

Town of Huntington Selectboard & Liquor Control Board Meetings

Monday, March 20, 2017
7:00 pm – Town Office, Lower Level

APPROVED MINUTES

RECEIVED
FOR RECORD

DATE April 6, 2017



<p>Agenda</p>	<ul style="list-style-type: none"> • Selectboard Initial Organizational Meeting: Oaths of Office & Elections • Liquor Control Board Meeting • Selectboard Meeting Call to Order • Fire & 1st Response Protocol, Emergency Management • Highway: Job Opening, Grant Updates, Agricultural Access Update • Conservation Commission: Town Hall Conservation Fund Application; Town Forest Update • Public Comment • Administration & Planning: Appointments; Organizational Items; Minutes & Warrants; Town Meeting; Correspondence/Communications • General Updates & Other/New Business
<p>SB Members Present: SB Members Absent: Staff/Officials Present: Others Present:</p>	<p>Dori Barton (<i>Chair</i>), Andrew Hendrickson, Roman Livak, Dan Rissacher, Nancy Stoddard (<i>Vice-Chair</i>)</p> <p>Roman Livak</p> <p>Clinton 'Yogi' Alger (Road Foreman), Barbara Elliott (<i>Town Administrator</i>), Heidi Racht (<i>Town Clerk</i>)</p> <p>Ruth Blodgett (<i>Times Inkl</i>), Randy Clark (<i>Clark's Trucking</i>), Barbara Felitti, Linda Fickbohm, Lucinda Hill (<i>Town Auditor</i>), Marilyn Hinsdale (<i>Town Auditor</i>), Tate Jeffrey (<i>Fire Chief</i>), Jenna Koloski, Sheri Lynn, Darlene Palola, Rebecca Ryan</p>
<p>Selectboard Initial Organizational Items</p> <p>MOTION: ELECTION OF CHAIR & VICE-CHAIR</p> <p>MOTION: CLERK/RECORDER APPOINTMENT</p>	<p><u>Selectboard Members' Oaths of Office</u></p> <ul style="list-style-type: none"> • Town Clerk Heidi Racht called the meeting to order at 7:01 and administered Oaths of Office to Dori Barton and Dan Rissacher. (Andrew Hendrickson took his oath on March 7.) <p><u>Election of Officers</u></p> <ul style="list-style-type: none"> • Racht called for nominations for Selectboard Chair and Vice-Chair. • MOTION: Hendrickson moved and Rissacher seconded to nominate Dori Barton as Selectboard Chair and Nancy Stoddard as Selectboard Vice-Chair. Passed unanimously with 4 members present and voting. <p><i>At this point, the Town Clerk turned the meeting over to Barton</i></p> <p><u>Election of Selectboard Clerk/Recorder</u></p> <ul style="list-style-type: none"> • MOTION: Stoddard moved and Hendrickson seconded to appoint Barbara Elliott as the clerk/recorder for the Selectboard. Passed unanimously with 4 members present and voting.

LIQUOR CONTROL BOARD MEETING	
Call to Order	Barton called the Liquor Control Board to order at 7:04 pm.
License Renewals: MOTION	<ul style="list-style-type: none"> • MOTION: LIQUOR CONTROL BOARD LICENSE RENEWALS: Stoddard moved and Hendrickson seconded to approve the 2017 Liquor Control License Renewals for Beaudry's Store and the Huntington River Vineyard as presented by the Town Clerk. Passed unanimously with 4 members present and voting.
Adjournment: MOTION	<ul style="list-style-type: none"> • MOTION: Hendrickson moved and Rissacher seconded to adjourn the Liquor Control Board Meeting at 7:06 pm. Passed unanimously with 4 members present and voting.
SELECTBOARD MEETING	
Call to Order	Barton called the Selectboard meeting to order at 7:07 pm.
Fire/1 st Response Protocol; Emergency Management	<p>Fire & 1st Response Protocol</p> <ul style="list-style-type: none"> • Chief Jeffrey presented the annual update on department protocol. • Protocol: 911 call is placed → it is received by Shelburne Dispatch (our PSAP - Public Safety Answering Point) → Huntington FD is contacted via pager text message → Town responder notifies Dispatch they are responding to call → if no response from Town, Dispatch contacts next appropriate agency (nearby emergency responder resource such as Richmond, Starksboro, or Hinesburg). • Some Road Crew members are trained to take the trucks out & meet responders on scene. They can set up hoses and the water pond but cannot enter buildings or perform EMT services. • Non-emergency Calls → people call local Fire Department number (434-4779) which is answered by Elliott, or Shelburne Dispatch's non-emergency number (985-8051). Non-emergency numbers are required to allow people to report emergencies without revealing their location. Calls are received from insurance companies to determine ratings/rates (based on distance to firehouse, response time, water availability etc.) • Approximate Huntington Calls Last Year <ul style="list-style-type: none"> ○ 40 Fire calls, mostly for Carbon Monoxide alarms & accidents ○ 80-90 Medical calls ○ 8 Backcountry Rescue calls (Camels Hump State Park hikers). Note: VT does not allow us to bill lost hikers because the State doesn't want people to hesitate to call for fear of being charged. • Department Challenges <ul style="list-style-type: none"> ○ Having trained volunteers who are in town during the week. ○ Cost of equipment (back country gear is about \$2,000/person). • Information Requests <ul style="list-style-type: none"> ○ Follow-up: Jeffrey will provide Elliott a Fire/1st Response equipment list to send insurance companies upon request. <p><i>Follow-up: Jeffrey will get equipment list to Elliott</i></p>
Highway	<p>Road Crew Job Opening</p> <ul style="list-style-type: none"> • Opening has been posted with a 3/24 application deadline. 6 applications have been received to date. • MOTION: Stoddard moved and Hendrickson seconded to set the

MOTION: NEW ROAD CREW MEMBER MAX PAY

MOTION: ROAD CREW MEMBER HIRING AUTHORIZATION

MOTION: 2018 TRUCK PURCHASE APPROVAL

maximum pay for the Road Crew position at \$18.00/hour, to be based on level of experience. Passed unanimously with 4 members present and voting.

- **MOTION:** Stoddard moved and Rissacher seconded to authorize the Selectboard Chair and Vice-Chair to offer, with the agreement of the Road Foreman, the position of permanent full-time Road Crew Member to a candidate of their choosing.

Equipment Purchases

- **Tandem Truck (purchase approved at Town Meeting):**

- **Summary of truck financing & costs**

\$ 50,000 trade-in

83,020 financed from Equipment Reserves

65,000 financed with a loan

\$198,020 Amount approved at Town Meeting

50,000 trade-in

77,868 for International Truck

62,982 for the dump body

1,500 for electronic sander control

\$192,350 subtotal

1,000 Clarks Trucking Rebate

\$ 191,350 Total

\$ 6,670 balance available

- **MOTION:** Stoddard moved and Hendrickson seconded to authorize Alger to move ahead with purchasing the International tandem truck from Clark's Trucking as presented by Alger. Passed unanimously with 4 members present and voting. Barton signed the purchase agreement.

- **Excavator (purchase approved at Town Meeting):**

- Alger worked with Nortax on an agreement for them to sell him the excavator that he rented last year which has less than 350 hours on it all of which, except 80 hours, were put on by Alger.

- **Summary of excavator financing & costs**

\$106,500 Amount approved at Town Meeting (loan financing)

\$ 91,450 Proposed cost for used excavator (\$15,050 savings)

\$ 6,400 May/June rental cost to be deducted from purchase –

Alger will make up this amount from other line items

\$ 85,050 FY 17-19 loan amount (\$21,450 less than projected)

- Selectboard thanked Alger for his work to reduce equipment costs.

Grant Updates

- \$40,000 Better Roads grant application was submitted to VTrans on 3/16/2017 for a portion of the \$75,900 Sherman Hollow culvert project (being planned in conjunction with US Fish & Wildlife and Winooski

Follow-up: Elliott/Alger to submit Structures Grant

Follow-up: Elliott/Alger to submit Paving Grant

Natural Resources Conservation District). \$21,900 has been committed by USFW; WNCRD submitted a \$10,000 Watershed grant (still pending); and the Town set aside \$4,000 in our budget (plus a contingency of \$10,000 in the event the Watershed grant is not funded).

- \$175,000 VTrans Town Structures grant application for the \$192,000 Bridge 10 (Main Road at Beane) repair work is due April 14. Funding for the additional \$17,000 balance required is still to be worked on.
- \$175,000 VTrans Town Highway Paving grant application for the \$213,860 shim & overlay of 1.25 miles of the southern-most Main Road pavement (Beane Rd to Gore line) is due April 14. The \$38,860 balance needed has been set aside in the Paving Reserve fund.

Agricultural Access at Town Garage

- Concerns raised by the Town Attorney include the following (to which we are still waiting response from the property owner's attorney).
 1. Easement should be a quit claim deed.
 2. Need to see the full deed, not just a subset.
 3. Actual width needs to be specified.
 4. Location of easement needs to be more specific while leaving open the potential, at the Town's election, to move the location to suit future development of the Town of Huntington's lands.
 5. Easement needs to be subject to automatic reversion if any portion of the benefitted estate is used for anything other than access for agricultural purposes.
 6. Need an indemnity/hold harmless in the deed for any of the Grantees, heirs, successors and assigns use of the right-of-way.
 7. Need confirmation that future development or subdivision requires the necessary local land use permitting.
 8. Town will need to issue a 30-day notice before it can convey any interest in its lands.
 9. Huntington attorney is not doing title work – seller's attorney needs to do that and to identify if there are any limitations on conveying the easement.
 10. Property owners need to pay Town's attorney expenses and all other expenses of the easement transaction.

Town Highway 9 (off of Happy Hollow Road)

- Matt Gough emailed Selectboard asking for a written letter of permission from the Town that can be submitted with a loan application stating that the Town will allow Gough to use the first section of TH9 (before the brook) to park a sap truck for up, but not longer than, 5 months of each year. He also mentioned he is investigating the possibility of installing power poles or buried cables to the operation.
- The Selectboard requested Elliott respond that it is premature for the Selectboard to address this, since the sale of the property has not gone through. In addition, Gough should be notified that our regulations will not allow for installing power poles, so they will need to look at the buried cable option.

Follow-up: Elliott to respond to inquiry regarding TH9

<p>Emergency Management</p> <p>MOTION: LEOP ADOPTION</p> <p><i>Follow-up: Elliott to add drone access to Procedure</i></p>	<p><u>Local Emergency Operations Plan</u></p> <ul style="list-style-type: none"> Elliott presented copies of the Local Emergency Operations Plan which is filed annually with CCRPC and Emergency Management. MOTION: Stoddard moved and Hendrickson seconded to approve the 2017 Local Emergency Operations Plan pending the addition of the Tier II hazmat list from the State once it has been received. Passed unanimously with 4 members present and voting. Barton noted that in the event photographs are needed for a disaster, she should be contacted so that she can use her company's drone to take pictures for the Town. Elliott will add this to the Emergency Management Procedure.
<p>Conservation Commission</p> <p>MOTION: CONSERVATION FUND 4/3/17 PUBLIC INFORMATION MEETING</p>	<p><u>Recommendation: Town Hall Conservation Fund Application</u></p> <ul style="list-style-type: none"> The Huntington Conservation Commission (HCC) received and reviewed an application from the Town Hall Committee (THC) for \$34,660. \$23,500 is for structural and interior improvements and \$11,160 is for asbestos abatement work (which has already been completed). The HCC recommended funding the \$23,500 for improvements, which the THC anticipates will leverage an additional \$33,750 in grant funds. The HCC requested the Selectboard warn a public information session with hopes that the Selectboard can make a determination on funding at or before the Selectboard's 4/17/17 Selectboard meeting. MOTION: Stoddard moved and Hendrickson seconded to warn a public meeting for April 3, 2017 at 7:30pm for the purpose of answering questions and soliciting input regarding the Town Hall Committee's request for Huntington Conservation Funds. Passed unanimously with 4 members present and voting. <p><u>Update: Town Forest</u></p> <ul style="list-style-type: none"> The HCC provided the Selectboard a number of background documents on the status of the Town Forest. In summary, the message received at public informational meetings and via survey indicates that townspeople would like the Town Forest to remain a Town property. The HCC will be looking at the Town Forest management plan. Barton noted appreciation to the HCC for their efforts to solicit community input. It was also noted that an opportunity may exist for the Town to have land donated along Cobb Brook on Charlie Smith Road.
<p>Administration, Finance & Planning</p> <p>MOTIONS: APPOINTMENTS DRB (2)</p> <p>Conservation Commission Energy Committee</p>	<p><u>Appointments</u></p> <ul style="list-style-type: none"> MOTION – DRB APPOINTMENT: Hendrickson moved and Stoddard seconded to appoint Everett Marshall to the Huntington Development Review Board, as the liaison member representing the Huntington Planning Commission, for 1-year term ending March 2018. Passed unanimously with 4 members present and voting. MOTION – DRB APPOINTMENT: Stoddard moved and Hendrickson seconded to appoint Mark Smith as the DRB Alternate for the remaining 2 years of a 3-year term, expiring March 2019. Passed unanimously with 4 members present and voting.

<p>MOTION: SB MEETING DATE/TIME</p>	<ul style="list-style-type: none"> • <u>MOTION – HCC APPOINTMENT:</u> Hendrickson moved and Stoddard seconded to appoint Jeannette Segale to a 4-year term on the Huntington Conservation Commission, ending March 2021, as requested by the Conservation Commission. Passed unanimously with 4 members present and voting. • <u>MOTION – HEC APPOINTMENT:</u> Hendrickson moved and Stoddard seconded to appoint Yves Gonnet to an indefinite term on the Huntington Energy Committee, as requested by the Energy Committee Chair. Passed unanimously with 4 members present and voting.
<p>Follow-up: Elliott to schedule Strategic Planning Session</p>	<p><u>Resignations</u></p> <ul style="list-style-type: none"> • Maggie Mae Anderson submitted her resignation from the Planning Commission because of work conflicts with the HPC meeting schedule. • Racht will ensure this vacancy is addressed at the next HPC meeting. <p><u>Selectboard Regular Meeting Schedule</u></p> <ul style="list-style-type: none"> • <u>MOTION:</u> Stoddard moved and Hendrickson seconded to establish the 1st and 3rd Mondays at 7pm of each month as the regularly scheduled Selectboard meeting date and time, with meetings to be held in the lower level of the Town Office. Changes to this meeting schedule and/or the scheduling of additional Selectboard meetings, Selectboard public hearings, Selectboard public informational meetings, and Selectboard Subcommittee meetings will be duly warned. Passed unanimously with 4 members present and voting.
<p>MOTION: RULES OF PROCEDURE</p>	<p><u>Annual Strategic Planning Session</u></p> <ul style="list-style-type: none"> • Elliott will send an email query to Selectboard members and Alger regarding availability for 4/13 and 5/20. <p><u>Selectboard Rules of Procedure</u></p> <ul style="list-style-type: none"> • <u>MOTION:</u> Hendrickson moved and Rissacher seconded to re-adopt the Selectboard Rules of Procedure with no changes. Passed unanimously with 4 members present and voting.
<p><i>Follow-up: Elliott to get additional compliance signatures</i></p>	<p><u>Conflict of Interest Policy</u></p> <ul style="list-style-type: none"> • Members of the Selectboard in attendance and Elliott reviewed the Conflict of Interest Policy and signed the annual compliance agreement. • Elliott will request Livak and other Town employees to review the policy and sign the compliance form.
<p><i>Follow-up: Elliott to update Annual Calendar</i></p>	<p><u>Annual Selectboard Calendar</u></p> <ul style="list-style-type: none"> • Elliott noted highlights of upcoming activities listed on the calendar. • Stoddard requested that Employee Performance Reviews be moved to November so that employees are evaluated before the Selectboard makes recommendations for salary adjustments for the upcoming budget cycle. Elliott will make this change.

<p>MOTION: MINUTES</p> <p>MOTION: AUTHORIZATION TO SIGN WARRANTS</p> <p><i>Follow-up: Elliott to see if Livak wants to participate in GMP discussion</i></p> <p>MOTION: Town Office Awnings</p>	<p><u>Minutes</u></p> <ul style="list-style-type: none"> • MOTION – MINUTES: Hendrickson moved and Stoddard seconded to approve the February 20, 2017 Selectboard meeting minutes as presented. Passed unanimously with 4 members present and voting. <p><u>Warrants</u></p> <ul style="list-style-type: none"> • 3 warrants, as presented, were signed by the 4 Selectboard members in attendance. • MOTION: Hendrickson moved and Rissacher seconded that the Selectboard Chair and Vice-Chair be authorized to approve and sign warrants on behalf of the full Selectboard. Passed unanimously with 4 members present and voting. <p><u>Correspondence</u></p> <ul style="list-style-type: none"> • Green Mountain Power: GMP would like to meet with us regarding a distribution line upgrade and relocation. Elliott will check with Livak to see if he would like to join her in meeting with GMP. • Town Office Awning: Due to summer heat from the west Town Office window, Elliott requested permission for the purchase of awnings. Racht was able to secure a quote from Otter Creek that includes a 10% discount and special \$100 off coupon. <ul style="list-style-type: none"> ○ MOTION: Stoddard moved and Hendrickson seconded to authorize the expenditure of \$1,341 for an awning for the Town Office upstairs west windows. Passed unanimously with 4 members present and voting.
<p>MOTION: ADJOURNMENT</p>	<p>MOTION: Hendrickson moved and Rissacher seconded to adjourn the meeting at 9:11 pm. Passed unanimously with 4 members present and voting.</p>
	<p>03/20/17– Meeting date 03/22/17 – Draft/unapproved minutes distributed and posted on website. 04/03/17 – Final/approved minutes approved 04/06/17 – Approved minutes to Town Clerk for recording & web posting</p>