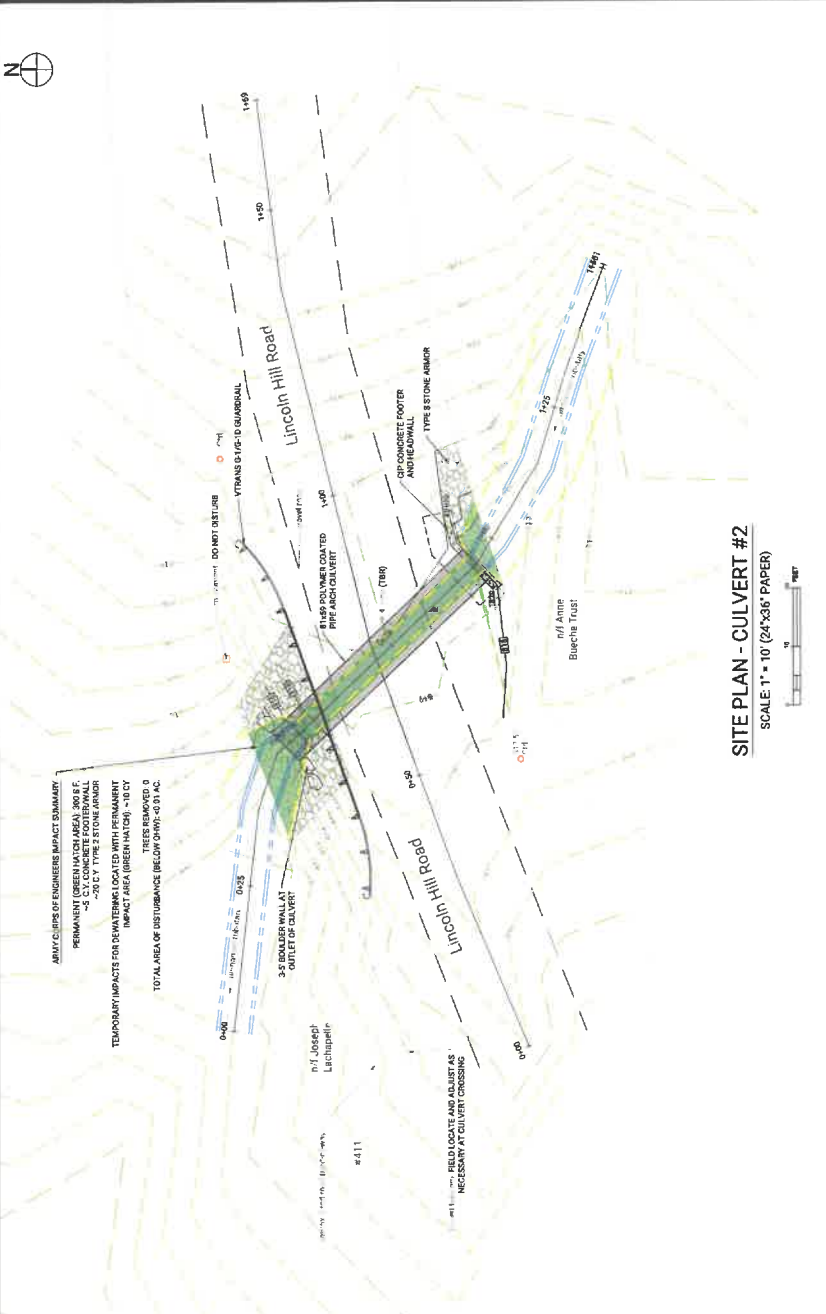
- PIPE: HIGH DENSITY POLYETHYLENE
- DU: DUCTILE IRON
- CMR: CORRUGATED METAL PIPE
- VITRIMS: VERMONT AGENCY OF TRANSPORTATION'S STANDARD SPECIFICATIONS FOR CONSTRUCTION
- HTCCO: HATCHING FOR TRAFFIC CONTROL
- TRIP: TYPICAL TRIP SURFACE
- MINIMUM: MINIMUM
- TO BE REMOVED: TO BE REMOVED
- APPROX: APPROXIMATE
- ELEV: ELEVATION
- CTRL: CONTROL
- NTS: NOT TO SCALE
- HP: HIGH POINT

**EXISTING LEGEND:**

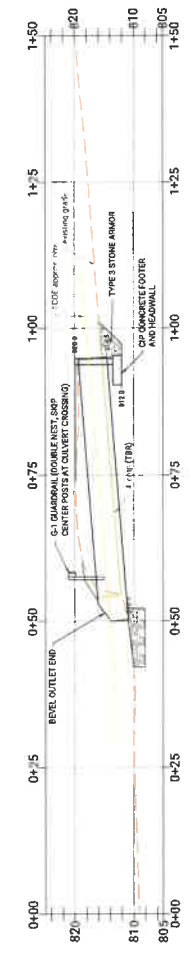
- background/shaded: background/shaded
- outlined shape: outlined shape
- text: text
- arrow: arrow
- utility pole: utility pole
- fence: fence
- road (right of way) (see map): road (right of way) (see map)
- elevation contour: elevation contour
- edge of water: edge of water
- ACOE draw: ACOE draw
- town boundary: town boundary

**PROPOSED LEGEND:**

- PROPOSED CONTOUR: PROPOSED CONTOUR
- STONE ARMORING: STONE ARMORING
- CONCRETE: CONCRETE
- CULVERT: CULVERT
- SPOT ELEVATION: SPOT ELEVATION



**SITE PLAN - CULVERT #2**  
SCALE: 1" = 10' (24"x36" PAPER)



**GENERAL NOTES**

- TO CLARIFY THE PLANS ALL EXISTING SITE FEATURES ARE SHOWN IN BOLD LETTERS AND ALL PROPOSED IMPROVEMENTS ARE SHOWN IN CAPITAL LETTERS.
- THE PLAN SHOWS APPROXIMATE SITE FEATURES UTILITIES (ELECTRIC, GAS, FIBER OPTIC, AND UTILITY) LOCATIONS BASED ON INFORMATION FROM THE VERMONT GEOTECH REPORT, OWNER AND UTILITY RECORDS. THE VERMONT AGENCY OF TRANSPORTATION (VTTRANS) 2018 STANDARD TECHNICAL SPECIFICATIONS ACCOMPANY THE PLANS AND ARE ESSENTIAL FOR CONSTRUCTION UNLESS OTHERWISE NOTED. THE VERMONT AGENCY OF TRANSPORTATION (VTTRANS) 2018 STANDARD TECHNICAL SPECIFICATIONS ACCOMPANY THE PLANS AND ARE ESSENTIAL FOR CONSTRUCTION UNLESS OTHERWISE NOTED.

**CONSTRUCTION NOTES**

- ALL SITE SAFETY, SECURITY, MEANS AND METHODS ARE THE RESPONSIBILITY OF THE CONTRACTOR. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE VERMONT AGENCY OF TRANSPORTATION (VTTRANS) 2018 STANDARD TECHNICAL SPECIFICATIONS AND REGULATIONS SHALL BE ADHERED TO AT ALL TIMES. AT THE END OF EACH WORKING DAY ALL EXCAVATIONS SHALL BE BACKFILLED, FENCED, COVERED OR TEMPORARILY BACKFILLED.
- ALL APPLICABLE PERMITS, CONDITIONS AND REGULATIONS SHALL BE MAINTAINED BY THE CONTRACTOR THROUGHOUT THE CONSTRUCTION PERIOD. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE LANDOWNER'S OR OTHER AGENCIES PRIOR TO CONSTRUCTION. THE VERMONT AGENCY OF TRANSPORTATION (VTTRANS) 2018 STANDARD TECHNICAL SPECIFICATIONS SHALL BE MAINTAINED THROUGHOUT THE CONSTRUCTION PERIOD.
- EACH INTERSECTION ALL SERVICES (POLICE, FIRE, RESCUE, SCHOOL, BUS, POSTAL) SHALL BE CONTACTED AT LEAST 14 DAYS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ACCESS TO ALL SERVICES THROUGHOUT THE CONSTRUCTION PERIOD.
- ALL DISTURBED AREAS SHALL BE RESTORED TO PRE-CONSTRUCTION CONDITIONS OR BETTER.

**EROSION PREVENTION & SEDIMENT CONTROL NOTES (EPSC)**

- THE PROJECT NOT REQUIRED TO OBTAIN COVERAGE UNDER THE STATE OF VERMONT AGENCY OF NATURAL RESOURCES, DEPARTMENT OF ENVIRONMENTAL CONSERVATION, CONSTRUCTION GENERAL EROSION PREVENTION AND SEDIMENT CONTROL PRACTICES FOR EROSION PREVENTION AND SEDIMENT CONTROL SHALL BE MAINTAINED THROUGHOUT THE CONSTRUCTION PERIOD. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE LANDOWNER'S OR OTHER AGENCIES PRIOR TO CONSTRUCTION. THE VERMONT AGENCY OF TRANSPORTATION (VTTRANS) 2018 STANDARD TECHNICAL SPECIFICATIONS SHALL BE MAINTAINED THROUGHOUT THE CONSTRUCTION PERIOD.
- ADDITIONAL EROSION PREVENTION AND SEDIMENT CONTROL MEASURES TO LIMIT THE DISCHARGE OF SEDIMENT INTO THE STREAM SHALL BE INSTALLED AND MAINTAINED THROUGHOUT THE CONSTRUCTION PERIOD.
- AREAS HAVE OR SHALL BE VEGETATED COVER.
- AREAS HAVE OR SHALL BE VEGETATED COVER.
- EROSION PREVENTION MEASURES SHALL BE INSTALLED AND MAINTAINED THROUGHOUT THE CONSTRUCTION PERIOD.
- SLOPES STEEPER THAN 3:1 SHALL HAVE STONE ANCHORS. SLOPES BETWEEN 2:1 AND 3:1 SHALL HAVE ROLLED EROSION MATTING. SLOPES LESS THAN 3:1 SHALL HAVE BEED AND MULCH.

**ABBREVIATIONS:**

HDPE HIGH DENSITY POLYETHYLENE  
CONC CONCRETE  
PVC POLYVINYL CHLORIDE  
CMP CORRUGATED METAL PIPE  
VTTRANS VERMONT AGENCY OF TRANSPORTATION  
METD METAL TRAFFIC CONTROL DEVICES

TYP TYPICAL  
TEMP TEMPORARY  
MAX MAXIMUM  
MIN MINIMUM  
TRK TRACK  
APPROX APPROXIMATE  
ROW RIGHT-OF-WAY  
CTRL CONTROL POINT  
N/F NOT FORMERLY

**EXISTING LEGEND :**

- underground telecom
- overhead utility
- water
- sewer
- utility pole
- fence
- road right-of-way (see map)
- elevation contour
- edge of water
- ACOE draw
- town settlement

**PROPOSED LEGEND :**

- PROPOSED CONTOUR
- STONE ANCHORS
- CONCRETE
- CULVERT
- SPOT ELEVATION





THIS DRAWING HAS BEEN ALTERED IN ANYWAY WITHOUT THE PRESENT OF THE STAMPING ENGINEER.  
DRAWING COPYRIGHT © 2021

**OWNER:**  
**TOWN OF HINESBURG**  
10632 VT ROUTE 116  
HINESBURG, VT 05461  
(802) 462-4206

**PROJECT:**  
**LINCOLN HILL RD IMPROVEMENTS**

**ISSUED FOR:**  
**BID & CONSTRUCTION**

**ISSUED DATE:**  
2021-11-15

**PROJ. #:** 008-12

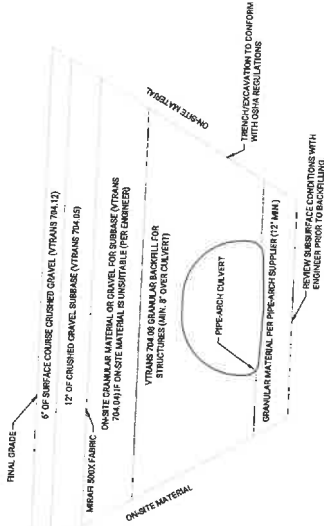
**REVISIONS**

# BY DATE:

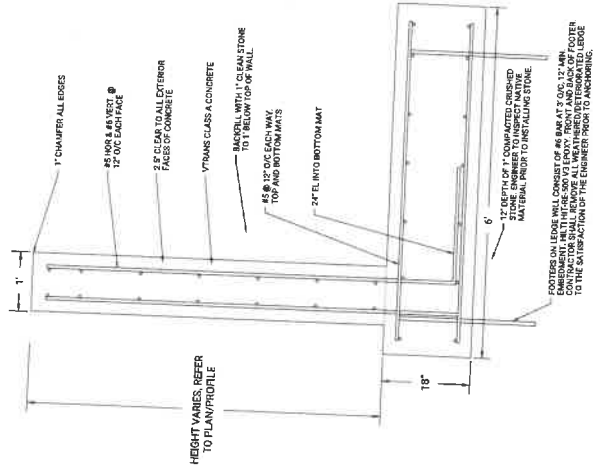
**DETAILS**

**DRAWING NO:**

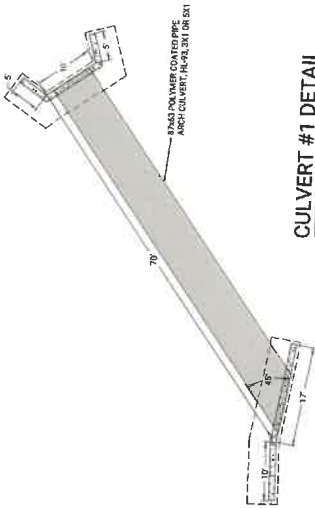
**C-4.0**



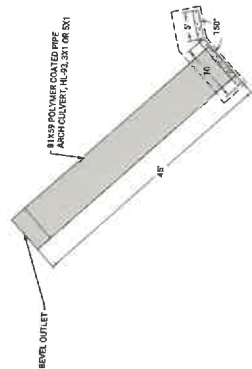
**PIPE-ARCH BACKFILL DETAIL**  
SCALE: NOT TO SCALE



**CONCRETE WALL DETAIL**  
SCALE: 1" = 1' (24"X36" PAPER)



**CULVERT #1 DETAIL**  
SCALE: 1" = 10' (24"X36" PAPER)



**CULVERT #2 DETAIL**  
SCALE: 1" = 10' (24"X36" PAPER)



**CULVERT #3 DETAIL**  
SCALE: 1" = 10' (24"X36" PAPER)

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**TOWN OF HINESBURG**

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**TO:** SELECTBOARD  
**FROM:** TODD ODIT, TOWN MANAGER  
**SUBJECT:** ANNUAL AUDIT  
**DATE:** 4/6/2022

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**ISSUE:**

The issue is whether the Selectboard will approve accept the proposal from Telling & Hillman, P.C., for the annual audit.

**DISCUSSION:**

The Town received three responses to its RFP for annual auditing services. The proposals were reviewed for qualifications first and cost second. All of the firms were deemed to be qualified. For cost, including 1 single audit, Telling & Hillman was the lowest at \$23,500, followed by RHR at \$24,000 and then Sullivan, Powers & Co., at \$30,900. Staff chose to interview Telling & Hillman and Sullivan, Powers & Co.

Based on the interviews and cost proposals, Telling & Hillman emerged as the preferred firm. Two references for Telling & Hillman were checked and both highly recommended the firm.

**COST:**

FY22 = \$23,500, FY23 = \$24,675 and FY24 = \$25,900

**RECOMMENDATION:**

It is recommended that the Selectboard accept the proposal from Telling & Hillman, P.C., for the annual audit.

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**TOWN OF HINESBURG**

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**TO:** SELECTBOARD  
**FROM:** TODD ODIT, TOWN MANAGER  
**SUBJECT:** TOWN HIGHWAY FINANCE  
**DATE:** 4/6/2022

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**ISSUE:**

The issue is whether the Selectboard will approve the annual town highway finance plan and the certification of compliance with road and bridge standards.

**DISCUSSION:**

Annually after town meeting the town has to submit its highway budget to the state to prove that it expends at least \$300 per mile of Class 1, 2, and 3 town highways. In addition, the town needs to certify that it has adopted the minimum road and bridge standards.

**COST:**

NA

**RECOMMENDATION:**

It is recommended that the Selectboard approve the annual town highway finance plan and the certification of compliance with road and bridge standards

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**ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS**  
**19 V.S.A. § 306(j)**

TA-60

Village of Hinesburg Fiscal Year 2023 Begin 7/1/2022 End 6/30/2023

**INCOME**

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1	\$
Class 2	\$90,500.00
Class 3	\$50,000.00
Town Tax Funds – 19 V.S.A. Section 307	\$ 1,049,795.00
Special Funds (e.g., bonds or earmarks):	
a.	\$
b.	\$
c.	\$
<b>TOTAL</b>	<b>\$1,190,295.00</b>

**EXPENSES**

DESCRIPTION	ESTIMATED
Winter Maintenance	\$ 290,925.00
Non-Winter Maintenance	\$ 550,000.00
Major Construction Projects	
a. <b>Paving</b>	\$250,000.00
b. <b>Culvert Replacement</b>	\$ 100,000.00
c.	\$
<b>TOTAL</b>	<b>\$1,190,925.00</b>

Comments:



**ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS**  
**19 V.S.A. § 306(j)**  
**(page 2)**

**TA-60**

We, the Legislative Body of the Municipality of Hinesburg certify that funds raised by municipal taxes are equivalent to or greater than a sum of at least **\$300.00** per mile for each mile of Class 1, 2, and 3 Town Highway in the municipality. (19 V.S.A. 307)

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Duly Authorized Representatives)

The submitted Town Plan meets the requirements of Title 19, Section 306(j).

\_\_\_\_\_ Date: \_\_\_\_\_

District Transportation Administrator

**Certification of Compliance  
for  
Town Road and Bridge Standards  
and  
Network Inventory**

We, the Legislative Body of the Municipality of Hinsburg certify that we have reviewed, understand and comply with the Town Road and Bridge Standards / Public Works Specifications and Standards passed and adopted by the Selectboard / City Council / Village Board of Trustees on 7/18, 2019.

We further certify that our adopted standards do do not meet or exceed the minimum requirements included in the June 5, 2019 State-approved template.

We further certify that we do do not have an up-to-date highway network inventory which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1, 2, and 3 town highways, and estimated cost of repair.

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\_\_\_\_\_  
\_\_\_\_\_  
(Duly Authorized Administrator)

Date: \_\_\_\_\_

For a summary of your community's road and bridge information please visit: [tinyurl.com/rdsinfo](http://tinyurl.com/rdsinfo)

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**TOWN OF HINESBURG SELECTBOARD  
OPERATING GUIDELINES FOR ORDERLY CONDUCT OF BUSINESS**

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**PREAMBLE**

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These Operating Guidelines are intended to facilitate the orderly conduct of the business of the Town of Hinesburg and specifically to establish an understanding among the members of the Selectboard, staff and the public of the existence of a consistent procedure for agendas and participation in and at meetings of the Selectboard.

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**PARTICIPATION**

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It is the intent of the Selectboard to exercise the authority and trust vested in it as a representative body to conduct the affairs of the public, as it deems, on the merit of the information before it, as being in the best interest of the Town of Hinesburg and the majority of its residents. The Selectboard will afford all parties the opportunity to prepare comments upon issues before they are discussed in a public meeting. The Board also encourages citizens to attend meetings and use the Public Comment agenda item to share information and opinions with the Selectboard. The Selectboard shall make every effort to allow public input on Selectboard decisions. Whenever possible, decisions will be delayed to provide the time to disseminate pending decisions to our town citizens.

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To the extent possible, all Selectboard meetings will be accessible in real-time via webcast and the applicable government access cable station and recorded. In addition, public participation will be allowed via virtual platforms when possible.

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1. **Regular Public Meetings** – These regularly scheduled meetings are held two times a month as established by the Selectboard at their annual Organizational Meeting which is held the next regularly scheduled meeting following the Town’s Annual Meeting in March. The meetings shall have a warned agenda where items are reported on and discussed and motions may be made and voted upon.

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Regular participation shall include the members of the Selectboard and the Town Manager and staff or consultants whose participation is pertinent to the issues on the agenda. Other individuals shall be included by inclusion on the agenda (see number five (5) below, “Agenda”).

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2. **Special Meetings** - Special meetings are held other than the regularly scheduled meetings for the purpose of reviewing one or more reports, budget proposals, schedules, formats, or proposals, and formulating or amending same but otherwise a "regular meeting."

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3. **Public Hearings** -Public hearings shall be warned fifteen (15) days in advance and held on specific agenda items and any person wishing to attend and be heard may do so. Anyone wishing to speak may do so only when

45 recognized by the Chair, and shall state their name for the record. All comments and opinions shall be relevant  
46 and shall be presented in a productive and respectful manner. Minor clarification may be requested and granted  
47 at the discretion of the Chair. The Chair may establish procedures for input including, but not limited to, time  
48 limits, sign-up sheets, and division of speakers pro and con, except in the latter case provision for rebuttal shall  
49 be made.  
50

51 4. **Informational Meetings** -Informational meetings shall be restricted to the agenda item. The meeting shall begin  
52 with a presentation of the item by the Selectboard, the Chair, a staff member and/or a consultant when  
53 appropriate. The purpose is to present information to the public through statements, presentation of audio-  
54 visual displays and response to audience questions. This exchange should be exhausted prior to receiving  
55 comments and opinions to assure that everyone is afforded the opportunity to become familiar with the issue.  
56 Public comment under the public hearing procedure may then be heard if the Selectboard so votes. The  
57 Selectboard may combine public informational meetings and public hearings in the same meeting or may hold  
58 them separately on a given issue.  
59

60 5. **Agenda** - Prior to finalizing the agenda the Town Manager shall consult with the Selectboard Chair or Vice-Chair  
61 in the absence of the Chair. Each meeting shall have an agenda listing time and place, type of meeting, and items  
62 to be discussed or acted on. Items listed on the agenda shall be worded to describe the nature of the business  
63 or issue to be considered by the Selectboard. Any Selectboard member may request that a new business item  
64 be placed on the regular meeting agenda by informing the Town Manager's office and with the consent of the  
65 Chair five (5) working days preceding the scheduled meeting date. The agenda may be amended by consent of  
66 a majority of the Selectboard.  
67

68  
69 6. **Open Meeting Law and Executive Session** – Vermont State Statutes 1 V.S.A. Section 313) have extensive  
70 guidelines pertaining to deliberative and executive sessions and there are limited situations when executive  
71 session is appropriate as well as specific motions that must be made when entering executive session. “The  
72 Open Meeting Law applies when a quorum (majority of the members of the board) are engaged in discussion  
73 or decision making about a topic that is within the purview of the board (a subject over which the board has  
74 authority and responsibility.)” (VLCT Selectboard Institute) Board members are advised to consult with the Town  
75 Manager and use VLCT’s extensive resources on this topic.  
76

77 7. **Absences** - When a Selectboard member is to be absent from a duly warned meeting of the Selectboard, he or  
78 she should notify the Chair and Manager as soon as is practicable. The Chair and Manager will then determine  
79 if a quorum of members will be present at the meeting and if not, cancel the meeting. A new meeting will be  
80 scheduled for such time when a quorum will be present. If arranged in advance with the Town Manager’s office,  
81 members may also participate via speakerphone or other applicable and available technology. Members who  
82 miss a meeting are encouraged to read the draft minutes, listen to the audio recording and/or watch the video  
83 recording.  
84

85 8. **Media Relations** - The Town Manager (or his/her designee) is the designated spokesperson and point of contact  
86 for the media on administrative matters, Town business/projects or staff information. The Selectboard Chair, or  
87 Vice-Chair if the Chair is unavailable, will be the primary spokesperson for the Town for the media on matters  
88 regarding Selectboard decisions. After a vote of the Selectboard, dissenting members shall not work to  
89 undermine the decision of the Selectboard.  
90

#### 91 CONDUCT OF MEETINGS

- 92
- 93 1. The meeting shall be called to order by the Chair, who shall proceed through the agenda as presented or who  
94 shall oversee its change or amendment through an orderly process.
  - 95 2. All participants shall address the Chair who shall ensure that each participant has the opportunity to be heard  
96 without interruption or competing conversations.  
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3. All participants wishing to speak shall seek recognition from the Chair. Only the Chair should interrupt the speaker, and only in exercise of the impartial role of Chair. Speakers shall strive to keep statements relevant to the agenda item being discussed and the Chair shall use his/her discretion in limiting the length and repetitive nature of comments.
  4. Side conversations should be kept limited at the Board's table and from the audience. Persons invited to participate should come to the table/microphone provided.
  5. Only the Chair may, at an appropriate time, call for a vote on a motion made and seconded. A member may, however, move the question.
  6. The Chair should assure that each member of the Selectboard has an opportunity to speak.
  7. Corrections of all punctuation, spelling, grammar, and formatting errors to the Minutes may be made by the Town Manager's office prior to the meeting. Proposed corrections or clarification of all substantive changes should be discussed during the open meeting.
  8. A quorum is defined as three members. For the purposes of transacting the business of the Town, the concurrence of three members present is necessary in accordance with 1 V.S.A. § 172. For example, if three members are present at a meeting and all three vote in the affirmative to take binding action, then said action is considered binding. If three members are present at a meeting and two of the three vote in the affirmative to take binding action, then said action is not considered binding as two members voting in the affirmative does not constitute an action taken by a majority of the Board as a whole.
  9. Upon failure to yield to the Chair, any person may be warned and then expelled from the meeting place in the event of unruly or disrespectful behavior.

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#### **MOTIONS AND VOTES**

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1. The parliamentary conduct of meetings shall generally follow the intent of latest edition of "Robert's Rules of Order, Newly Revised" in all cases where they are applicable.
  2. It shall be the responsibility of the Chair to steer each issue to a conclusion. He or she shall be alert to repetition and at the appropriate time shall ask the body if they are ready to vote, shall entertain motions, or shall invite additional comment.
  3. Motions shall not always be necessary on each item, however, if the Selectboard wishes to create policy, give direction, enact, enable, or adopt a proposal, or an ordinance, or anything within its authority, it shall be by motion made and seconded and a recorded vote.
  4. The motion before the Selectboard shall be read and the Chair shall assure the body is prepared to vote.
  5. Members have a right to abstain, but are highly discouraged from doing so. A member may offer a reason for abstention, but is not required to do so.
  6. Conflict of interest is guided by the most recent version of the Town's Conflict of Interest Policy.
  7. Petitions from the public may be accepted and acknowledged. The Selectboard may then place the item on a future agenda for discussion and possible action. When petitions are placed on agendas for regular meetings, a spokesperson may be allowed to speak briefly on behalf of the signers. Further action shall be as deemed

- 150 appropriate by the Selectboard. The administration, consultants, or others shall not be called upon to respond  
151 to a petition without a reasonable opportunity to investigate and prepare a response.  
152
- 153 8. All decisions of the Selectboard shall be explicit with the intent that all members, the staff, the Manager and the  
154 public shall be able to understand the action from reading the minutes.  
155
- 156 9. Any member of the Selectboard may call for point of order on violation of these rules compelling a ruling of the  
157 Chair.  
158
- 159 10. The use of cell phones or other handheld devices for uses unrelated to business during meetings is discouraged.  
160 Phones or devices should either be turned off or placed on a setting that does not utilize an audible ring (such  
161 as "silent" or "vibrate").  
162
- 163 11. All policies shall be introduced at a Selectboard meeting and acted upon at the next meeting or a future meeting.  
164 The policy shall be signed and dated by a quorum of the Selectboard and recorded in the Town Manager's office  
165 and acknowledged as received by the Town Clerk and stored in the vault under "Selectboard Policies" and on  
166 the Town's website. Policies affecting the public shall also be posted on the Town's website.  
167
- 168 12. Resolutions may be introduced and adopted at the same Selectboard meeting.  
169
- 170 13. The Selectboard must give unanimous consent before proceeding past 11:00 p.m.  
171
- 172 14. In accordance with Vermont's Open Meeting Law (1 V.S.A Section 311) email communications should be held  
173 to a minimum and used to convey information only, not to gain consensus on issues that should be discussed in  
174 an open meeting format.  
175

#### 176 INTERACTION WITH STAFF/OFFICIALS

- 177
- 178 1. **Selectboard Roles** - In order to ensure the efficient and effective delivery of Town services, the Selectboard is  
179 required to work directly with the Town Manager when dealing with the administrative services of the Town.  
180 The Selectboard recognizes the primary functions of staff as executing Selectboard policy, implementing  
181 adopted goals and priorities, addressing day-to-day issues and keeping the Selectboard informed. Staff is  
182 committed to take guidance and direction from the Town Manager or assigned Department Head which follows  
183 the policy direction of the Selectboard as a whole. All Selectboard members with concerns affecting the Town  
184 should bring those concerns to the full Selectboard and Town Manager before contacting staff or an outside  
185 agency. Selectboard members should also be proactive in recognizing and acknowledging staff's work and  
186 successes.  
187
- 188 2. **Selectboard/Town Manager Relationship** - The Town Manager respects and is sensitive to the policy  
189 responsibilities of the Selectboard and acknowledges that the final responsibility for establishing the policy  
190 direction of the Town is held by the Selectboard. The Town Manager is subject to a professional code of ethics  
191 as a member of the International City/County Management Association (ICMA). This code requires the Town  
192 Manager to ensure actions are in support of the Town's best interests. Violations of such principles can result  
193 in censure of the Town Manager by ICMA. (Refer to Appendix B, ICMA Code of Ethics and specific  
194 "Board/Manager Expectations" included in Appendix C.)  
195
- 196 3. **Information Requests** - The Town Manager is the information liaison between the Board and the staff. Requests  
197 for information from the Selectboard that require more significant research are solicited because of a citizen  
198 complaint or Board concern shall be directed to the Manager and the Manager will determine if the information  
199 can be responded to promptly or if Board consensus needs to be obtained due to the amount of time needed  
200 to respond or nature of the request. Requests for routine, readily available and easily obtained information can

201 be directed to the appropriate department director. All Board members will be informed of staff requests and  
202 staff response where a significant amount of time and/or resources to respond is involved.

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204 These Operating Guidelines are adopted under the authority of Vermont General Law governing Selectboard and  
205 Town Manager obligations and powers and as such are incumbent upon all persons in attendance at Selectboard  
206 meetings.

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To: Hinesburg Selectboard

From: Joy Dubin Grossman, Assistant Town Manager

Re: Suggested Reappointment to Commissions, Committees & Boards

Date: March 18, 2022

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**ISSUE:**

There are three reappointments to the Hinesburg Trails Committee

**DISCUSSION:**

A reminder to the Selectboard - The terms of committee appointments have historically run January 1<sup>st</sup> of each year. To give any newly elected Selectboard members a vote in re-appointment of members, staff suggests the Selectboard consider having terms end of April 1.

If the Selectboard agrees with that thought, then the following motions are recommended:

It is recommended that the Selectboard re-appoint the individuals attached to this memo to terms that the end on April 1 of the corresponding year.

It is recommended the Selectboard extend all unexpired terms to April 1 of the year the term end

**APPOINTMENTS:**

**Trails Committee – Oren Guttmann, Charles “Chic” McArthur & Bret Golan (3 Year Terms)**



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**TOWN OF HINESBURG**

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**TO:** SELECTBOARD  
**FROM:** TODD ODIT, TOWN MANAGER  
**SUBJECT:** MANAGER'S REPORT  
**DATE:** 4/6/2022

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Lantman's Crosswalk Grant

The Town was awarded the Transportation Alternatives Grant that it applied for to re-locate the crosswalk at the Lantman's driveway intersection. Since it is such a small project, the hope is that it can be completed in two years.

General Fund Loan

The General Fund loan to the Water and Sewer fund has been paid back.

Kelley's Field Neighborhood Development Area

This designation was approved.

Sidewalk Repairs

The sidewalk repairs were advertised for bid a second time and again, there was no response. We will try advertising them again.

Town Hall Roof

We received a quote for patching the roof. The price is \$7,300.

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03/25/22  
09:40 am

Town of Hinesburg Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 03/25/22

Page 1 of 4  
gross

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Chk Acct	Invoice Amount	Discenc. Amount	Discount Amount
BERGERON BERGERON PROTECTIVE CLOTH	229019		03/23/22	03/23/22	04 FIRE DEPT BOOTS			
	440-4500-21.01		F/R FIRE GEAR			972.93	0.00	0.00
DESORCIE DESORCIE EMERGENCY PRODU	17573		03/23/22	03/23/22	04 ENGINE 2 REPAIR/MAINT			
	440-4500-68.02		ENGINE 2 2001			560.75	0.00	0.00
WHITE DOM DOMINIC WHITE	2/14/22 PAY		03/23/22	03/23/22	04 REPLACEMENT PAYROLL CK			
	440-0102-00.00		G. INVESTMENTS (CTC#435-0			225.33	0.00	0.00
FASTENAL FASTENAL COMPANY	VTBUR306517		03/23/22	03/23/22	04 W/S GLOVES AND EYEWEAR			
	330-5331-75.00		UNIFORMS			175.31	0.00	0.00
GMP GREEN MOUNTAIN POWER CORP	08290 3/22		03/22/22	03/22/22	03 FALLS ROAD WELLHOUSE			
	330-5000-76.00		UTILITIES			2,684.77	0.00	0.00
	14552 3/22		03/22/22	03/22/22	04 OLD FIRE STATION			
	440-4500-70.00		F/R UTILITIES			31.71	0.00	0.00
	19252 3/22		03/22/22	03/22/22	04 STREET LIGHTS			
	440-3710-97.00		STREETLIGHTS			458.33	0.00	0.00
	28552 3/22		03/22/22	03/22/22	04 TOWN HALL			
	440-3710-76.00		BLDG & FACILITIES UTILITI			408.10	0.00	0.00
	44552 3/22		03/22/22	03/22/22	04 FIRE STATION			
	440-4500-70.00		F/R UTILITIES			346.15	0.00	0.00
	45781 3/22		03/22/22	03/22/22	03 CVU PUMP REDUCER			
	330-5000-76.00		UTILITIES			162.56	0.00	0.00
	54552 3/22		03/22/22	03/22/22	03 PUMP STATION GBS			
	330-5480-76.00		UTILITIES			788.37	0.00	0.00
	55682 3/22		03/22/22	03/22/22	04 POLICE STATION			
	440-4151-80.76		HPD STATION UTILITIES			463.90	0.00	0.00
	55781 3/22		03/22/22	03/22/22	03 LYMAN MDW PUMP			
	330-5000-76.00		UTILITIES			559.92	0.00	0.00
	61781 3/22		03/22/22	03/22/22	04 REC DEPT			
	440-5600-80.00		REC FACILITIES MAINT			24.00	0.00	0.00
	67452 3/22		03/22/22	03/22/22	03 MECHANICSVILLE RD PUMP			
	330-5000-76.00		UTILITIES			1,143.02	0.00	0.00
	72881 3/22		03/22/22	03/22/22	04 SOLAR TRACKER ACCT			
	440-3710-97.01		SOLAR TRACKER-OPER EXP			20.55	0.00	0.00
	82881 3/22		03/22/22	03/22/22	03 LAGOON ROAD			
	330-5480-76.00		UTILITIES			2,914.91	0.00	0.00

03/25/22  
09:40 am

Town of Hinesburg Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 03/25/22

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
	91881 3/22		03/22/22	03/22/22	03 STELLA ROAD			
	330-5000-76.00		UTILITIES			59.41	0.00	0.00
Total For GREEN MOUNTAIN POWER CORP						10,065.70	0.00	0.00
HOLLOWAY	HOLLOWAY CPA PC	8791	03/23/22	03/23/22	04 PD 7 RECONCILIATION			
	440-3400-12.00		TREASURER ACCTNG ASSIST.			767.55	0.00	0.00
	330-5331-12.00		ACCOUNTING ASSISTANT			146.20	0.00	0.00
Invoice 8791 Total						913.75	0.00	0.00
NIS	MADISON NATIONAL LIFE INS	1489506	03/23/22	03/23/22	04 DISABILITY INSURANCE			
	440-9705-04.01		LONG TERM DISABILITY			1,480.09	0.00	0.00
	440-9705-04.00		SHORT TERM DISABILITY			1,034.85	0.00	0.00
Invoice 1489506 Total						2,514.94	0.00	0.00
MUNSON	MUNSON EARTH MOVING CORP	REQ#5 3/8/22	03/23/22	03/23/22	03 WWT# SUBGRADE WORK			
	330-5489-00.01		RFL-229-3 \$2,575,000			78,973.00	0.00	0.00
MVP	MVP HEALTH CARE INC	16473561	03/23/22	03/23/22	04 GROUP#431364 APRIL 2022			
	440-9705-00.00		HEALTH INSURANCE			24,745.80	0.00	0.00
DENTAL	NORTHEAST DELTA DENTAL	APRIL 2022	03/23/22	03/23/22	04 GROUP 925 SUB #6247			
	440-9705-01.00		DENTAL INSURANCE			1,767.67	0.00	0.00
QUADIENT	QUADIENT LEASING USA, INC	N9323450	03/22/22	03/22/22	04 POSTAGE METER LEASE			
	440-5360-91.00		POSTAGE EXPENSES			195.57	0.00	0.00
REG FEE	REGISTRATION FEE PAYMENTS	2123A	03/24/22	03/24/22	04 REFUNDS FOR REC PROGRAMS			
	440-2600-00.00		FEES & REGISTRATIONS			910.00	0.00	0.00
SWISH	SWISH WHITE RIVER LTD	B110060	03/23/22	03/23/22	04 FIRE STATION MAINT			
	440-4500-69.00		F/R STATION REPAIRS/MAINT			69.85	0.00	0.00
TOWN	TOWN OF HINESBURG	3/23/22 DUE	03/24/22	03/24/22	03 DUE TO GF FROM W/S			
	330-0251-00.00		DUE TO GENERAL FUND			23,000.00	0.00	0.00
UNIFIRST	UNIFIRST CORPORATION	1080072962	03/24/22	03/24/22	04 HWY UNIFORMS			
	440-5100-76.00		GEN HWY UNIFORMS			49.27	0.00	0.00
VT GAS	VERMONT GAS SYSTEMS, INC	163217 3/22	03/22/22	03/22/22	04 TOWN HALL			
	440-3710-76.00		BLDG & FACILITIES UTILITI			401.51	0.00	0.00
	163319 3/22		03/22/22	03/22/22	03 RTE 116 PUMP STATION			
	330-5480-76.00		UTILITIES			160.64	0.00	0.00
	167599 3/22		03/22/22	03/22/22	04 FIRE STATION			
	440-4500-70.00		F/R UTILITIES			356.07	0.00	0.00

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Town of Hinesburg Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 03/25/22

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gross

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
	194746	3/22	03/22/22	03/22/22	04 POLICE STATION			
	440-4151-80.76				HPD STATION UTILITIES	148.13	0.00	0.00
	215000	3/22	03/22/22	03/22/22	03 FALLS ROAD WELLHOUSE			
	330-5000-76.00				UTILITIES	174.01	0.00	0.00
<b>Total For VERMONT GAS SYSTEMS, INC</b>						<b>1,240.36</b>	<b>0.00</b>	<b>0.00</b>
<b>VT LIFE &amp; VERMONT LIFE SAFETY LLC</b>	44150		03/23/22	03/23/22	04 FIRE STATION MAINT			
	440-4500-69.00				F/R STATION REPAIRS/MAINT	162.75	0.00	0.00
<b>VERMONT VERMONT STATE TREASURER</b>	MAY-AUG 20		03/25/22	03/25/22	04 MAY-AUG 2020			
	440-2120-02.00				DOG FEES (STATE)	270.00	0.00	0.00
	MAY-AUG 21		03/25/22	03/25/22	04 MAY-AUG 21 STATE FEES			
	440-2120-02.00				DOG FEES (STATE)	550.00	0.00	0.00
	SEP-DEC 21		03/25/22	03/25/22	04 DOG FEES STATE			
	440-2120-02.00				DOG FEES (STATE)	205.00	0.00	0.00
<b>Total For VERMONT STATE TREASURER</b>						<b>1,025.00</b>	<b>0.00</b>	<b>0.00</b>
<b>VISION VISION SERVICE PLAN</b>	814687245		03/22/22	03/22/22	04 VISION CARE PLAN			
	440-9705-05.00				VISION CARE PLAN	355.28	0.00	0.00
<b>CVT WAITSFIELD/CHAMPLAIN VALL</b>	36817	3/22	03/22/22	03/22/22	04 TOWN HALL			
	440-5360-77.00				PHONE/FAX/INTERNET	530.44	0.00	0.00
	40156	3/22	03/22/22	03/22/22	04 FIRE DEPT			
	440-4500-77.00				F/R TELEPHONE	228.40	0.00	0.00
	43244	3/22	03/22/22	03/22/22	04 HWY GARAGE			
	440-5310-77.00				HW BLDG TELEPHONE	172.57	0.00	0.00
	48173	3/22	03/22/22	03/22/22	04 FIRE DEPT			
	440-4500-77.00				F/R TELEPHONE	46.31	0.00	0.00
	55021	3/22	03/22/22	03/22/22	04 POLICE DEPT PHONE			
	440-4151-77.00				POLICE TELEPHONE	266.70	0.00	0.00
	92288	3/22	03/22/22	03/22/22	04 WATER & SEWER			
	330-5331-77.00				TELEPHONE	196.29	0.00	0.00
<b>Total For WAITSFIELD/CHAMPLAIN VALLEY TELECOM</b>						<b>1,440.71</b>	<b>0.00</b>	<b>0.00</b>
<b>YIPES YIPES! AUTO &amp; GRAPHICS</b>	G-23650		03/23/22	03/23/22	04 FIRE DEPT VEH GRAPHICS			
	440-4500-68.00				F/R VEHICLE MAINTENANCE	637.17	0.00	0.00

03/25/22  
09:40 am

Town of Hinesburg Accounts Payable  
Invoice Edit List-Current-Last-Next FY  
Invoices Up To 03/25/22

Vendor	Invoice Number	Purchase Order	Invoice Date	Due Date	Ck Acct	Invoice Amount	Discenc. Amount	Discount Amount
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Report Grand Total						150,001.14	0.00	0.00
						-----	-----	-----

Fund Totals	Expenditures	Dis-Encumbrance
440	38,862.73	0.00
330	111,138.41	0.00
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	150,001.14	0.00

03/25/2022

Town of Hinesburg Accounts Payable

10:48 am

Check Warrant Report # 43144 Current Prior Next FY Invoices

mross

For checks For Check Acct 04(GENERAL FUND) 39083 To 39101 03/25/2022 To 03/25/2022

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
BERGERON	BERGERON PROTECTIVE CLOTHING 229019	FIRE DEPT BOOTS	972.93	0.00	972.93	39083	03/25/22
DESORCIE	DESORCIE EMERGENCY PRODUCTS, L 17573	ENGINE 2 REPAIR/MAINT	560.75	0.00	560.75	39084	03/25/22
WHITE DOM	DOMINIC WHITE 2/14/22 PAY	REPLACEMENT PAYROLL CK	225.33	0.00	225.33	39085	03/25/22
FASTENAL	FASTENAL COMPANY VTBUR306517	W/S GLOVES AND EYEWEAR	175.31	0.00	175.31	39086	03/25/22
GMP	GREEN MOUNTAIN POWER CORP 14552 3/22	OLD FIRE STATION	31.71	0.00	31.71	39087	03/25/22
GMP	GREEN MOUNTAIN POWER CORP 19252 3/22	STREET LIGHTS	458.33	0.00	458.33	39087	03/25/22
GMP	GREEN MOUNTAIN POWER CORP 28552 3/22	TOWN HALL	408.10	0.00	408.10	39087	03/25/22
GMP	GREEN MOUNTAIN POWER CORP 44552 3/22	FIRE STATION	346.15	0.00	346.15	39087	03/25/22
GMP	GREEN MOUNTAIN POWER CORP 55682 3/22	POLICE STATION	463.90	0.00	463.90	39087	03/25/22
GMP	GREEN MOUNTAIN POWER CORP 61781 3/22	REC DEPT	24.00	0.00	24.00	39087	03/25/22
GMP	GREEN MOUNTAIN POWER CORP 72881 3/22	SOLAR TRACKER ACCT	20.55	0.00	20.55	39087	03/25/22
					-----		
					Check Total	1752.74	
HOLLOWAY	HOLLOWAY CPA PC 8791	PD 7 RECONCILIATION	913.75	0.00	913.75	39088	03/25/22
NIS	MADISON NATIONAL LIFE INS CO., 1489506	DISABILITY INSURANCE	2514.94	0.00	2514.94	39089	03/25/22
MVP	MVP HEALTH CARE INC 16473561	GROUP#431364 APRIL 2022	24745.80	0.00	24745.80	39090	03/25/22
DENTAL	NORTHEAST DELTA DENTAL APRIL 2022	GROUP 925 SUB #6247	1767.67	0.00	1767.67	39091	03/25/22
QUADIEN	QUADIEN LEASING USA, INC N9323450	POSTAGE METER LEASE	195.57	0.00	195.57	39092	03/25/22
REG FEE	REGISTRATION FEE PAYMENTS 2123A	REFUNDS FOR REC PROGRAMS	910.00	0.00	910.00	39093	03/25/22
SWISH	SWISH WHITE RIVER LTD B110060	FIRE STATION MAINT	69.85	0.00	69.85	39094	03/25/22
UNIFIRST	UNIFIRST CORPORATION 1080072962	HWY UNIFORMS	49.27	0.00	49.27	39095	03/25/22
VT GAS	VERMONT GAS SYSTEMS, INC 163217 3/22	TOWN HALL	401.51	0.00	401.51	39096	03/25/22
VT GAS	VERMONT GAS SYSTEMS, INC 167599 3/22	FIRE STATION	356.07	0.00	356.07	39096	03/25/22
VT GAS	VERMONT GAS SYSTEMS, INC 194746 3/22	POLICE STATION	148.13	0.00	148.13	39096	03/25/22
					-----		
					Check Total	905.71	
VT LIFE S	VERMONT LIFE SAFETY LLC 44150	FIRE STATION MAINT	162.75	0.00	162.75	39097	03/25/22
VERMONT	VERMONT STATE TREASURER MAY-AUG 20	MAY-AUG 2020	270.00	0.00	270.00	39098	03/25/22
VERMONT	VERMONT STATE TREASURER MAY-AUG 21	MAY-AUG 21 STATE FEES	550.00	0.00	550.00	39098	03/25/22
VERMONT	VERMONT STATE TREASURER SEP-DEC 21	DOG FEES STATE	205.00	0.00	205.00	39098	03/25/22
					-----		
					Check Total	1025.00	
VISION	VISION SERVICE PLAN 814687245	VISION CARE PLAN	355.28	0.00	355.28	39099	03/25/22

03/25/22  
10:48 am

Town of Hinesburg Accounts Payable  
 Check Warrant Report # 43144 Current Prior Next FY Invoices  
 For checks For Check Acct 04(GENERAL FUND) 39083 To 39101 03/25/2022 To 03/25/2022

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gross

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
CVT	WAITSFIELD/CHAMPLAIN VALLEY TE 36817 3/22	TOWN HALL	530.44	0.00	530.44	39100	03/25/22
CVT	WAITSFIELD/CHAMPLAIN VALLEY TE 40156 3/22	FIRE DEPT	228.40	0.00	228.40	39100	03/25/22
CVT	WAITSFIELD/CHAMPLAIN VALLEY TE 43244 3/22	HWY GARAGE	172.57	0.00	172.57	39100	03/25/22
CVT	WAITSFIELD/CHAMPLAIN VALLEY TE 48173 3/22	FIRE DEPT	46.31	0.00	46.31	39100	03/25/22
CVT	WAITSFIELD/CHAMPLAIN VALLEY TE 55021 3/22	POLICE DEPT PHONE	266.70	0.00	266.70	39100	03/25/22
CVT	WAITSFIELD/CHAMPLAIN VALLEY TE 92288 3/22	WATER & SEWER	196.29	0.00	196.29	39100	03/25/22
					-----		
					Check Total	1440.71	
YIPES	YIPES! AUTO & GRAPHICS	G-23650	FIRE DEPT VEH GRAPHICS	637.17	0.00	637.17	39101 03/25/22
Report Total			39,380.53	0.00	39,380.53		
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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 \$ \*\*\*\*39,380.53  
 Let this be your order for the payments of these amounts.

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03/25/22  
10:47 am

Town of Hinesburg Accounts Payable  
Check Warrant Report # 43143 Current Prior Next FY Invoices  
For checks For Check Acct 03(SEWER & WATER) 13859 To 13862 03/25/22 To 03/25/22

Page 1  
mross

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
GMP	GREEN MOUNTAIN POWER CORP	08290 3/22 FALLS ROAD WELLHOUSE	2684.77	0.00	2684.77	13859	03/25/22
GMP	GREEN MOUNTAIN POWER CORP	45781 3/22 CVU PUMP REDUCER	162.56	0.00	162.56	13859	03/25/22
GMP	GREEN MOUNTAIN POWER CORP	54552 3/22 PUMP STATION GBS	788.37	0.00	788.37	13859	03/25/22
GMP	GREEN MOUNTAIN POWER CORP	55781 3/22 LYMAN MDW PUMP	559.92	0.00	559.92	13859	03/25/22
GMP	GREEN MOUNTAIN POWER CORP	67452 3/22 MECHANICSVILLE RD PUMP	1143.02	0.00	1143.02	13859	03/25/22
GMP	GREEN MOUNTAIN POWER CORP	82881 3/22 LAGOON ROAD	2914.91	0.00	2914.91	13859	03/25/22
GMP	GREEN MOUNTAIN POWER CORP	91881 3/22 STELLA ROAD	59.41	0.00	59.41	13859	03/25/22
					-----		
					Check Total	8312.96	
MUNSON	MUNSON EARTH MOVING CORP	REQ#5 3/8/22 WWTF SUBGRADE WORK	78973.00	0.00	78973.00	13860	03/25/22
TOWN	TOWN OF HINESBURG	3/23/22 DUE DUE TO GF FROM W/S	23000.00	0.00	23000.00	13861	03/25/22
VT GAS	VERMONT GAS SYSTEMS, INC	163319 3/22 RTE 116 PUMP STATION	160.64	0.00	160.64	13862	03/25/22
VT GAS	VERMONT GAS SYSTEMS, INC	215000 3/22 FALLS ROAD WELLHOUSE	174.01	0.00	174.01	13862	03/25/22
					-----		
					Check Total	334.65	
Report Total			110,620.61	0.00	110,620.61		
			-----				
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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 \$ \*\*\*110,620.61  
Let this be your order for the payments of these amounts.

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03/24/22  
12:52 pm

Town of Hinesburg Payroll  
Check Warrant Report #15502  
Check date 03/24/22 to 03/24/22

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hroberts

Employee	Gross	Fringes	Reimburs	FWT	FICA	MEDI	SWT	SDI	Local	Oth Dedu	Net Amt	Elec Amt	Check No
ALEXANDER, JOHN C., JR	1578.78	0.00	0.00	153.69	97.88	22.89	46.60	0.00	0.00	238.03	0.00	1019.69	E 15489
ANTHONY, MICHAEL W.	2455.14	0.00	0.00	336.17	152.22	35.60	121.47	0.00	0.00	138.10	0.00	1671.58	E 15490
BAILEY, ERIK B.	1508.00	0.00	0.00	159.04	93.50	21.87	47.80	0.00	0.00	288.19	0.00	897.60	E 15491
BRYAN, FRANK M.	1236.46	0.00	0.00	135.84	76.66	17.93	40.84	0.00	0.00	88.26	0.00	876.93	E 15492
CAMBRIDGE, ANTHONY S.	1492.00	0.00	0.00	81.45	92.50	21.63	26.37	0.00	0.00	136.49	0.00	1133.56	E 15493
CASCO, CALEB M.	1382.40	0.00	0.00	106.65	85.71	20.04	34.05	0.00	0.00	215.17	0.00	920.78	E 15494
COONRADT, AMY A.	165.00	0.00	0.00	0.00	10.23	2.39	3.43	0.00	0.00	0.00	0.00	148.95	E 15495
CYPES, MITCHEL S.	1209.09	0.00	0.00	99.03	74.96	17.53	31.92	0.00	0.00	68.01	0.00	917.64	E 15496
HICKENBERG, DANIEL R.	1163.60	0.00	0.00	81.26	72.14	16.87	42.01	0.00	0.00	101.55	0.00	849.77	E 15498
FOX, BRIAN K.	1163.60	0.00	0.00	63.99	72.14	16.87	30.48	0.00	0.00	118.01	0.00	862.11	E 15499
GLADSTONE, RYAN P.	250.00	0.00	0.00	0.00	15.50	3.63	6.28	0.00	0.00	0.00	0.00	224.59	E 15500
DUBIN GROSSMAN, JOY	1486.29	0.00	0.00	120.50	92.15	21.55	37.79	0.00	0.00	83.60	0.00	1130.70	E 15497
HOLLWEDEL, BENJAMIN M.	599.04	0.00	0.00	47.97	37.14	8.69	15.08	0.00	0.00	0.00	0.00	490.16	E 15501
HULSHOF, JEREMY B.	1044.80	0.00	0.00	70.50	64.78	15.15	23.83	0.00	0.00	111.33	0.00	759.21	E 15502
JARVIS, JAMES L.	510.15	0.00	0.00	1.11	31.63	7.40	10.78	0.00	0.00	9.58	0.00	449.65	E 15503
MACAIG, DANIEL C.	904.80	0.00	0.00	68.52	56.10	13.12	26.51	0.00	0.00	103.46	0.00	637.09	E 15504
MCCUIN, JENNIFER	802.72	0.00	0.00	41.48	49.77	11.64	15.86	0.00	0.00	141.15	0.00	542.82	E 15505
MUSUMECI, DOMINIC	1489.44	0.00	0.00	206.55	92.35	21.60	62.30	0.00	0.00	122.21	0.00	984.43	E 15506
ODIT, TODD R.	2351.89	0.00	0.00	354.16	145.82	34.10	117.94	0.00	0.00	132.29	0.00	1567.58	E 15507
ROBERTS, HEATHER J.	938.40	0.00	0.00	68.37	58.18	13.61	23.36	0.00	0.00	105.35	0.00	669.53	E 15508
ROSS, MELISSA B.	1445.60	0.00	0.00	237.45	89.63	20.96	74.57	0.00	0.00	100.03	0.00	922.96	E 15509
SHERMAN, BART	1094.80	0.00	0.00	106.42	67.88	15.87	32.01	0.00	0.00	128.07	0.00	744.55	E 15510
SHORT, ERIK M.	1113.65	0.00	0.00	92.17	69.05	16.15	38.90	0.00	0.00	62.64	0.00	834.74	E 15511
SILVER, DANIEL A.	200.00	0.00	0.00	0.00	12.40	2.90	0.39	0.00	0.00	0.00	0.00	184.31	E 15512
WAGER, WILLIAM H.	196.16	0.00	0.00	0.00	12.16	2.84	0.00	0.00	0.00	0.00	0.00	181.16	E 15513

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Check Warrant Report #15502  
Check date 03/24/22 to 03/24/22

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Employee	Gross	Fringes	Reimburse	FWT	FICA	MEDI	SWT	SDI	Local	Oth Dedu	Net Amt	Elec Amt	Check No
-----													
WEINHAGEN, ALEXANDER C.													
	1433.60	0.00	0.00	172.96	88.88	20.79	52.23	0.00	0.00	216.74	0.00	882.00	E 15514
-----													
	29215.41	0.00	0.00	2805.28	1811.36	423.62	962.80	0.00	0.00	2708.26	0.00	20504.09	
-----													

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 \$ \*\*20,504.09

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

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Dept.                      Empl. ALEXANDER ALEXANDER, JOHN C., JR  
Seq. #36618                      Pay Period 03/16/22                      Electronic Check

Description	Units		Rate	Amount	Job	Work
H1:W/WW OPER I 330-5331-10.00	40.00	Hrs	29.8200	1192.80		
			SALARIES			
H3:ON-CALL PAY 330-5331-10.00	6.00	Hrs	16.8000	100.80		
			SALARIES			
HO:HWY OVERTIME 440-5100-10.00	18.00	Hrs	44.7300	805.14		
			HIGHWAY SALARIES			
HT:B&F OVERTIME 440-3710-10.00	5.00	Hrs	44.7300	223.65		
			BLDGS & FACIL SALARIES			
-----						
Total hours	69.00		Gross income	2322.39		
-----						
D5:VMERS DB 440-1143-00.00	Gross, Pd		5.6250%	130.63		
			VMERS DB EMPLOYEE			
DA:HEALTH INS 440-9705-00.00	Gross, Pd		\$ 78.8400	78.84		
			HEALTH INSURANCE			
DC:UNION DUES 440-1144-03.00	Gross, Pd		\$ 10.3800	10.38		
			UNION DUES			
DG:VALIC 440-1144-05.00	457 (b Gross, Pd		\$ 60.0000	60.00		
			VALIC			
DJ:DIRECT DEPOSIT 440-0102-00.00	Nt-Dd, Pd		100.0000%	1510.23		
			G. INVESTMENTS (CTC#435-0			
FW:FED W/H TAX 440-1141-00.00				265.41		
			FEDERAL WITHHOLDING			
SW:STATE W/H TAX 440-1142-00.00				89.24		
			STATE WITHHOLDING			
FI:SOCIAL SECURITY 440-1140-00.00				143.99		
			SOCIAL SECURITY			
FE:EMP LIAB SOCSEC 330-5331-15.00				80.20		
			EMPLOYEE BENEFITS			
440-3710-15.00				13.87		
			BLDG & FAC EMPL BENEFITS			
440-5100-15.00				49.92		
			EMPLOYEE BENEFITS			
MI:MEDICARE TAX 440-1140-00.00				33.67		
			SOCIAL SECURITY			
ME:EMP LIAB MEDI 330-5331-15.00				18.76		
			EMPLOYEE BENEFITS			
440-3710-15.00				3.24		
			BLDG & FAC EMPL BENEFITS			
440-5100-15.00				11.67		
			EMPLOYEE BENEFITS			
-----						
Net income				0.00		

=====  
Dept.                      Empl. ANTHONMI ANTHONY, MICHAEL W.  
Seq. #36619                      Pay Period 03/16/22                      Electronic Check

Description	Units		Rate	Amount	Job	Work
G4:INS OPT OUT 440-9705-10.00				140.29		
			OPT OUT INSUR PAY			

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H1:HIGHWAY PAY	40.00	Hrs	34.5500	1382.00
440-5100-10.00			HIGHWAY SALARIES	
OT:OVERTIME	30.00	Hrs	51.8250	1554.75
440-5100-10.00			HIGHWAY SALARIES	
-----				
Total hours	70.00		Gross income	3077.04
-----				
D5:VMERS DB	Gross, Pd		5.6250%	173.08
440-1143-00.00			VMERS DB EMPLOYEE	
DJ:DIRECT DEPOSIT	Nt-Dd, Pd		100.0000%	2043.06
440-0102-00.00			G. INVESTMENTS (CTC#435-0	
FW:FED W/H TAX				465.29
440-1141-00.00			FEDERAL WITHHOLDING	
SW:STATE W/H TAX				160.21
440-1142-00.00			STATE WITHHOLDING	
FI:SOCIAL SECURITY				190.78
440-1140-00.00			SOCIAL SECURITY	
FE:EMP LIAB SOCSEC				182.08
440-5100-15.00			EMPLOYEE BENEFITS	
				8.70
440-9705-15.00			OPT OUT FICA & MEDI	
MI:MEDICARE TAX				44.62
440-1140-00.00			SOCIAL SECURITY	
ME:EMP LIAB MEDI				42.59
440-5100-15.00			EMPLOYEE BENEFITS	
				2.03
440-9705-15.00			OPT OUT FICA & MEDI	
				-----
Net income				0.00

=====					
Dept.	Empl. BAILEY	BAILEY, ERIK B.			
Seq. #36620		Pay Period 03/16/22		Electronic Check	
Description	Units		Rate	Amount	Job Work
H1:WATER/WW PAY	1.00	Hrs	36.4400	36.44	
330-5331-10.00			SALARIES		
H3:ON-CALL PAY	1.00	Hrs	16.8000	16.80	
330-5331-10.00			SALARIES		
H5:B & F PAY	12.00	Hrs	36.4400	437.28	
440-3710-10.00			BLDGS & FACIL SALARIES		
L1:CTO	27.00	Hrs	36.4400	983.88	
330-5331-10.00			SALARIES		
-----					
Total hours	41.00		Gross income	1474.40	
-----					
D5:VMERS DB	Gross, Pd		5.6250%	82.94	
440-1143-00.00			VMERS DB EMPLOYEE		
DA:HEALTH INS	Gross, Pd		\$ 52.5600	52.56	
440-9705-00.00			HEALTH INSURANCE		
DG:VALIC	457 (b Gross, Pd		10.0000%	147.44	
440-1144-05.00			VALIC		
DJ:DIRECT DEPOSIT	Nt-Dd, Pd		100.0000%	504.94	
440-0102-00.00			G. INVESTMENTS (CTC#435-0		

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DK:DIRECT DEPOSIT	Gross, Pd	\$ 375.0000	375.00
440-0102-00.00		G. INVESTMENTS (CTC#435-0	
FW:FED W/H TAX			152.80
440-1141-00.00		FEDERAL WITHHOLDING	
SW:STATE W/H TAX			45.93
440-1142-00.00		STATE WITHHOLDING	
FI:SOCIAL SECURITY			91.41
440-1140-00.00		SOCIAL SECURITY	
FE:EMP LIAB SOCSEC			64.30
330-5331-15.00		EMPLOYEE BENEFITS	
			27.11
440-3710-15.00		BLDG & FAC EMPL BENEFITS	
MI:MEDICARE TAX			21.38
440-1140-00.00		SOCIAL SECURITY	
ME:EMP LIAB MEDI			15.04
330-5331-15.00		EMPLOYEE BENEFITS	
			6.34
440-3710-15.00		BLDG & FAC EMPL BENEFITS	
			-----
Net income			0.00

=====  
Dept. Empl. BRYANFRA BRYAN, FRANK M.  
Seq. #36621 Pay Period 03/16/22 Electronic Check

Description	Units	Hrs	Rate	Amount	Job	Work
H1:POLICE PAY	40.00	Hrs	23.4400	937.60		
440-4151-10.00		POLICE	SALARIES			
HC:CALL OUT	4.00	Hrs	35.1600	140.64		
440-4151-10.00		POLICE	SALARIES			
				-----		
Total hours	44.00		Gross income	1078.24		
				-----		
D5:VMERS DB	Gross, Pd		5.6250%	60.65		
440-1143-00.00		VMERS DB	EMPLOYEE			
DA:HEALTH INS	Gross, Pd		\$ 18.7100	18.71		
440-9705-00.00		HEALTH	INSURANCE			
DJ:DIRECT DEPOSIT	Nt-Dd, Pd		100.0000%	782.43		
440-0102-00.00		G. INVESTMENTS (CTC#435-0				
FW:FED W/H TAX				102.99		
440-1141-00.00		FEDERAL WITHHOLDING				
SW:STATE W/H TAX				30.98		
440-1142-00.00		STATE WITHHOLDING				
FI:SOCIAL SECURITY				66.85		
440-1140-00.00		SOCIAL SECURITY				
FE:EMP LIAB SOCSEC				66.85		
440-4151-15.00		POLICE	EMPL BENEFITS			
MI:MEDICARE TAX				15.63		
440-1140-00.00		SOCIAL SECURITY				
ME:EMP LIAB MEDI				15.63		
440-4151-15.00		POLICE	EMPL BENEFITS			
				-----		
Net income				0.00		

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Dept.		Empl. CAMBRIDGE		CAMBRIDGE, ANTHONY S.			
Seq. #36622				Pay Period 03/16/22		Electronic Check	
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			
-----				-----			
D5:VMERS DB	Gross, Pd		5.6250%	83.93			
440-1143-00.00		VMERS DB	EMPLOYEE				
DA:HEALTH INS	Gross, Pd		\$ 52.5600	52.56			
440-9705-00.00		HEALTH	INSURANCE				
DJ:DIRECT DEPOSIT	Nt-Dd, Pd		100.0000%	1133.56			
440-0102-00.00		G.	INVESTMENTS (CTC#435-0				
FW:FED W/H TAX				81.45			
440-1141-00.00		FEDERAL	WITHHOLDING				
SW:STATE W/H TAX				26.37			
440-1142-00.00		STATE	WITHHOLDING				
FI:SOCIAL SECURITY				92.50			
440-1140-00.00		SOCIAL	SECURITY				
FE:EMP LIAB SOCSEC				92.50			
440-4151-15.00		POLICE	EMPL BENEFITS				
MI:MEDICARE TAX				21.63			
440-1140-00.00		SOCIAL	SECURITY				
ME:EMP LIAB MEDI				21.63			
440-4151-15.00		POLICE	EMPL BENEFITS				
-----				-----			
Net income				0.00			

Dept.		Empl. CASCO		CASCO, CALEB M.			
Seq. #36623				Pay Period 03/16/22		Electronic Check	
Description	Units		Rate	Amount	Job	Work	
H1:POLICE OFFIC	40.00	Hrs	34.5600	1382.40			
440-4151-10.00		POLICE	SALARIES				
-----				-----			
Total hours	40.00		Gross income	1382.40			
-----				-----			
D5:VMERS DB	Gross, Pd		5.6250%	77.76			
440-1143-00.00		VMERS DB	EMPLOYEE				
DA:HEALTH INS	Gross, Pd		\$ 37.4100	37.41			
440-9705-00.00		HEALTH	INSURANCE				
DG:VALIC	457 (b Gross, Pd		\$ 100.0000	100.00			
440-1144-05.00		VALIC					
DJ:DIRECT DEPOSIT	Nt-Dd, Pd		100.0000%	920.78			
440-0102-00.00		G.	INVESTMENTS (CTC#435-0				
FW:FED W/H TAX				106.65			
440-1141-00.00		FEDERAL	WITHHOLDING				
SW:STATE W/H TAX				34.05			
440-1142-00.00		STATE	WITHHOLDING				
FI:SOCIAL SECURITY				85.71			
440-1140-00.00		SOCIAL	SECURITY				

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FE:EMP LIAB SOCSEC			85.71
440-4151-15.00	POLICE	EMPL BENEFITS	
MI:MEDICARE TAX			20.04
440-1140-00.00	SOCIAL SECURITY		
ME:EMP LIAB MEDI			20.04
440-4151-15.00	POLICE	EMPL BENEFITS	
Net income			0.00

=====  
Dept. Empl. COONRADT COONRADT, AMY A.  
Seq. #36624 Pay Period 03/16/22 Electronic Check

Description	Units		Rate	Amount	Job	Work
H1:RECORDING SE	7.00	Hrs	16.5000	115.50		
440-3600-11.00			PLANNING/ZONING SALARY			
Total hours	7.00		Gross income	115.50		
DJ:DIRECT DEPOSIT	Nt-Dd,Pd		100.0000%	104.89		
440-0102-00.00			G. INVESTMENTS (CTC#435-0			
SW:STATE W/H TAX				1.78		
440-1142-00.00			STATE WITHHOLDING			
FI:SOCIAL SECURITY				7.16		
440-1140-00.00			SOCIAL SECURITY			
FE:EMP LIAB SOCSEC				7.16		
440-3600-15.00			PLAN/ZONING EMPL BENEFITS			
MI:MEDICARE TAX				1.67		
440-1140-00.00			SOCIAL SECURITY			
ME:EMP LIAB MEDI				1.67		
440-3600-15.00			PLAN/ZONING EMPL BENEFITS			
Net income				0.00		

=====  
Dept. Empl. CYPESMIT CYPES, MITCHEL S.  
Seq. #36625 Pay Period 03/16/22 Electronic Check

Description	Units		Rate	Amount	Job	Work
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			
OT:OVERTIME	3.00	Hrs	40.0800	120.24		
440-3600-11.00			PLANNING/ZONING SALARY			
Total hours	43.00		Gross income	1329.33		
D5:VMERS DB	Gross,Pd		5.6250%	74.77		
440-1143-00.00			VMERS DB EMPLOYEE			
DJ:DIRECT DEPOSIT	Nt-Dd,Pd		100.0000%	1004.50		
440-0102-00.00			G. INVESTMENTS (CTC#435-0			
FW:FED W/H TAX				112.64		
440-1141-00.00			FEDERAL WITHHOLDING			
SW:STATE W/H TAX				35.72		
440-1142-00.00			STATE WITHHOLDING			

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FI: SOCIAL SECURITY		82.42
440-1140-00.00	SOCIAL SECURITY	
FE: EMP LIAB SOCSEC		73.72
440-3600-15.00	PLAN/ZONING EMPL BENEFITS	
		8.70
440-9705-15.00	OPT OUT FICA & MEDI	
MI: MEDICARE TAX		19.28
440-1140-00.00	SOCIAL SECURITY	
ME: EMP LIAB MEDI		17.25
440-3600-15.00	PLAN/ZONING EMPL BENEFITS	
		2.03
440-9705-15.00	OPT OUT FICA & MEDI	
Net income		0.00

=====  
 Dept.                    Empl. GROSSMAN    DUBIN GROSSMAN, JOY  
 Seq. #36628                    Pay Period 03/16/22                    Electronic Check

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: REIMBURSEMENT			45.00		
440-5360-77.00		PHONE/FAX/INTERNET			
Total reimbursements			45.00		
			-----		
D5: VMERS DB	Gross, Pd	5.6250%	83.60		
440-1143-00.00		VMERS DB EMPLOYEE			
DJ: DIRECT DEPOSIT	Nt-Dd, Pd	100.0000%	1175.70		
440-0102-00.00		G. INVESTMENTS (CTC#435-0			
FW: FED W/H TAX			120.50		
440-1141-00.00		FEDERAL WITHHOLDING			
SW: STATE W/H TAX			37.79		
440-1142-00.00		STATE WITHHOLDING			
FI: SOCIAL SECURITY			92.15		
440-1140-00.00		SOCIAL SECURITY			
FE: EMP LIAB SOCSEC			8.34		
330-5331-15.00		EMPLOYEE BENEFITS			
			75.11		
440-3200-15.00		TOWN MANAGER BENEFITS			
			8.70		
440-9705-15.00		OPT OUT FICA & MEDI			
MI: MEDICARE TAX			21.55		
440-1140-00.00		SOCIAL SECURITY			
ME: EMP LIAB MEDI			1.95		
330-5331-15.00		EMPLOYEE BENEFITS			



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440-3200-15.00 TOWN MANAGER BENEFITS 17.57  
440-9705-15.00 OPT OUT FICA & MEDI 2.03

Net income -----  
0.00

=====  
Dept. Empl. EICKENBER EICKENBERG, DANIEL R.  
Seq. #36626 Pay Period 03/16/22 Electronic Check

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		
D5:VMERS DB	Gross,Pd		5.6250%	65.45		
440-1143-00.00		VMERS DB	EMPLOYEE			
DA:HEALTH INS	Gross,Pd		\$ 36.1000	36.10		
440-9705-00.00		HEALTH	INSURANCE			
DJ:DIRECT DEPOSIT	Nt-Dd,Pd		100.0000%	849.77		
440-0102-00.00		G.	INVESTMENTS (CTC#435-0			
FW:FED W/H TAX				81.26		
440-1141-00.00		FEDERAL	WITHHOLDING			
SW:STATE W/H TAX				42.01		
440-1142-00.00		STATE	WITHHOLDING			
FI:SOCIAL SECURITY				72.14		
440-1140-00.00		SOCIAL	SECURITY			
FE:EMP LIAB SOCSEC				72.14		
440-4151-15.00		POLICE	EMPL BENEFITS			
MI:MEDICARE TAX				16.87		
440-1140-00.00		SOCIAL	SECURITY			
ME:EMP LIAB MEDI				16.87		
440-4151-15.00		POLICE	EMPL BENEFITS			
Net income				0.00		

=====  
Dept. Empl. FOX BRIAN FOX, BRIAN K.  
Seq. #36627 Pay Period 03/16/22 Electronic Check

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		
D5:VMERS DB	Gross,Pd		5.6250%	65.45		
440-1143-00.00		VMERS DB	EMPLOYEE			
DA:HEALTH INS	Gross,Pd		\$ 52.5600	52.56		
440-9705-00.00		HEALTH	INSURANCE			
DJ:DIRECT DEPOSIT	Nt-Dd,Pd		100.0000%	862.11		
440-0102-00.00		G.	INVESTMENTS (CTC#435-0			
FW:FED W/H TAX				63.99		
440-1141-00.00		FEDERAL	WITHHOLDING			

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SW:STATE W/H TAX 440-1142-00.00	STATE WITHHOLDING	30.48
FI:SOCIAL SECURITY 440-1140-00.00	SOCIAL SECURITY	72.14
FE:EMP LIAB SOCSEC 440-4152-10.15	COPS GRANT BENEFITS	72.14
MI:MEDICARE TAX 440-1140-00.00	SOCIAL SECURITY	16.87
ME:EMP LIAB MEDI 440-4152-10.15	COPS GRANT BENEFITS	16.87
		-----
Net income		0.00

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Dept.	Empl. HOLLWEDEL HOLLWEDEL, BENJAMIN N.	Pay Period 03/16/22	Electronic Check
Seq. #36629			

Description	Units	Rate	Amount	Job	Work
H1:POLICE OFFIC 440-4151-10.00	32.00	Hrs 23.0400 POLICE SALARIES	737.28		
Total hours		Gross income	737.28		
-----			-----		
DJ:DIRECT DEPOSIT 440-0102-00.00	Nt-Dd,Pd	100.0000%	596.61		
FW:FED W/H TAX 440-1141-00.00		G. INVESTMENTS (CTC#435-0 FEDERAL WITHHOLDING	64.56		
SW:STATE W/H TAX 440-1142-00.00		STATE WITHHOLDING	19.71		
FI:SOCIAL SECURITY 440-1140-00.00		SOCIAL SECURITY	45.71		
FE:EMP LIAB SOCSEC 440-4151-15.00		POLICE EMPL BENEFITS	45.71		
MI:MEDICARE TAX 440-1140-00.00		SOCIAL SECURITY	10.69		
ME:EMP LIAB MEDI 440-4151-15.00		POLICE EMPL BENEFITS	10.69		
			-----		
Net income			0.00		

=====

Dept.	Empl. HULSHOFJ HULSHOF, JEREMY B.	Pay Period 03/16/22	Electronic Check
Seq. #36630			

Description	Units	Rate	Amount	Job	Work
H1:POLICE OFFIC 440-4151-10.00	40.00	Hrs 26.1200 POLICE SALARIES	1044.80		
OT:OVERTIME 440-4151-10.00	4.00	Hrs 39.1800 POLICE SALARIES	156.72		
Total hours		Gross income	1201.52		
-----			-----		
D5:VMERS DB 440-1143-00.00	Gross, Pd	5.6250%	67.59		
DA:HEALTH INS 440-9705-00.00	Gross, Pd	\$ 52.5600	52.56		
		HEALTH INSURANCE			

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DJ:DIRECT DEPOSIT	Nt-Dd,Pd	100.0000%	872.44
440-0102-00.00		G. INVESTMENTS (CTC#435-0	
FW:FED W/H TAX			88.24
440-1141-00.00		FEDERAL WITHHOLDING	
SW:STATE W/H TAX			28.78
440-1142-00.00		STATE WITHHOLDING	
FI:SOCIAL SECURITY			74.49
440-1140-00.00		SOCIAL SECURITY	
FE:EMP LIAB SOCSEC			74.49
440-4151-15.00		POLICE EMPL BENEFITS	
MI:MEDICARE TAX			17.42
440-1140-00.00		SOCIAL SECURITY	
ME:EMP LIAB MEDI			17.42
440-4151-15.00		POLICE EMPL BENEFITS	
			-----
Net income			0.00

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Dept. Empl. JARVISJIM JARVIS, JAMES L.  
Seq. #36631 Pay Period 03/16/22 Electronic Check

Description	Units	Rate	Amount	Job	Work
G4:INS OPT OUT			70.15		
440-9705-10.00		OPT OUT INSUR PAY			
H1:ZONING ADMIN	20.50	Hrs 22.0000	451.00		
440-3600-11.00		PLANNING/ZONING SALARY			
	-----		-----		
Total hours	20.50	Gross income	521.15		
	-----		-----		
DD:DENTAL INS	Gross,Pd	\$ 7.9800	7.98		
440-9705-01.00		DENTAL INSURANCE			
DJ:DIRECT DEPOSIT	Nt-Dd,Pd	100.0000%	458.34		
440-0102-00.00		G. INVESTMENTS (CTC#435-0			
DV:VISION CARE	Gross,Pd	\$ 1.6000	1.60		
440-9705-05.00		VISION CARE PLAN			
FW:FED W/H TAX			2.21		
440-1141-00.00		FEDERAL WITHHOLDING			
SW:STATE W/H TAX			11.15		
440-1142-00.00		STATE WITHHOLDING			
FI:SOCIAL SECURITY			32.31		
440-1140-00.00		SOCIAL SECURITY			
FE:EMP LIAB SOCSEC			27.96		
440-3600-15.00		PLAN/ZONING EMPL BENEFITS			
			4.35		
440-9705-15.00		OPT OUT FICA & MEDI			
MI:MEDICARE TAX			7.56		
440-1140-00.00		SOCIAL SECURITY			
ME:EMP LIAB MEDI			6.54		
440-3600-15.00		PLAN/ZONING EMPL BENEFITS			
			1.02		
440-9705-15.00		OPT OUT FICA & MEDI			
			-----		
Net income			0.00		

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Dept.	Empl.	MACAIG D	MACAIG, DANIEL C.	Pay Period	03/16/22	Electronic Check		
Seq.	#36632							
Description	Units		Rate		Amount		Job	Work
H1:FIREFIGHTER/ 440-4600-10.00	42.50	Hrs	22.6200		961.35			
			EMS RESPONDER					
OT:OVERTIME 440-4600-10.00	2.00	Hrs	33.9300		67.86			
			EMS RESPONDER					
Total hours	44.50		Gross income		1029.21			
D5:VMERS DB 440-1143-00.00	Gross, Pd		5.6250%		57.89			
			VMERS DB EMPLOYEE					
DA:HEALTH INS 440-9705-00.00	Gross, Pd		\$ 52.5600		52.56			
			HEALTH INSURANCE					
DJ:DIRECT DEPOSIT 440-0102-00.00	Nt-Dd, Pd		100.0000%		723.78			
			G. INVESTMENTS (CTC#435-0					
FW:FED W/H TAX 440-1141-00.00					82.61			
			FEDERAL WITHHOLDING					
SW:STATE W/H TAX 440-1142-00.00					33.64			
			STATE WITHHOLDING					
FI:SOCIAL SECURITY 440-1140-00.00					63.81			
			SOCIAL SECURITY					
FE:EMP LIAB SOCSEC 440-4600-15.00					63.81			
			EMS RESPONDER BENEFITS					
MI:MEDICARE TAX 440-1140-00.00					14.92			
			SOCIAL SECURITY					
ME:EMP LIAB MEDI 440-4600-15.00					14.92			
			EMS RESPONDER BENEFITS					
Net income					0.00			

Dept.	Empl.	MCCUINJEN	MCCUIN, JENNIFER	Pay Period	03/16/22	Electronic Check		
Seq.	#36633							
Description	Units		Rate		Amount		Job	Work
G4:INS OPT OUT 440-9705-10.00					105.22			
			OPT OUT INSUR PAY					
H1: REC DIRECTO 440-5600-10.00	30.00	Hrs	23.2500		697.50			
			REC DEPT PAY					
Total hours	30.00		Gross income		802.72			
R1:PHONE REIMB 440-5360-77.00					33.75			
			PHONE/FAX/INTERNET					
Total reimbursements					33.75			
D5:VMERS DB 440-1143-00.00	Gross, Pd		5.6250%		45.15			
			VMERS DB EMPLOYEE					
DG:VALIC 440-1144-05.00	457 (b Gross, Pd		\$ 96.0000		96.00			
			VALIC					
DJ:DIRECT DEPOSIT 440-0102-00.00	Nt-Dd, Pd		100.0000%		576.57			
			G. INVESTMENTS (CTC#435-0					

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FW:FED W/H TAX		41.48
440-1141-00.00	FEDERAL WITHHOLDING	
SW:STATE W/H TAX		15.86
440-1142-00.00	STATE WITHHOLDING	
FI:SOCIAL SECURITY		49.77
440-1140-00.00	SOCIAL SECURITY	
FE:EMP LIAB SOCSEC		43.25
440-5600-15.00	REC DEPT EMPL BENEFITS	
		6.52
440-9705-15.00	OPT OUT FICA & MEDI	
MI:MEDICARE TAX		11.64
440-1140-00.00	SOCIAL SECURITY	
ME:EMP LIAB MEDI		10.11
440-5600-15.00	REC DEPT EMPL BENEFITS	
		1.53
440-9705-15.00	OPT OUT FICA & MEDI	
		-----
Net income		0.00

=====						
Dept.	Empl.	MUSUMECI	MUSUMECI, DOMINIC			
Seq. #36634			Pay Period 03/16/22			Electronic Check
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	26.00	Hrs	41.7600	1085.76		
440-5100-10.00			HIGHWAY SALARIES			
	-----			-----		
Total hours	66.00		Gross income	2199.36		
	-----			-----		
D5:VMERS DB	Gross, Pd		5.6250%	123.71		
440-1143-00.00			VMERS DB EMPLOYEE			
DA:HEALTH INS	Gross, Pd		\$ 28.0500	28.05		
440-9705-00.00			HEALTH INSURANCE			
DC:UNION DUES	Gross, Pd		\$ 10.3800	10.38		
440-1144-03.00			UNION DUES			
DJ:DIRECT DEPOSIT	Nt-Dd, Pd		100.0000%	1402.44		
440-0102-00.00			G. INVESTMENTS (CTC#435-0			
FW:FED W/H TAX				359.53		
440-1141-00.00			FEDERAL WITHHOLDING			
SW:STATE W/H TAX				107.00		
440-1142-00.00			STATE WITHHOLDING			
FI:SOCIAL SECURITY				136.36		
440-1140-00.00			SOCIAL SECURITY			
FE:EMP LIAB SOCSEC				136.36		
440-5100-15.00			EMPLOYEE BENEFITS			
MI:MEDICARE TAX				31.89		
440-1140-00.00			SOCIAL SECURITY			
ME:EMP LIAB MEDI				31.89		
440-5100-15.00			EMPLOYEE BENEFITS			
				-----		
Net income				0.00		
=====						

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Dept. Seq. #36635	Empl. OBIT TODD	ODIT, TODD R.	Pay Period 03/16/22	Electronic Check	Job	Work
Description	Units		Rate	Amount		
G4:INS OPT OUT				140.29		
440-9705-10.00			OPT OUT INSUR PAY			
H1:TOWN MANAGER	28.00	Hrs	55.2900	1548.12		
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	6.00	Hrs	55.2900	331.74		
440-3200-10.00			TOWN MANAGER SALARY			
-----				-----		
Total hours	40.00		Gross income	2351.89		
-----				-----		
D5:VMERS DB	Gross, Pd		5.6250%	132.29		
440-1143-00.00			VMERS DB EMPLOYEE			
DJ:DIRECT DEPOSIT	Nt-Dd, Pd		100.0000%	1357.58		
440-0102-00.00			G. INVESTMENTS (CTC#435-0			
DK:DIRECT DEPOSIT	Gross, Pd		\$ 105.0000	105.00		
440-0102-00.00			G. INVESTMENTS (CTC#435-0			
DL:DIRECT DEPOSIT	Gross, Pd		\$ 105.0000	105.00		
440-0102-00.00			G. INVESTMENTS (CTC#435-0			
FW:FED W/H TAX				354.16		
440-1141-00.00			FEDERAL WITHHOLDING			
SW:STATE W/H TAX				117.94		
440-1142-00.00			STATE WITHHOLDING			
FI:SOCIAL SECURITY				145.82		
440-1140-00.00			SOCIAL SECURITY			
FE:EMP LIAB SOCSEC				20.57		
330-5331-15.00			EMPLOYEE BENEFITS			
440-3200-15.00			TOWN MANAGER BENEFITS	116.55		
440-9705-15.00			OPT OUT FICA & MEDI	8.70		
MI:MEDICARE TAX				34.10		
440-1140-00.00			SOCIAL SECURITY			
ME:EMP LIAB MEDI				4.81		
330-5331-15.00			EMPLOYEE BENEFITS			
440-3200-15.00			TOWN MANAGER BENEFITS	27.26		
440-9705-15.00			OPT OUT FICA & MEDI	2.03		
-----				-----		
Net income				0.00		

Dept. Seq. #36636	Empl. ROBERTS H	ROBERTS, HEATHER J.	Pay Period 03/16/22	Electronic Check	Job	Work
Description	Units		Rate	Amount		
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			

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	-----		-----
Total hours	40.00	Gross income	938.40
D5:VMERS DB	Gross, Pd	5.6250%	52.79
440-1143-00.00		VMERS DB EMPLOYEE	
DA:HEALTH INS	Gross, Pd	\$ 52.5600	52.56
440-9705-00.00		HEALTH INSURANCE	
DJ:DIRECT DEPOSIT	Nt-Dd, Pd	100.0000%	699.15
440-0102-00.00		G. INVESTMENTS (CTC#435-0	
FW:FED W/H TAX			38.75
440-1141-00.00		FEDERAL WITHHOLDING	
SW:STATE W/H TAX			23.36
440-1142-00.00		STATE WITHHOLDING	
FI:SOCIAL SECURITY			58.18
440-1140-00.00		SOCIAL SECURITY	
FE:EMP LIAB SOCSEC			23.27
330-5331-15.00		EMPLOYEE BENEFITS	
			34.91
440-3400-15.00		EMPLOYEE BENEFITS	
MI:MEDICARE TAX			13.61
440-1140-00.00		SOCIAL SECURITY	
ME:EMP LIAB MEDI			5.45
330-5331-15.00		EMPLOYEE BENEFITS	
			8.16
440-3400-15.00		EMPLOYEE BENEFITS	
Net income			0.00

=====

Dept.	Empl. ROSSME	ROSS, MELISSA B.	
Seq. #36637		Pay Period 03/16/22	Electronic Check

Description	Units	Rate	Amount	Job	Work
H2:TOWN CLERK	33.00	Hrs 36.1400	1192.62		
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	3.00	Hrs 36.1400	108.42		
440-3400-10.00		CLERK/TREAS SALARIES			
Total hours	40.00	Gross income	1445.60		
D5:VMERS DB	Gross, Pd	5.6250%	81.32		
440-1143-00.00		VMERS DB EMPLOYEE			
DA:HEALTH INS	Gross, Pd	\$ 18.7100	18.71		
440-9705-00.00		HEALTH INSURANCE			
DJ:DIRECT DEPOSIT	Nt-Dd, Pd	100.0000%	922.96		
440-0102-00.00		G. INVESTMENTS (CTC#435-0			
FW:FED W/H TAX			237.45		
440-1141-00.00		FEDERAL WITHHOLDING			
SW:STATE W/H TAX			74.57		
440-1142-00.00		STATE WITHHOLDING			
FI:SOCIAL SECURITY			89.63		
440-1140-00.00		SOCIAL SECURITY			

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FE:EMP LIAB SOCSEC		8.96
330-5331-15.00	EMPLOYEE BENEFITS	
		80.67
440-3400-15.00	EMPLOYEE BENEFITS	
MI:MEDICARE TAX		20.96
440-1140-00.00	SOCIAL SECURITY	
ME:EMP LIAB MEDI		2.10
330-5331-15.00	EMPLOYEE BENEFITS	
		18.86
440-3400-15.00	EMPLOYEE BENEFITS	
		-----
Net income		0.00

=====					
Dept.	Empl. SHERMAN	SHERMAN, BART			
Seq. #36638		Pay Period 03/16/22			Electronic Check
Description	Units	Rate	Amount	Job	Work
H1:W/WW OPER I	40.00	Hrs 25.6900	1027.60		
330-5331-10.00		SALARIES			
H3:ON-CALL PAY	7.00	Hrs 16.8000	117.60		
330-5331-10.00		SALARIES			
OT:OVERTIME	3.00	Hrs 38.5350	115.61		
330-5331-10.00		SALARIES			
	-----		-----		
Total hours	50.00	Gross income	1260.81		
	-----		-----		
D5:VMERS DB	Gross,Pd	5.6250%	70.92		
440-1143-00.00		VMERS DB EMPLOYEE			
DA:HEALTH INS	Gross,Pd	\$ 56.1100	56.11		
440-9705-00.00		HEALTH INSURANCE			
DC:UNION DUES	Gross,Pd	\$ 10.3800	10.38		
440-1144-03.00		UNION DUES			
DJ:DIRECT DEPOSIT	Nt-Dd,Pd	100.0000%	693.71		
440-0102-00.00		G. INVESTMENTS (CTC#435-0			
DK:DIRECT DEPOSIT	Gross,Pd	\$ 150.0000	150.00		
440-0102-00.00		G. INVESTMENTS (CTC#435-0			
FW:FED W/H TAX			140.89		
440-1141-00.00		FEDERAL WITHHOLDING			
SW:STATE W/H TAX			42.35		
440-1142-00.00		STATE WITHHOLDING			
FI:SOCIAL SECURITY			78.17		
440-1140-00.00		SOCIAL SECURITY			
FE:EMP LIAB SOCSEC			78.17		
330-5331-15.00		EMPLOYEE BENEFITS			
MI:MEDICARE TAX			18.28		
440-1140-00.00		SOCIAL SECURITY			
ME:EMP LIAB MEDI			18.28		
330-5331-15.00		EMPLOYEE BENEFITS			
			-----		
Net income			0.00		

=====					
Dept.	Empl. SHORTERIK	SHORT, ERIK M.			
Seq. #36639		Pay Period 03/16/22			Electronic Check
Description	Units	Rate	Amount	Job	Work



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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
-----			
D5:VMERS DB	Gross, Pd	5.6250%	60.77
440-1143-00.00		VMERS DB EMPLOYEE	
DJ:DIRECT DEPOSIT	Nt-Dd, Pd	100.0000%	811.74
440-0102-00.00		G. INVESTMENTS (CTC#435-0	
FW:FED W/H TAX			88.40
440-1141-00.00		FEDERAL WITHHOLDING	
SW:STATE W/H TAX			36.83
440-1142-00.00		STATE WITHHOLDING	
FI:SOCIAL SECURITY			66.98
440-1140-00.00		SOCIAL SECURITY	
FE:EMP LIAB SOCSEC			58.41
440-4600-15.00		EMS RESPONDER BENEFITS	
			8.57
440-9705-15.00		OPT OUT FICA & MEDI	
MI:MEDICARE TAX			15.67
440-1140-00.00		SOCIAL SECURITY	
ME:EMP LIAB MEDI			13.67
440-4600-15.00		EMS RESPONDER BENEFITS	
			2.00
440-9705-15.00		OPT OUT FICA & MEDI	
-----			
Net income			0.00

=====  
Dept. GOV      Empl. SPADACVA      SPADACCINI, VALERIE  
Seq. #36642      Pay Period 03/16/22      Electronic Check

Description	Units	Rate	Amount	Job	Work
H1:SELCTBD SEC	10.00	Hrs 20.0000	200.00		
440-3000-11.00		SELECTBOARD SECRETARY PAY			
-----					
Total hours	10.00	Gross income	200.00		
-----					
DJ:DIRECT DEPOSIT	Nt-Dd, Pd	100.0000%	154.70		
440-0102-00.00		G. INVESTMENTS (CTC#435-0			
FW:FED W/H TAX			25.00		
440-1141-00.00		FEDERAL WITHHOLDING			
SW:STATE W/H TAX			5.00		
440-1142-00.00		STATE WITHHOLDING			
FI:SOCIAL SECURITY			12.40		
440-1140-00.00		SOCIAL SECURITY			
FE:EMP LIAB SOCSEC			12.40		
440-3000-15.00		SELECTBOARD EMPL BENEFITS			
MI:MEDICARE TAX			2.90		
440-1140-00.00		SOCIAL SECURITY			
ME:EMP LIAB MEDI			2.90		
440-3000-15.00		SELECTBOARD EMPL BENEFITS			

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Net income					0.00	
=====						
Dept.	Empl. WAGERWILL WAGER, WILLIAM H.					
Seq. #36640	Pay Period 03/16/22		Electronic Check			
Description	Units	Rate	Amount	Job	Work	
H1:PART-TIME CO 440-4151-10.00	8.00	Hrs 24.5200	196.16			
		POLICE SALARIES				
-----						
Total hours	8.00	Gross income	196.16			
-----						
DJ:DIRECT DEPOSIT 440-0102-00.00	Nt-Dd,Pd	100.0000%	181.16			
		G. INVESTMENTS (CTC#435-0				
FI:SOCIAL SECURITY 440-1140-00.00		SOCIAL SECURITY	12.16			
FE:EMP LIAB SOCSEC 440-4151-15.00		POLICE EMPL BENEFITS	12.16			
MI:MEDICARE TAX 440-1140-00.00		SOCIAL SECURITY	2.84			
ME:EMP LIAB MEDI 440-4151-15.00		POLICE EMPL BENEFITS	2.84			
-----						
Net income					0.00	

=====					
Dept.	Empl. WEINHAGA WEINHAGEN, ALEXANDER C.				
Seq. #36641	Pay Period 03/16/22		Electronic Check		
Description	Units	Rate	Amount	Job	Work
H1:PLANNING DIR 440-3600-11.00	24.00	Hrs 35.8400	860.16		
		PLANNING/ZONING SALARY			
L1:CTO PAY 440-3600-11.00	16.00	Hrs 35.8400	573.44		
		PLANNING/ZONING SALARY			
-----					
Total hours	40.00	Gross income	1433.60		
-----					
D5:VMERS DB 440-1143-00.00	Gross,Pd	5.6250%	80.64		
		VMERS DB EMPLOYEE			
DA:HEALTH INS 440-9705-00.00	Gross,Pd	\$ 36.1000	36.10		
		HEALTH INSURANCE			
DG:VALIC 440-1144-05.00	457 (b Gross,Pd	\$ 100.0000	100.00		
		VALIC			
DJ:DIRECT DEPOSIT 440-0102-00.00	Nt-Dd,Pd	100.0000%	882.00		
		G. INVESTMENTS (CTC#435-0			
FW:FED W/H TAX 440-1141-00.00		FEDERAL WITHHOLDING	172.96		
SW:STATE W/H TAX 440-1142-00.00		STATE WITHHOLDING	52.23		
FI:SOCIAL SECURITY 440-1140-00.00		SOCIAL SECURITY	88.88		
FE:EMP LIAB SOCSEC 440-3600-15.00		PLAN/ZONING EMPL BENEFITS	88.88		
MI:MEDICARE TAX 440-1140-00.00		SOCIAL SECURITY	20.79		

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ME:EMP LIAB MEDI	20.79
440-3600-15.00	PLAN/ZONING EMPL BENEFITS
	-----
Net income	0.00

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Report totals			
Gross income	31,482.88		
CTO	1,997.48	52.000	0.000 Inc. in Gross
Reimbursement 1	78.75		
Deduction 5	1,671.33		
Deduction A	625.39		
Deduction C	31.14		
Deduction D	7.98		
Deduction G	503.44		
Deduction J	21,225.15		
Deduction K	630.00		
Deduction L	105.00		
Deduction V	1.60		
Federal withheld	3,249.22		
FICA withheld	1,951.92		
MEDI withheld	456.48		
State withheld	1,102.98		
State disab.	0.00		
Local taxes	0.00		
Employer FICA	1,951.92		
Employer MEDI	456.48		
Employer SUTA	0.00		
Employer FUTA	0.00		
Net income	0.00	(0 checks 25 e-checks.)	
Total hours	981.50		

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Employee	Gross	Fringes	Reimburse	FWT	FICA	MEDI	SWT	SDI	Local	Oth Dedu	Net Amt	Elec Amt	Check No
ALEXANDER, JOHN C., JR	2322.39	0.00	0.00	265.41	143.99	33.67	89.24	0.00	0.00	279.85	0.00	1510.23	E 15464
ANTHONY, MICHAEL W.	3077.04	0.00	0.00	465.29	190.78	44.62	160.21	0.00	0.00	173.08	0.00	2043.06	E 15465
BALLEY, ERIK B.	1474.40	0.00	0.00	152.80	91.41	21.38	45.93	0.00	0.00	282.94	0.00	879.94	E 15466
BRYAN, FRANK M.	1078.24	0.00	0.00	102.99	66.85	15.63	30.98	0.00	0.00	79.36	0.00	782.43	E 15467
CAMBRIDGE, ANTHONY S.	1492.00	0.00	0.00	81.45	92.50	21.63	26.37	0.00	0.00	136.49	0.00	1133.56	E 15468
CASCO, CALEB M.	1382.40	0.00	0.00	106.65	85.71	20.04	34.05	0.00	0.00	215.17	0.00	920.78	E 15469
COONRADT, AMY A.	115.50	0.00	0.00	0.00	7.16	1.67	1.78	0.00	0.00	0.00	0.00	104.89	E 15470
CYPES, MITCHEL S.	1329.33	0.00	0.00	112.64	82.42	19.28	35.72	0.00	0.00	74.77	0.00	1004.50	E 15471
EICKENBERG, DANIEL R.	1163.60	0.00	0.00	81.26	72.14	16.87	42.01	0.00	0.00	101.55	0.00	849.77	E 15473
FOX, BRIAN K.	1163.60	0.00	0.00	63.99	72.14	16.87	30.48	0.00	0.00	118.01	0.00	862.11	E 15474
DUBIN GROSSMAN, JOY	1486.29	0.00	45.00	120.50	92.15	21.55	37.79	0.00	0.00	83.60	0.00	1175.70	E 15472
HOLLWEDEL, BENJAMIN N.	737.28	0.00	0.00	64.56	45.71	10.69	19.71	0.00	0.00	0.00	0.00	596.61	E 15475
HULSHOF, JEREMY B.	1201.52	0.00	0.00	88.24	74.49	17.42	28.78	0.00	0.00	120.15	0.00	872.44	E 15476
JARVIS, JAMES L.	521.15	0.00	0.00	2.21	32.31	7.56	11.15	0.00	0.00	9.58	0.00	458.34	E 15477
MACAIG, DANIEL C.	1029.21	0.00	0.00	82.61	63.81	14.92	33.64	0.00	0.00	110.45	0.00	723.78	E 15478
MCCUIN, JENNIFER	802.72	0.00	33.75	41.48	49.77	11.64	15.86	0.00	0.00	141.15	0.00	576.57	E 15479
MUSUMECI, DOMINIC	2199.36	0.00	0.00	359.53	136.36	31.89	107.00	0.00	0.00	162.14	0.00	1402.44	E 15480
ODIT, TODD R.	2351.89	0.00	0.00	354.16	145.82	34.10	117.94	0.00	0.00	132.29	0.00	1567.58	E 15481
ROBERTS, HEATHER J.	938.40	0.00	0.00	38.75	58.18	13.61	23.36	0.00	0.00	105.35	0.00	699.15	E 15482
ROSS, MELISSA B.	1445.60	0.00	0.00	237.45	89.63	20.96	74.57	0.00	0.00	100.03	0.00	922.96	E 15483
SHERMAN, BART	1260.81	0.00	0.00	140.89	78.17	18.28	42.35	0.00	0.00	137.41	0.00	843.71	E 15484
SHORT, ERIK M.	1080.39	0.00	0.00	88.40	66.98	15.67	36.83	0.00	0.00	60.77	0.00	811.74	E 15485
SPADACCINI, VALERIE	200.00	0.00	0.00	25.00	12.40	2.90	5.00	0.00	0.00	0.00	0.00	154.70	E 15486
WAGER, WILLIAM H.	196.16	0.00	0.00	0.00	12.16	2.84	0.00	0.00	0.00	0.00	0.00	181.16	E 15487
WEINHAGEN, ALEXANDER C.	1433.60	0.00	0.00	172.96	88.88	20.79	52.23	0.00	0.00	216.74	0.00	882.00	E 15488
	31482.88	0.00	78.75	3249.22	1951.92	456.48	1102.98	0.00	0.00	2840.88	0.00	21960.15	

03/17/22  
01:03 pm

Town of Hinesburg Payroll  
Check Warrant Report #15500  
Period end date 03/16/22 to 03/16/22

Employee

Gross	Fringes Reimburse	FWT	FICA	MEDI	SWT	SDI	Local	Oth Dedu	Net Amt	Elec Amt	Check No
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To the Treasurer of Hinesburg

SELECT BOARD

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

aggregating \$ \*\*21,960.15

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

To: Hinesburg Selectboard  
From: Joy Dubin Grossman, Assistant Town Manager  
Re: Suggested Reappointment to Commissions, Committees & Boards  
Date: March 18, 2022

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**ISSUE:**

There are three reappointments to the Hinesburg Trails Committee

**DISCUSSION:**

A reminder to the Selectboard - The terms of committee appointments have historically run January 1<sup>st</sup> of each year. To give any newly elected Selectboard members a vote in re-appointment of members, staff suggests the Selectboard consider having terms end of April 1.

If the Selectboard agrees with that thought, then the following motions are recommended:

It is recommended that the Selectboard re-appoint the individuals attached to this memo to terms that the end on April 1 of the corresponding year.

It is recommended the Selectboard extend all unexpired terms to April 1 of the year the term end

**APPOINTMENTS:**

**Trails Committee** – Oren Guttmann, Charles “Chic” McArthur & Bret Golan (3 Year Terms)