



Town of Huntington Selectboard Meeting

Monday, August 21, 2017

7 pm – Regular Selectboard Meeting, Town Office, Lower Level

APPROVED MINUTES

<p>Agenda</p>	<ul style="list-style-type: none"> ● Highway: Equipment loan; Camels Hump speed limit reduction approval, Bridge 8 update, Culvert reimbursement discussion, Project, budget & grant update; Traffic calming; Other/new business ● Public Comment ● Committees, Correspondence & Communications: Town Clerk research on unregistered dogs; Planning Commission recommendations on Zoning Administrative Officer contract renewal; CUSI Intergovernmental Agreement; HR Committee update on Personnel Policies & Procedures Manual; Other/new communications ● Finance & Administration: Warrants; Minutes; Upcoming calendar; Other /new business
<p>Selectboard Attendees</p>	<p>Dori Barton (Chair), Nancy Stoddard (Vice-Chair), Andrew Hendrickson, Roman Livak</p>
<p>Selectboard Absent:</p>	<p>Dan Rissacher</p>
<p>Staff Present</p>	<p>Clinton ‘Yogi’ Alger (Road Foreman), Barbara Elliott (Town Administrator)</p>
<p>Others Present</p>	<p>Bradley Frazer, Heidi Racht, Mike Warren</p>
<p>Call to Order</p>	<p>Dori Barton called the meeting to order at 7:00 pm.</p>
<p>Highway</p>	<p><u>Equipment Loan</u></p> <ul style="list-style-type: none"> ● Elliott presented excavator loan amortization charts for 8 and 10 year loans prepared for the Selectboard by Town Treasurer Kathleen Clark. The Selectboard concurred that the 8 year loan, with a 1st year payment \$564 less than that approved at Town Meeting, is more transparent and prudent than the 10 year loan. ● The Selectboard commended Alger for negotiating a purchase price that was \$22,500 less than the initial quotes received. ● Clark will have the bank prepare the excavator and the truck loans for signature at the September 5, 2017 Selectboard meeting. <p><u>Camels Hump Road Speed Limit Reduction</u></p> <ul style="list-style-type: none"> ● The Selectboard continued the formal process for reducing the speed limit on Camels Hump Road based on the traffic engineering study conducted by Chittenden Regional Planning Commission engineers.

**MOTION – CAMELS HUMP
SPEED LIMIT REDUCTION
(passed)**

Follow-up: Elliott to update ordinance & present for signature

- **MOTION – SPEED LIMIT CHANGE:** Livak moved and Hendrickson seconded that the Huntington Selectboard amend the Town of Huntington Sign and Traffic Ordinance to lower and maintain a posted speed limit of 25 miles per hour for the entirety of the Camels Hump Road corridor in accordance with the Camels Hump Road Traffic Engineering Speed Study conducted by Chittenden County Regional Planning Commission; and that this ordinance amendment will be effective 60 days after adoption (October 20, 2017) unless a petition by at least 5% of the voters is filed with the Town Clerk by 44 days (October 4, 2017) asking for a vote to disapprove amendments to the ordinance. Passed unanimously with 4 members present and voting.
- Elliott will update the Huntington Sign and Traffic Ordinance for Selectboard signature at the September 5, 2017 meeting.

Bridge 8 Update

- The new bridge is open to one-lane traffic. Work crews are almost finished removing equipment. Alger reported that he is very pleased with the work. The Road Crew has begun pulling local detour signage. Quite a number of detour area residents have emailed us with appreciation for the planning and communication efforts of staff and with positive feedback on the design and construction of the bridge and bridge alignment.

Request for Culvert Reimbursement – 500 Bert White Road

- The Selectboard discussed a request made at the 8/7/2017 Selectboard meeting by Bradley Frazer, 500 Bert White Road, for reimbursement of a driveway culvert he had a contractor install. Prior to the installation, Alger notified Frazer that the culvert is out of the Town right-of-way (ROW) and therefore the Town is not responsible for the culvert maintenance or replacement.
- Discussion points included:
 - Livak made a site visit, measured distance, and reported his concurrence that the culvert is outside the Town ROW.
 - Selectboard members noted that some data provided by Frazer was taken from study report recommendations that had not been approved for implementation.
 - Selectboard members concurred that Town responsibility and liability ends at the ROW; that the Town has been consistent in not taking responsibility for replacing culverts outside the Town ROW; that doing so would be relevant for future and previous decisions that have been made; and would set a bad precedent that could end up being very costly to taxpayers.
 - Barton stated that changing the Town's approach is so significant, the Selectboard would need approval from voters.

<p>MOTION – CULVERT REPLACEMENT <i>(passed)</i></p>	<ul style="list-style-type: none"> • <u>MOTION – CULVERT REPLACEMENT:</u> Livak moved and Hendrickson seconded that the Huntington Selectboard advise the property owner of 500 Bert White Road that the Town will not reimburse him for the driveway culvert he installed based on the culvert not being within the Town ROW. Passed unanimously with 4 members present and voting. • Frazer thanked the Selectboard for their time and requested the name and contact information for the Town attorney. Barton stated that the process would be for Frazer to have his lawyer contact the Town Administrator, who would then contact either the VT League of Cities and Towns or our Town Attorney. She clarified that if Frazer’s lawyer contacts our attorney, that cost will not be the Town’s responsibility.
<p>Public Comment</p>	<p><u>No members of the public offered general public comment.</u></p>
<p>Correspondence, Communications & Committees</p> <p><i>Follow-up: Elliott add CUSI funding to Legislative Roundtable agenda</i></p> <p>MOTION - CUSI INTERAGENCY AGREEMENT <i>(passed)</i></p>	<p><u>Chittenden Unit For Special Investigation (CUSI) Intergovernmental Agreement</u></p> <ul style="list-style-type: none"> • Mike Warren, Huntington resident/taxpayer and former director of CUSI attended to provide additional information and insight for the Selectboard on CUSI services, funding, and efforts he took while director of CUSI to advocate the legislature for additional State funding for CUSI’s State-mandated services. • Livak stated that taxpayers should not be burdened with funding CUSI; it should be funded by the State. Warren agreed property taxes are not the preferred funding method, but since the State has refused to grant additional funding, CUSI has no choice but to go to towns for support. • The Selectboard raises CUSI funding at our annual Legislative Roundtable. Elliott will add the January 2018 roundtable agenda. • <u>MOTION – INTERAGENCY AGREEMENT:</u> Livak moved and Stoddard seconded that the Huntington Selectboard approve the 2017 – 2020 CUSI Intergovernmental Agreement. Passed with three (3) members in favor (Barton, Hendrickson, Stoddard); one (1) member opposed (Livak); and one (1) member absent (Rissacher). <p><u>Unregistered Dogs – Heidi Racht, Town Clerk</u></p> <ul style="list-style-type: none"> • Racht presented research on Jericho’s unregistered dog procedures. <ul style="list-style-type: none"> ○ Jericho noted there is no benefit to reducing the fee versus making registrations free. ○ Taxpayers with no dogs end up subsidizing those that do own dogs because there is a \$5 fee per dog State charge the Town must pay plus a \$1 cost for the tags. ○ Free registration allows for ‘rollover registrations’ from year to year for dogs with current rabies vaccination certificates. ○ Racht also presented historical payment and registration numbers for both Huntington and Jericho. • Racht recommended the Town not move to free registrations as non-

*Follow-up: Elliott to ask Treasurer to research how other Towns handle credit cards.
Follow-up: Elliott to send Rissacher Racht's handouts*

MOTION – ZAO APPOINTMENT (passed)

Follow-up: Elliott to prepare contract & appointment paperwork for signatures

Follow-up: Racht to request HPC prepare a table with community comments & HPC's responses

Follow-up: Elliott to research casual labor vs part/full-time employee definitions per

- dog owners end up subsidizing the cost for those who do own dogs.
- Selectboard would like to investigate online registrations as well as accepting credit card payment (which is not offered today). Stoddard and Hendrickson will investigate this as part of the website upgrade planning that will begin in September.
- Selectboard requested that Elliott ask the Town Treasurer if she could investigate what it would take for the Town to be able to accept credit card payments (cost, process, etc.) and to also investigate how other towns handle credit card payments.
- Racht requested that Elliott scan and send the research document she handed out to the absent Selectboard member.

Planning Commission (HPC) Recommendation for Appointment of Zoning Administrative Officer (ZAO)

- The HPC unanimously voted at their 8/14/2017 meeting to recommend the Selectboard reappoint Ed Hanson as the Town ZAO for an additional 3-year term.
- **MOTION – ZAO APPOINTMENT:** Stoddard moved and Hendrickson seconded that in accordance with the unanimous recommendation from the Huntington Planning Commission, the Selectboard reappoint Ed Hanson to an additional three (3) year term as Zoning Administrative Officer at a rate of \$20 per hour and the standard IRS mileage rate. Motion passed with three (3) members in favor (Barton, Hendrickson, Stoddard); one (1) member opposed; and one (1) member absent.
- Elliott will prepare the contract renewal document for Selectboard signature on September 5, 2017.

Planning Commission – Land Use Regulations

- Elliott reported that HPC Chair Everett Marshall requested 9/5/2017 agenda time to present an overview of HPC's proposed new regulations.
- HPC Clerk Racht noted that the Selectboard would receive a copy of the proposed new regulations with changes from the last HPC public hearing noted via 'track changes' and an overview summary of proposed changes.
- Barton requested that the Selectboard also receive an overview of the comments that were made and the HPC's responses to those comments.

HR Subcommittee: Personnel Policies & Procedures Manual

- The Selectboard had a working session to review the HR Subcommittee's comments on current policy. A list of 30+ possible changes was identified for Selectboard review. Review will continue at subsequent meetings.
- The Selectboard asked Elliott to research how other towns differentiate

<p><i>other towns.</i></p>	<p>and track casual labor personnel versus part-time and full-time employees.</p> <p>Other <u>DRB RESIGNATION – BRITT CUMMINGS</u></p> <ul style="list-style-type: none"> • Britt Cummings submitted his written resignation from the Development Review Board effective December 1. He wrote that he enjoyed his time on the DRB, serving with members who are compassionate and sincere, and who desire to balance the needs of individuals with those of the town collectively. The Selectboard expressed great appreciation for Britt’s many years of service.
<p>Finance & Administration</p> <p>MOTION – MINUTES <i>(passed)</i></p>	<p><u>Warrants</u></p> <ul style="list-style-type: none"> • 3 warrants, as presented, were signed by the members present. <p><u>Minutes</u></p> <ul style="list-style-type: none"> • <u>MOTION – MINUTES:</u> Livak moved and Hendrickson seconded to approve the Selectboard minutes of August 7, 2017 with updates presented by Elliott to the CUSI section. Passed unanimously with 4 members present and voting. • <i>Note: Changes were made to the draft minutes to clarify motions related to the proposed CUSI Interagency Agreement:</i> <ul style="list-style-type: none"> ○ <i>What happens if a motion is not seconded (it dies, it is treated as if the motion were never made)</i> ○ <i>What constitutes a quorum (it is a majority of the number of Selectboard members – not a majority of the number of Selectboard members present and voting at a meeting. Therefore, there must be a minimum of 3 votes in favor of a motion in order for it to pass).</i> <p><u>Upcoming Calendar</u></p> <ul style="list-style-type: none"> • Tues. Sept. 5 @ 7pm – Selectboard Meeting • Mon. Sept. 18 @ 7pm – Selectboard Meeting • Wed. Sept. 30 @ 11am – Tax Sale (2 delinquent tax properties) • Wed. & Thurs. Oct. 4-5 – VLCT Town Fair
<p>MOTION: ADJOURNMENT <i>(passed)</i></p>	<p><u>MOTION:</u> Livak moved and Hendrickson seconded to adjourn the meeting at 8:38 pm. Passed unanimously with 3 members present and voting.</p>
	<p>08/21/17– Meeting date 08/24/17 – Draft/unapproved minutes distributed and posted on website. 09/05/17 – Final/approved minutes approved 09/06/17 – Approved minutes to Town Clerk for recording & web posting</p>