



**Hinesburgh Public
House
10516 Route 116
Hinesburgh, VT 05461
www.hinesburgh.org**

SELECTBOARD RETREAT AGENDA

June 15, 2022

MEETING WILL BE HELD IN-PERSON

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| 1. Meeting Call to Order | 3:30PM |
| 2. Agenda Additions or Deletions | 3:30PM |
| 3. Public Comment | 3:35PM |
| 4. Potential Executive Session to Discuss the Evaluation of a Public Officer or Employee pursuant to 1 V.S.A §313(a)(3) | 4:00PM |
| 5. Selectboard Discussion and Work-session | 5:00PM |
| a. Discussion of ARPA Project Ideas | |
| b. FY24 Budget Input Process | |
| c. Review of Selectboard Priorities | |
| d. Selectboard Forum | |
| 6. Dinner | 6:30PM |
| 7. Final Thoughts | 7:00PM |
| 8. Adjourn | 7:30PM |

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

ARPA Ideas

Total Award = \$1,352,806

Fire Department:

1. Portable and Mobile Radio: \$115,000
 0. 30 portable radios and 6 mobile radios
 1. Replace our dated mobile radios and upgrade our non-fire rated and dated portable radios
2. Thermal Imaging Camera: \$40,000
 0. 4 cameras
 1. Replace our 15 year old cameras
3. SCBA Fill Station: \$50,000
 0. Replace our current 20 year old system
4. Second ZOLL Cardiac Monitor: \$45,000
 0. Would go on new Engine 3 for second/simultaneous medical calls

Town Clerk and Treasurer:

My vote would be for town hall restoration and to create a sidewalk fund as there are going to be needed repairs going forward and some are needed already. The key to a vibrant village and community is walkability and we need to insure that we continue promoting and supporting that. Finally, I would support any leftover funds going toward the development of Lot 1 for community use.

Recreation:

Bissonette field: Storage facility/snack shack, security cameras, playground, pavilion, scoreboard

Water and Sewer

Sludge vacuum tanker - \$160,000
Nano Filter cartridge replacements \$30,000
Well #6 components - \$500,000 (total estimated cost of \$1,000,000)
New CVU Water Main - \$1,100,000
Refit Cemetery Water pumping station pressure reducer - \$60,000
New ¾ ton truck for plowing and other tasks - \$35,000

Highway:

Radio Repeater
Lincoln Hill Culverts - \$350,000
Gravel Crusher
Interior Lift to reach HVAC and lights

Gravel stockpiles
Gravel road reconstruction

Planning and Zoning:

Fiscal Analysis of Planned Growth - \$75,000
Zoning Regulation Comprehensive Overhaul - \$50,000
Overlook Park Conceptual Design - \$25,000
Mechanicsville Neighborhood Park Conceptual Design - \$25,000
Bissonette Recreation Area Expansion Design - \$25,000
Route 116, Riggs Road Intersection Scoping Study - \$15,000
Town Common Improvements - \$10,000
Large Flat Screen Monitors and Audio Technology - \$5,000
GIS Mapping Software Upgrades - \$4,500

Town Manager:

Play Structure at Bissonette Fields \$50,000 - \$75,000
Lincoln Hill Culverts - \$350,000 - \$400,000
Town Hall Renovation - \$150,000
Richmond Road Path Match (if we get the grant) - \$200,000
Equity and Inclusion Work - \$125,000
Public Safety Strategic Plan - \$125,000
Balance for other projects = \$277,806

Affordable Housing Committee:

Housing Trust Fund - \$100,000

Proposals from Outside of Town Hall

HCRC:

Emergency Assistance Fund Expansion - \$40,000
HCRC Building improvements - \$55,000 - \$83,000

First Roots – Wild Roots Pre-School:

Sidewalk along west side of Pond Road from CVU path north to across from southern driveway entrance. Purpose is to provide a safe way for students to walk to the village. No cost estimates.

Lake Iroquois Recreation District:

Requesting funds for Beebe Lane improvements. Total project estimate is \$375,000. Request to Hinesburg and Williston is \$150,000 each with a \$50,000 request to Richmond.

HINESBURG SELECTBOARD RETREAT

MEETING HIGHLIGHTS & NEXT STEPS

Presented by



Facilitators: Susan Clark & Susan McCormack

10/06/2021

On October 6, 2021, the Hinesburg Selectboard, Town Manager, and Assistant Town Manager met for several hours to build relationships among selectboard and staff members, clarify roles of the selectboard and staff as the town transitions to a town manager form of government, and establish goals for the coming year.

Participants: Phil Pouech, Merrily Lovell, Maggie Gordon, Mike Loner, Dennis Place, Todd Odit, Joy Dubin Grossman

Below we suggest two immediate actions steps and offer several recommendations. Also included are meeting highlights as well as the flip chart notes that were recorded during the meeting.

Immediate Action Steps

1. Chairperson Merrily Levell and Selectboard member Phil Poeuch will create an evaluation process and conduct an initial evaluation of the town manager.
2. Create a communications calendar featuring a schedule for monthly opportunities for townspeople to chat with the Town Manager and a selectboard member. These informal “coffee chats” will be held in a variety of places around town and also include several virtual get togethers.

Recommendations

1. Set aside time on a regular basis over the next year for the board to reflect on how the transition to town manager is going and make adjustments as needed
 - a. Refer to the values that were identified during the retreat on a regular basis and continue to define and refine them.
 - b. Encourage the selectboard to self-assess areas where their work has been well aligned with their values and identify areas for growth.

2. Be mindful that the transition to town manager is a cultural as well as a technical change.
 - a. Town manager to engage in an iterative process with the board on big decisions (for example, restructuring town departments) with frequent communication about decision-making and next steps.
 - b. Be prepared for times when the selectboard and the town manager experience a lack of clarity and possible tension around this transition. Agree on a process to follow and supporting documents to consult (for example the ICMA Code of Ethics) to help the board and managers work through these moments.
3. Racial Equity Committee.
 - a. Center the voices of people who are directly impacted by racism and discrimination in everything that happens.
 - i. Create ongoing opportunities for listening, including affinity spaces where people who hold similar identities can openly share their experiences and articulate their needs.
 - b. On June 10, 2020, the municipality stated an intention to work in partnership with schools, businesses, and housing programs across the municipality. This is a solid approach and hopefully one that the selectboard is pursuing.
 - c. Create conditions on the committee that are as informal, welcoming and inclusive as possible
 - i. Offer supports such as stipends, child care, transportation, etc..
 - ii. Include time at each meeting for relationship building and learning.
 1. People on the committee should have opportunities to continue to build awareness about how their own

race, ethnicity and identities have informed their experiences and perspectives. The committee should also have opportunities to continue to build understanding about the way racist systems have shaped our national, state and local communities.

- d. Be intentional in your communication that the work is designed to meet the needs of BIPOC and people who have historically and continue to be marginalized. At the same time, be prepared to be steadfast in your commitment, as this work will have vocal opposition. Be prepared to articulate ways this work will benefit the full community ([The Sum of Us](#) by Heather McGhee offers a framework that can be useful).

Meeting highlights

1. Participants identified a set of shared values that can serve as guideposts to ensure that the selectboard and town managers work together effectively (trust, professionalism, respect, community oriented, community pride, supportive, courageous).
2. Participants discussed the transition from town administrator to town manager. They engaged in a conversation about what to hold onto from the past, what to hope for in the future, and how to leverage these qualities to gain the best outcome for the community. Participants envision a future where opportunities for volunteerism persist; where community members continue to have access to town leaders and a meaningful voice in public decisions. They also look forward to holding and implementing a clear vision, and the opportunity for decisive action on issues facing the community.
3. Meeting participants identified four top priorities to guide their work over the coming year (see Appendix 1 for details)
 - a. Priority 1: Restructure town departments
 - b. Priority 2: Evaluate town manager

- c. Priority 3: Create a racial equity committee
- d. Priority 4: Community engagement, visioning, and communication

APPENDIX 1

Flipchart Notes

Selectboard & Staff Values

Trust

no surprises in public meetings

open communication

Professionalism

Respect (for diverse views)

Community-oriented

Community Pride

Supportive

Courageous

Key Issues / Priorities Facing Hinesburg

**Affordable Housing

*RT 116 /traffic

*Stormwater ->Roads ->***Aging Infrastructure

Sustainability

->cost

->climate change

->energy policy

->growth

development



->planning for future -----****services

->natural resources--forest blocks

->Municipal assets

->Development

Polarity map

Benefits to Retain	What we hope to Gain
Volunteerism People feel they have an impact Open door at town hall People feel their voice is heard Comfort-authentic-not formal Rural character Strong sense of community passion	Long term vision Confidence, decisive leadership, experience Not afraid to make mistakes Delegate when appropriate SB still listens and leads
HINESBURG SO FAR 	 HINESBURG MOVING FORWARD
What we won't miss	What we want to avoid
Dealing with employees directly Needing clear management – staff/HR Lingering /repeating problems Lack of coordination among departments, budgets Town leadership inability to make a decision Overworked town staff 4 hour SB Meetings Second-guessing “gotcha moments”	Selectboard step back & let town manager make decisions Lose control Losing trust Having one group feel pushed out, not heard “go talk to Todd” – top down Lose participation of town residents

Shopping for answers with SB triangulation	
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Transitional Risks?

“become another Williston- keep rural character

*budget, development challenges could get blamed on Town Manager shift

Lazy complacent board

“Why are we doing things differently? “ courage to respond

Vulnerable to criticism/concern

Describe the Best

Selectboard will experience

Informal decision making

Greater effectiveness – not wasting time

Out of the weeds

Clear information

Town manager will experience

Shorter meetings = more effective

Room to breathe

Collaboration, harmony with SB

Support, respect, wherewithal

Critical feedback – performance appraisal no surprises

Residents will experience

Continuity

Clear vision for town

Voices heard, views respected

Smooth functioning admin

Pride

Their vision implemented

Open & inclusive

Goals for the coming year

* Structure for town departments (Priority 1)

Budget as a planning tool

cohesion – think of town employee not department - iterative process

* Community Engagement (Priority 4)

Communication about transition to TM

Monthly coffee with TM & SB member

Continue FPF meeting highlights

Visioning future possibilities

DEI (Racial Equity Committee) (Priority 3)

Evaluation process for TM and other town employees (Priority 2)

Affordable housing oversight