Town of Hyde Park
Selectboard

Special Meeting

Thursday, June 29, 2017
Municipal Offices, 344 Route 15 West
Meeting starts at 8:00 a.m.

AGENDA

1) Welcome and public comment (10 minutes)
2) Set 2017-2018 Municipal Tax Rate – ACTION ITEM
3) North Hyde Park/ Eden Fire Department Request for $4,000 for thermal imager – ACTION ITEM
4) MRGP Pilot Project – Letter of Intent Due July 5th – ACTION ITEM
5) Chief's Maintenance – Contract for Services due to no Workers' Comp – ACTION ITEM
6) K-N-S Ture Recycling – Contract for Services due to no Workers' Comp – ACTION ITEM
7) Purchase Order #8 – FY2017 Bulk Diesel Fuel – ACTION ITEM
8) Assignment of FY2017 funds to FY2018 – for highway garage or other purposes – ACTION ITEM
9) Appointment of Ryan Nolan as Town Fire Warden – expires June 30, 2017 – ACTION ITEM
10) Appointment of Greg Paus as LCPC Director – expires June 30, 2017 – ACTION ITEM
11) Highway Access Permit HPES – Request for waivers – ACTION ITEM
12) Adjourn

Selectboard

Staff Packet

Prepared on June 27, 2017
For the Selectboard Meeting on June 29, 2017

Action Items & Recommendations

Agenda Item 1: Welcome and Public Comment

As of this date, no one has asked for time.

Agenda Item 2: Municipal Tax Rate

Background: Tax rate calculations are prepared by the town treasurer and approved by the Selectboard. The Selectboard confirms that the current Grandlist and voter-approved budget are used to calculate the rate per $100 of assessed value. Kim will include the local options tax rate which will collect funds that town voters have exempted from the school tax, i.e. veterans. Kim will also include the state school rates when those are published by the State. This year, the release of the State school rate could be delayed due to the recent school vote. This delay automatically delays the mailing of the property tax bill and Kim will be providing notice to tax payers of the delay. Even though most towns vote a specific due date for tax payments, the school vote delay overrides that vote so that property tax payers will still have the full 30 days or more to pay the first installment.

Staff Review: While the town office might experience an increase in phone calls, if the release of the State school rate delays the mailing of the tax bills, the use of Front Porch Forum, Facebook and the News & Citizen should provide sufficient notice to most property tax payers of the delay and any modified 1st installment due date. The other three due dates will not be impacted. The tax rate is currently the only way to increase property tax revenues due to the flat growth in the Grandlist. Next year, McMahon's begins to phase in their property taxes (25% of their assessment is taxable for FY2019). Hyde Park Solar did go on the taxable list for FY2018, and helped keep the Grandlist from negative growth as of the final Grandlist (June 2017). The use of General Fund Balance has increased to assist in lowering the projected tax rate. The "subsidized" tax rate will not continue indefinitely, so continued work on economic development, commercial and industrial uses, is critical.

Committee Review: There is no town committee on this topic. Kim is working with the school district on the wording of the potential delayed mailing.

Liaison Review: No review with Dave G has been made because the concern for delayed tax bills is a State / School issue and the Town will act as quickly as possible once the School rates are released.

Possible Selectboard Motion: **"Motion to approve the FY2018 municipal tax rate of $_____per $100 of assessed value."**

Agenda Item 3: North Hyde Park /Eden Fire Department – Thermal Imager

Background: At the June 12th Selectboard meeting, the Board decided to add this action item to the June 29th agenda. The NHP/E FD's request is for $4,000 for shared funding with Eden (also being asked for $4,000) to purchase of one thermal imager with fire equipment reserve funds. The Selectboard has control over the use of reserve funds and this is the first time a vote is being held to use funds. The request for the use of additional fire equipment reserve funds in FY2020 or FY2021, for air bottle replacement ($8,000), would be approved (for capital planning purposes only), if this $4,000 was approved (for use in FY2018) for the thermal imager. The long-range reserve plan does not commit the Selectboard to granting to use the funds.

Staff Review: The Town Administrator has updated the long-range capital plan to show the purchase of the thermal imager in FY2018 and air bottle replacement in FY2020. Both fire departments have reviewed the updated capital plan for fire equipment this week and have approved the changes. Each summer / fall the capital reserve plan should be updated prior to the town's operating budget being considered.

Committee Review: There is no local committee on this topic – some towns could refer this matter to a town finance committee.

Liaison Review: Roland has not been asked to review the proposal as it has remained before the Selectboard.

Possible Selectboard Motion: **"Motion to approve up to $4,000 from the fire equipment reserve fund for one thermal imager for the North Hyde Park / Eden Fire Department, such final amount to be determined based upon 50% of the actual acquisition cost."**

Agenda Item 4: MRGP Pilot Project

Background: New grant program from ANR and VTrans for town highways that are hydrologically connected to state waters; typically, "connected" means that a small stream runs along or under a town road that eventually connects to Lake Champlain. The funding cap is proposed at about $9,000 or so with a 20% town match. No specific project has been identified in that small project size.

Staff Review: I'll continue to discuss options with Mark French this week and may have something for the requested Letter of Interest (due July 5th). Mark is on vacation next week, so if not done June 29th, then we may pass on this. The Town has two large grant projects already for this summer (Bornemann Road upgrade and Rodman Brook), so this one would need to be contracted if done this summer. This grant needs to be spent by June 30, 2018, if a project is identified.

Committee Review: There is no local committee on this topic.

Liaison Review: One project Lucy suggested (Sylvan) is not eligible due to the road not being an official town highway. Diggins Road Class 4 section has a short eligible section which would probably meet the grant objectives (road stormwater enters Green River Reservoir).

Possible Selectboard Motion: **"Motion to authorize Lucy to sign a Letter of Intent for the MRGP Pilot Project for erosion control improvements to _____".** Or – no motion required, if no project identified.

Agenda Item 5 & 6: Contract for Services

Background: The town's insurance provider will charge the town a premium adjustment for any vendor that does not provide proof of workers' compensation coverage prior to working on town property (welding, heavy equipment repair, used tire pickup, etc.). VLCT provides a checklist of four items that will limit the group insurance liability if a worker is injured on town property. In addition to waivers, business cards, and liability insurance, VLCT wants to see a signed contract for services between the Selectboard and contractor/vendor.

Staff Review: Three proposed contracts for service are on the agenda (Chief's, KNS and Allen) and the contracts follow the template provided by VLCT. Following the VLCT recommendations seems useful to allow smaller, owner-run businesses to operate in the local area where many are based. For example, one option to Chief's Maintenance for fire truck repairs is to bring the truck to White River Jct for repairs which as done prior to Chief's providing a more local and on-site repair option.

Committee Review: There is no local committee on this topic.

Liaison Review: No liaison review occurred as this is a policy protocol when vendors do not provide workers' compensation insurance. If the Selectboard would prefer to not work with non-insured vendors, which is an option, the costs may increase slightly to work with other insured vendors.

Possible Selectboard Motion: **"Motion to authorize Lucy to sign the three vendor contracts for service for K-N-S, Chief's Maintenance and William Allen, each for two year terms ending June 30, 2019."**

Agenda Item 7: Bulk Diesel Purchase Order

Background: Usually in July or August, the Bulk PO's are reviews and approved by the Selectboard to cover the full fiscal year. Bulk purchase orders often involve a number of smaller purchases of one item (winter salt, culverts) which are likely to add up over time and exceed the PO policy requirement when the total will $5,000 in a fiscal year. The bulk PO is issued for the total budget amount, and if possibly going to be exceeded, the department head will seek prior amendment approval from the Selectboard.

Staff Review: This particular PO was an oversight and needs approval before the close of the fiscal year. A series of FY2018 bulk PO's are planned to go to the July 10th Selectboard meeting. The FY2017 diesel actual expense projected as of June 30, 2017 is:

Summer Fuel – Budgeted $20,000, Spent $18,140
Winter Fuel – Budgeted $45,000, Spent $29,160

This leaves approximately $18,000 unspent in diesel fuel.

Committee Review: There is no committee on this topic; PO review alone is not enough to create a finance committee.

Liaison Review: The Selectboard acts on these requests from the department head. Since bulk PO's match the voter-approved budget amount, this is a pretty straight-forward request.

Possible Selectboard Motion: **"Motion to authorize Lucy to sign Purchase Order #FY2017-08; not to exceed amount $65,000 for both winter and summer diesel fuel."**

Agenda Item 8: Assignment of Funds

Background: Each June, the Selectboard may elect to reserve specific funds (unspent) for future specific purposes in the next fiscal year. If no assignments are made, then the unspent funds are categorized as "unassigned fund balance" by the Town Auditor (Glenna Pound CPA). The unassigned fund balance amount is subject to the town's Fund Balance Policy. Once assigned to a specific use, the department responsible for the expenditure will try to expend the funds in that next fiscal year as directed by the Selectboard. For example, at the recent June 12th meeting, the Selectboard agreed to assign fire department's FY2017 surplus (estimated at $14,751) to purchase turn out gear in FY2018. The Town Treasurer will verify the exact amount after she closes the FY2017 fiscal year to ensure that all revenues are received and invoices paid. The final assignment amount should be close to the amount voted on June 12th.

Staff Review: Assignments of unspent funds are a good practice if the assigned funds complete the basic purpose voted. For example, fire surplus for fire gear is fine, but not so much for fire surplus funds going to recreation use. Mark and I are looking at the unspent diesel fuel ($18,000) and considering making a request to assign some unspent highway funds to the town garage renovation project (voters having approved $7,500 in March 2017). However, we first need to confirm the total highway budget surplus, similar to what fire did on June 12th. More to come.

Committee Review: No committee on assignments, the requests typically go from department head to Selectboard (or Selectboard liaison first, ideally).

Liaison Review: Mark and I will try to review and proposal with Lucy prior to the meeting.

Possible Selectboard Motion: **"Motion to authorize the assignment of $_____ in unspent FY2017 highway funds to FY2018 for the town garage renovation project."**

Agenda Item 9: Town Fire Warden

Background: The State asks each town to appoint a fire warden for 5 year terms. Fire wardens typically are responsible for issuing burn permits. Note: Recreation fire pits are exempt from permits as well as brush burning when the ground is covered by snow.

Staff Review: Ryan is willing to serve and has been doing fine job.

Committee Review: No committee.

Liaison Review: No liaison as far as I know; possibly Roland.

Possible Selectboard Motion: **"Motion to appoint Ryan Nolan as the Hyde Park Town Fire Warden with for five years; term ending June 30, 2022."**

Agenda Item 10: LCPC Director

Background: The regional planning commission asks each town to appoint a director for 1 year terms. The regional Board of Directors monitor town compliance with state planning laws and approve grant funds for the brownfields program and planning grants.

Staff Review: Greg is willing to serve and stated he is enjoying his volunteer service to the county. I believe Riki French is the director for the Village of Hyde Park. Once Hyde Park's population exceeds 2,500, a second director is appointed to represent the town. This is likely to occur following the next Census (2020).

Committee Review: No committee.

Liaison Review: No liaison as far as I know; possibly Susan??

Possible Selectboard Motion: **"Motion to appoint Greg Paus as Hyde Park Town's Municipal Director on the LCPC Board of Directors; term ending June 30, 2018."**

Agenda Item 11: Highway Access Permit - HPES

Background: Every project that is proposed to use a portion of a town highway ROW requires a permit from the Selectboard under 19 VSA 1111. No entity is exempt, although the Selectboard has waived the $85.00 fee for schools, the County and other municipalities. With the Selectboard's adoption of the 2017 Road and Bridge Policy, Mark French and I are applying those requirements strictly. This is resulting in a steep learning curve for town staff and applicants that are no accustomed to the B-71 Standard and the time required for the town to review more complicated proposals. We have a draft protocol developed to hand to future applicants so they can start the process with an idea of what the Town will be expecting. We are contacting landowners immediately, if we see activity that has not been approved to bring them along on permit needs. We hope to quickly improve the application process for landowner that seek prior approval (rather than forgiveness later). The improvements will be the protocol and a new application form.

Staff Review: For this application, HPES secured state and local Village DRB approval before contacting the town for the highway access permit. The school was notified at the very beginning of their design work that a highway access permit was required, but they chose to proceed to a point of having the contractor hired before applying for the 19 VSA 1111 approvals (two permit applications have been received for review – East Main St entrance and Depot St work, which includes two access points and subsurface utilities). Mark and I met with HPES engineer (CEA Associates) and came up with a short list of B-71 non-compliance issues. The question for the June 29 meeting is what if any waivers of B-71 will the Selectboard allow. One option is to ask CEA to attend the July 10th Selectboard meeting to seek waivers and explain the reasons for each one. The other option is to allow the Selectboard liaison to follow the Selectboard's guidance on acceptable waivers without needing to refer the application to the full Selectboard. It is more consistent to not grant waivers, but for existing built properties like HPES, maybe waivers can be justified and the Selectboard would prefer to consider them, versus denying all waiver requests. Based on your decision, staff will incorporate this preference on waivers into the new protocol.

Committee Review: No committee as this is 100% under the control of the Selectboard.

Liaison Review: Lucy is aware of our meeting with HPES and potential need for waivers of the B-71 Standard.

Possible Selectboard Motion: **"Motion to not immediately grant waivers, pending the Selectboard's discussion at a future meeting with HPES, or its representatives, regarding justification for waivers."**

As always, feel free to contact me at anytime via email or cell if you have any questions before Monday night.

Have a good weekend!

Ron

Earned Comp Time

	Mark F.	Mark L.	Ryan N.
balance forward	240.00	88.95	175.52
week ending 6/18/17	-	-	+ 3.00
	240.00	88.95	178.52
week ending 6/25/17	-	-	+ 3.00
	240.00	88.95	181.52
Pd. comp. hrs 6/25/17	-160.00	-40.00	-101.52
	80.00	48.95	80.00

FUND BALANCE POLICY - ANNUAL REVIEW
for Selectboard consideration June 29, 2017

DRAFT

BACKGROUND:

After the completion of the annual audit and before the warning is signed for Town Meeting, the Selectboard should review the amount of funds in the unassigned fund balance. If there are excess funds in the General Fund, meaning an amount that exceeds the maximum amount allowed to be carried into the next fiscal year as set by the Fund Balance Policy, then the Selectboard could ask voters to designate some portion of the fund balance to lower the following year's tax rate.

The Generally Accepted Accounting Principles (a national board) sets best management practices for local governments. A minimum fund balance is recommended that is equal to 2 months of annual revenues (17%) as cash reserve to cover emergencies and operating expenses to start each fiscal year.

The Town policy is to maintain between 10% and 15% of the total revenues, which although less than 17%, is acceptable because the town is not subject to volatile revenue collection rates and historically, the town has not experienced major natural disasters to require the more than 15% of revenues to be maintained from year to year.

Note: In order to commit a portion of unassigned fund balance to a specific use, those commitments must happen by June 30, to be available for use in the next fiscal year or in future years and is generally done for in progress projects not possible future projects.

FY2017 Calculation of Minimum and Maximum

Total Revenues Required in FY2017		$	2,285,400
Policy Minimum	10%	$	228,540
Policy Maximum	15%	$	342,810
Unassigned Fund Balance - June 30, 2016			381,213.00
Unassigned Fund Balance - EST. June 30, 2017			380000
Percentage of Revenue			16.6%
Funds Over 15%			38,403.00

Policy Requirements Based on Funds Available:

- [ ] No action required by policy because unassigned is not over 15%
- [ ] Optional - Selectboard may use some of funds available over 10%
- [ ] Selectboard is required to seek additional funds to increase above 10%

Recommendation from Staff:

- [ ] No action
- [ ] Use funds for tax stabilization
- [ ] Commit some available funds to specific town projects by June 30
  1. SB June 12th approval to move $14,751 to FY2018 for FD turn out gear
- [ ] Seek voter approval for reserve funds or commitments to projects

Note: Voters approved annual surplus recreation budget (rev/exp) to be reserved

RR and KM - 06/28/2017

Confirmation of Municipal Appointment to Lamoille County Planning Commission Board of Directors

The Selectboard/Trustees of the Town/Village of hereby appoints the following individual(s)[i] to serve as Municipal Director representing this municipality on the Lamoille County Planning Commission's Board of Directors.

The Appointments are effective: JULY 1, 2017

Board Appointee Name: GREG PAUS

Mailing Address: PO BOX 32, HYDE PARK, VT 05655

Telephone: 888-5073

Email Address: gap8246@aol.com

Board Appointee Name: _____

Mailing Address: _____

Telephone: _____

Email Address: _____

Selectboard/Trustee member signature ii_____ Date _____

Selectboard/Trustee member signature _____ Date_____

Selectboard/Trustee member signature _____ Date_____

Selectboard/Trustee member signature _____ Date_____

Selectboard/Trustee member signature _____ Date_____

Municipal Clerk: _____ Date_____

i Cambridge Town, Stowe, and Morristown are eligible to appoint two representatives. All other municipalities may appoint one representative. Municipal appointments are based on 2010 Census population numbers.

ii Selectboard/Trustee meeting minutes may be substituted for signatures. If the minutes are draft, the Clerk must sign to attest to the appointment.

Lamoille County Planning Commission

Board of Directors

Fiscal Year 2018

Belvidere	Pamela McKenna
Cambridge, Town	Dick Goff **(Secretary)**
Cambridge, Town	Vacant
Cambridge, Village	Georgeana Little
Eden	Leslie White
Elmore	Jill Lindenmeyr
Hyde Park, Town	Greg Paus
Hyde Park, Village	Riki French **(Treasurer)**
Jeffersonville, Village	Vacant
Johnson, Town	Duncan Hastings
Johnson, Village	Meredith Birkett
Morristown	Vacant
Morristown	Vacant
Morrisville	Vacant
Stowe	Madeline Motta
Stowe	Brian Leven **(Vice Chair)**
Waterville	Scott Johnson
Wolcott	Maxfield English
County Director	Caleb Magoon **(Chair)**
County Director	Linda Martin
County Director	Brandon Fowler
County Director	Howard Romero
County Director	George Gay

Hyde Park Capital Plan & Reserve Funding

DRAFT FOR DISCUSSION JUNE 29, 2017 HPSB

Fire Equipment Reserve

		Current	Proposed										
		16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28
Est.Begin balance 7/1		$ 5,084	$ 15,084	$ 21,084	$ 8,084	$ 10,084	$ 20,084	$ 30,084	$ 40,084	$ 50,084	$ 60,084	$ 70,084	$ (19,916)
Fiscal Year Contributions *		10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Available in Fiscal Year		$ 15,084	$ 25,084	$ 31,084	$ 18,084	$ 20,084	$ 30,084	$ 40,084	$ 50,084	$ 60,084	$ 70,084	$ 80,084	$ (9,916)
Planned Expenditures **	Life Cycle												
Hyde Park Town Fire Department (100%)													
Air-Pak Replacements (28) - 2016 Grant Funded	10												
Turn Out Gear (20 units) 2007 Grant	10		(23,751)	(23,000)								(100,000)	
Helmets and Boots - 2016 Grant Funded	10												
UNKNOWN EMERGENCY REPAIRS - $15K Balance	??												
Use of prior budget surplus (assigned) amount			14,751	-									
Use of current year budget funds			9,000	-									
Balance to deduct for HPTFD use		-	-	(23,000)	-	-	-	-	-	-	-	(100,000)	-
North Hyde Park/Eden Fire Department (50%)													
Air Bottle Replacements - $16,000 due by 10/2020	15				(8,000)								
Turn Out Gear (8-15) - 100% from MMarket 2017/2032	10-15												
Helmets and Boots with turn out gear (above)	10-15												
Thermal Imager (second unit for FD, $8K)	10		(4,000)										
UNKNOWN EMERGENCY REPAIRS - $7.5K Balance	??												
Use of surplus funds from unspent in prior years													
Balance to deduct for NHP/Eden Use			(4,000)	-	(8,000)	-	-	-	-	-	-	-	-
Total Reserve Withdrawal Amount (Both FDs)		-	(4,000)	(23,000)	(8,000)	-	-	-	-	-	-	(100,000)	-
*** Ending Balance**	**$5,084**	**$15,084**	**$21,084**	**$8,084**	**$10,084**	**$20,084**	**$30,084**	**$40,084**	**$50,084**	**$60,084**	**$70,084**	**($19,916)**	**($9,916)**
** Is reserve balance above $15,000		Insufficient	Insufficient	Insufficient	Insufficient	Insufficient	Good	Good	Good	Good	Good	Insufficient	Insufficient

* Reserve account interest projected at 0% until it exceeds 0.5% for fund investments - treasurer books actual

** Reserve balance should not be below $15,000 to insure against "Unknown Emergency Repairs" - major truck repairs have been in the $15,000 range

2014 Town Meeting Vote: " Shall the voters establish a reserve fund to be under the control and direction of the Selectboard for the purchase, repair or replacement of fire fighting equipment, buildings or other capital items (not fire vehicles or supplies) to be funded by a transfer of $5,000 from the General Fund Balance, including any unspent FY2014 fire equipment budget amount, and then funded in future years by appropriations to this fund as approved by the town voters? (24 V.S.A 2804)"

Selectboard considerations when deciding to authorize use of the reserve: Number of denied grants, replacement cycle followed, avoiding spikes in budget requests, other funds, and donations.