

Town of Huntington Selectboard

Monday, November 21, 2016
7:00 pm – Town Office, Lower Level



APPROVED MINUTES

<p>Agenda</p> <p>RECEIVED <i>MB</i> FOR RECORD DATE <u>December 8, 2016</u></p>	<ul style="list-style-type: none"> • Public comment • Highway: Updates; potential agricultural easement at Town Garage • Proposed Dog Licensing Fee Changes • Cemetery Trustees General Fund Budget & Special Revenue Funds • Draft Reports from Professional Auditors • Capital Plan Funding Alternatives • FY 17-18 Capital Plan & General Fund Open Item Updates • Richmond Rescue Budget Request • Fire & 1st Response Department Capital Plan & General Fund Budget • Administration: <ul style="list-style-type: none"> ○ Correspondence & communications: Energy Committee recruitment update; Other/new items ○ Minutes approval (11/5 and 11/7) ○ Warrants • Other/ new business
<p>SB Members present: SB Members absent: Staff Present: Others Present:</p>	<p>Dori Barton (<i>Chair</i>), Andrew Hendrickson, Chris Norris, Roman Livak Nancy Stoddard (<i>Vice-Chair</i>) Barbara Elliott (<i>Town Administrator</i>) Kathleen Clark (<i>Town Treasurer</i>), Tate Jeffrey (<i>Fire Chief</i>), Joe Perella (<i>DRB Chair</i>), Heidi Racht (<i>Town Clerk/Cemetery Trustee</i>); Mike Ramsey (<i>1st Response</i>); Taylor Yeates (<i>Richmond Rescue</i>)</p>
<p>Call to Order</p>	<p>Barton called the meeting to order at 7:04 pm.</p>
<p>Public Comment</p>	<p>No members of the public presented comment.</p>
<p>Highway / Development Review Board (DRB)</p>	<p>Potential Agricultural Easement at Town Garage</p> <ul style="list-style-type: none"> • The DRB completed their draft Findings of Fact for the proposed Fuller subdivision creating a 'land locked' agricultural parcel of 10.55 acres from portions of two existing residential parcels (11.2 acres at 4870 Main Road and 1.93 acres at 4890 Main Road). Agricultural access to this field through the Town Garage area has been informally permitted for many years. The DRB specified, as a condition, that the applicant obtain a deeded easement from the Town to allow agricultural access to the newly approved parcel. • The Selectboard remains concerned, especially because approximately 3 acres of the proposed parcel is located outside the flood zone and is, therefore, potentially developable. They believe easement restrictions alone are not sufficient protection to preclude non-agricultural access should development approval be granted sometime in the future. This could put the Town at risk of having residential traffic routed through a busy Town Garage area used by heavy equipment and for material storage.

<p><i>Follow-up: Perella/Racht to address deed requirements</i></p>	<ul style="list-style-type: none"> • Livak questioned why this action was referred to the DRB by the Zoning Administrative Office (ZAO). Our Subdivision Regulations state: <ul style="list-style-type: none"> ○ In section 2.1.1 that: "Any person seeking to divide a parcel of land which is not a subdivision as defined in Article 9, shall obtain a Zoning Permit from the Administrative Officer." ○ The definition of subdivision in Article 9 that the following is not considered a subdivision: "(b) lots for agriculture, forestry or conservation – transfer or lease of land solely for commercial forestry or agricultural purposes or solely for land conservation, provided appropriate restrictions are inserted into the deed or the lease for agricultural, forestry or conservation purposes which waive development rights until and unless subdivision review occurs." • After discussion, Perrella agreed this subdivision request fits the definition above, and therefore it would have been appropriate for the DRB Findings of Fact to have stipulated that agricultural use restrictions be inserted into the deed in addition to requiring the agricultural access easement by the Town. • Perella/Racht will follow up with the DRB members via email and contact the applicant. • Once the deed changes are resolved and in place, the Selectboard is prepared to approve an easement, pending review by our Town Attorney, that restricts access to the new parcel from the Town Garage area solely for agricultural use. <p><u>DRB Clerk Job Description</u></p> <ul style="list-style-type: none"> • The Selectboard HR Subcommittee will be reviewing a request for compensation consistency between the various boards & commissions. In order to do this, they have requested copies of the DRB and HPC clerk job descriptions no later than 12/05. • Racht is drafting a DRB Clerk job description for review/approval by the DRB, and will forward at least the draft version by 12/05.
<p>Proposed Dog Licensing Fee Changes</p> <p>MOTION – DOG LICENSING FEES</p>	<ul style="list-style-type: none"> • Racht put forward a proposal to lower the dog registration fees after October 1, since a new registration will need to be purchased by the owner for the upcoming calendar year. Racht noted that \$5 of each registration is passed on to the State and the tags cost \$1. • <u>MOTION – DOG LICENSING FEES:</u> Livak moved and Norris seconded that effective immediately the Huntington Selectboard revise the Town of Huntington Dog Licensing fees as follows: <ul style="list-style-type: none"> ○ January 1 – April 1: \$19 un-neutered or un-spayed; \$13 neutered or spayed ○ April 2 – September 30: \$28 un-neutered or un-spayed; \$19 neutered or spayed ○ October 1 – December 31: \$14 un-neutered or un-spayed; \$8 neutered or spayed <p>Passed unanimously with 4 members present and voting.</p>

<p><i>Follow-up: Elliott to add enforcement to Open Items</i></p>	<ul style="list-style-type: none"> The Selectboard noted the need to address licensing enforcement in the future. Elliott will add this to the Selectboard's Open Item list.
<p>Cemetery General Fund Budget & Special Reserve Funds</p> <p><i>Follow-up: Racht to ask Trustees to reconsider %s</i></p> <p><i>Follow-up: Racht to ask Trustees about headstone alternatives</i></p>	<ul style="list-style-type: none"> Racht explained that the Cemetery Advertising budget is used primarily for posting landscaping requests for quotes. Selectboard noted that at the end of FY15 special revenue funds were: <ul style="list-style-type: none"> \$9,450.85 Maplewood Cemetery Fund (Purpose: To be used to defray the cost of repairs, capital expenses, and other expenses outside of the normal maintenance (mowing) and operations of Huntington's 3 cemeteries.) <ul style="list-style-type: none"> \$7,522.76 from the fund was used in FY14-15 for cemetery repairs and maintenance. This is in addition to the \$11,517 spent during the same fiscal year from the General Fund for mowing and maintenance. \$61,272.33 Cemetery Endowment Fund (Purpose: To be used to build enough money in an account in order to run the cemetery from the account's interest.) <ul style="list-style-type: none"> At the rate of interest & dividend income accrual (\$100.36 for FY15) it would take 60+ years to acquire enough funds to meet the stated purpose. Therefore, the Selectboard questioned whether it would be better to defray more of the \$12,000 annual General Fund cemetery budget costs by using monies from this fund. Plot sales are currently spit: <ul style="list-style-type: none"> 75% to offset expenses (Maplewood Cemetery Fund). 25% to the Cemetery Endowment Fund. Racht will explore alternative allocation percentages with the Cemetery Trustees. The Cemetery is responsible for perpetual repair and maintenance of headstones. Norris wondered if the Trustees have considered alternatives to repairing original stones (which is expensive) by replacing them with a lower cost alternative. Racht will explore this with the Cemetery Trustees.
<p>Draft Professional Audit Report</p>	<ul style="list-style-type: none"> Selectboard members will review the reports in detail so that all questions can be submitted to Fothergill, Segale and Valley after the 12/5 Selectboard meeting. FSV will be attending the 12/19 meeting.
<p>Aerial Photography Upgrade</p>	<ul style="list-style-type: none"> The Selectboard agreed to include \$500 for CCRPC (above CCRPC's standard annual municipal dues) in the FY 18 budget, under Planning Commission Purchased Services, to fund the municipality's 20% share of the cost of upgrading our aerial photography to the 15-cm per pixel imagery higher resolution imagery.
<p>Richmond Rescue (RR)</p>	<ul style="list-style-type: none"> Taylor Yeates presented an FY16 financial and operations recap; an FY18 budget overview; and specific information on Richmond Rescue's (RR) services provided to Huntington residents. RR has requested \$34,204 for the FY18 budget. Huntington represents about 20% of RR's calls. The average response time to Huntington is 14.5 minutes. Specific challenges include: <ul style="list-style-type: none"> concern about the impact privatization of Medicare would have

	<p>on the department's reimbursement model if some of the plans being discussed are implemented.</p> <ul style="list-style-type: none"> ○ Volunteerism, in terms of the number of volunteers, the number of hours individual volunteers are able to serve; and the ageing of the current pool of volunteers. ○ Rising costs of equipment and drug price increases. ○ Office and sleeping space constraints. <ul style="list-style-type: none"> ● Norris noted that the full RR budget would be covered if all households purchased the \$55 annual subscription. It was suggested that we look for opportunities to help promote the subscription service, such as having applications available at Town Meeting.
<p>Fire & 1st Response Department Budget</p> <p><i>Follow-up: Jeffrey to review budgets for potential reductions</i></p>	<ul style="list-style-type: none"> ● Chief Jeffrey provided clarification on a number of budget line items including: <ul style="list-style-type: none"> ○ With turnover in volunteers, protective gear does not necessarily fit new recruits. In addition, gear has a 10-year life span, so 2 sets need to be replaced annually. ○ The Department has 22 radios which need to be replaced on a periodic basis. Each radio costs \$2,400. ○ Dry hydrants cost \$2,000 - \$3,000 each. Screens alone cost \$600 - \$1,000. Jeffrey did not replace or add any hydrants last year. Grants are available to help defray the new installation costs. Jeffrey to contact Elliott for assistance as needed. ○ Vehicle repair and maintenance covers preventive maintenance such as oil changes. ○ The Department is using the fuel tracking keys. ● By Tuesday 12/29 Jeffrey will submit a utility truck quote and will review both the Capital Plan and General Fund Budget to see if there are areas where allocations can be reduced. This will allow Clark time to update the proposed Capital Plan funding proposal.
<p>Capital Plan & General Fund Budget</p> <p><i>Follow-up: Alger/Elliott to take a 2nd pass at the budget</i></p>	<ul style="list-style-type: none"> ● Treasurer Kathleen Clark updated the Capital Plan funding alternatives to reflect the updated capital projects, updated General Fund budget requests, and change to interest rates—while keeping within the financial guidelines outlined in the Capital Plan Policy. ● Alger and Elliott must re-evaluate and scour the Highway budget for reduction opportunities by 12/29 in order to allow Clark to take another pass at funding alternatives. Changes to projects need to be reflected in both workforce planning and in the GF budget for materials. ● Given the need to trim proposed expenses, the Selectboard determined that the funds for supplemental traffic enforcement would not be included in the budget but will still be presented as a separate Article. The Selectboard will be prepared to address the financial impact passing this article would have.
<p>Minutes & Warrants</p>	<p><u>Minutes Approval</u></p> <ul style="list-style-type: none"> ● MOTION – MINUTES: Livak moved and Hendrickson seconded to approve the November 5, 2016 Capital Plan & Budgeting Work Session Minutes and the November 7, 2016 Selectboard meeting minutes as presented. Passed unanimously with 4 members present and voting.

	<p><u>Warrants</u></p> <ul style="list-style-type: none"> • 4 warrants were signed as presented.
UPCOMING MEETING SCHEDULE	<p>Tues 11/29 4pm:</p> <ul style="list-style-type: none"> • Alger & Elliott to submit Highway revisions to Clark • Jeffrey to secure utility truck quote & submit budget revisions <p>Mon 12/05 6pm:</p> <ul style="list-style-type: none"> • Racht to submit written DRB & HPC job descriptions to HR Subcommittee <p>Mon 12/05 6pm – 7pm: HR Subcommittee Meeting</p> <ul style="list-style-type: none"> • Compensation <p>Mon 12/05 7pm – 9pm: SB Regularly Scheduled Meeting</p> <ul style="list-style-type: none"> • Review Professional Audit Report & prepare representation letter • Highway Budget <p>Mon 12/12 6pm – 8:30pm: SB Additional Special Working Session</p> <ul style="list-style-type: none"> • Final budget working session • Capital Plan final approval <p>Mon 12/19 7 pm – 9pm: SB Regularly Scheduled Meeting</p> <ul style="list-style-type: none"> • Management discussion with Professional Auditors • Final General Fund Budget approval
MOTION: ADJOURNMENT	<u>MOTION:</u> Livak moved and Norris seconded to adjourn the meeting at 9:58 pm. Passed unanimously with 4 members present and voting.
	<p>11/21/16 – Meeting date</p> <p>11/23/16 – Draft/unapproved minutes distributed and posted on website.</p> <p>12/05/16 – Final/approved minutes approved</p> <p>12/08/16 – Approved minutes to Town Clerk for recording & web posting</p>