



Town of Huntington Selectboard Meeting

Monday, September 5, 2017

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

UNAPPROVED MINUTES

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| <p><b>Agenda</b></p>   | <ul style="list-style-type: none"> <li>● <b>Finance:</b> Equipment loan; Credit card processing research, Capital Planning &amp; Budgeting draft Calendar</li> <li>● <b>Highway:</b> Sign &amp; Traffic Ordinance; Project, budget &amp; grant updates; Other/new business</li> <li>● <b>Committees, Correspondence &amp; Communications:</b> Planning Commission (proposed Land Use Regulations; State Surficial Geology Mapping); HR Committee update on Personnel Policies &amp; Procedures Manual (VLCT support; employee classifications; review continuance; Other/new communications</li> <li>● <b>Public Comment</b></li> <li>● <b>Administration:</b> Warrants; Minutes; Zoning Administrative Office appointment &amp; contract; Upcoming calendar; Other /new business</li> </ul>   |
| <p><b>Selectboard Attendees</b></p>  | <p>Dori Barton (Chair), Andrew Hendrickson, Roman Livak, Dan Rissacher</p>   |
| <p><b>Selectboard Absent:</b></p>  | <p>Nancy Stoddard</p>  |
| <p><b>Staff Present</b></p>  | <p>Barbara Elliott (Town Administrator)</p>  |
| <p><b>Others Present</b></p>   | <p>Ruth Blodgett, Kathleen Clark, Everett Marshall, Heidi Racht</p>  |
| <p><b>Call to Order</b></p>  | <p>Dori Barton called the meeting to order at 6:59 pm.</p>   |
| <p><b>Finance</b></p> <p><b>MOTION – LOAN FOR HIGHWAY EQUIPMENT (passed)</b></p> | <p><u><b>Highway Equipment Loan</b></u></p> <ul style="list-style-type: none"> <li>● Treasurer Kathleen Clark presented the excavator and truck commercial bank loan paperwork for Selectboard approval and signatures.</li> <li>● <u><b>MOTION – LOAN:</b></u> Livak moved and Hendrickson seconded that the Huntington Selectboard approve and sign the commercial bank loans, as presented by the Treasurer, for an 8-year \$84,000 highway excavator loan, and for a 5-year \$65,000 highway truck loan. Passed unanimously with 4 members present and voting.</li> </ul> <p><u><b>Credit Card Processing Research</b></u></p> <ul style="list-style-type: none"> <li>● Treasurer Clark presented her research on what other towns do for accepting credit card payments. Key findings included:             <ul style="list-style-type: none"> <li>○ There are 2 primary online services that process transactions and collect the 3% credit card fee as a separate charge to the customer. 24 Vermont towns use Official Payments and 9 towns</li> </ul> </li> </ul> |

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| <p><i>Follow-up: Elliott to conduct macro-level analysis of workforce planning hours</i></p> <p><i>Follow-up: Elliott to confirm ½ planning session dates</i></p> | <p>use Express Pay. The upfront cost runs about \$99 for the set-up fee and there is an additional \$20/month service fee.</p> <ul style="list-style-type: none"> <li>○ Clark noted that for taxes, the resident would pay a 3% interest charge for credit card processing compared to the 1% interest charge by the Town for late tax payments.</li> <li>○ For online dog registrations the Town would need to charge additional mailing fees, develop processes for handling rabies vaccine certifications, etc.</li> <li>○ A point-of-sale card reader would require having a physical reader and would require that the Town handle charges and bookkeeping for the additional credit card processing fees.</li> </ul> <ul style="list-style-type: none"> <li>● The Selectboard’s consensus is to not pursue credit card processing unless the additional cost and work required is outweighed by demand for this service.</li> </ul> <p><b><u>Capital Planning &amp; Budgeting Calendar</u></b></p> <ul style="list-style-type: none"> <li>● In response to feedback from committees, boards and commissions Elliott presented a proposed calendar that frontloads Highway, Fire/1<sup>st</sup> Response, and compensation planning and extends the budget request deadline for other groups until November 2. The Selectboard would hold their annual ½ day budget planning session in early November and be able to respond to each group’s request by mid-November.</li> <li>● Highway budget analysis will continue to include current budget year project review and updated project prioritization. Elliott will also conduct a macro-level analysis of workforce planning hours.</li> <li>● The Selectboard approved the proposed calendar with Saturday 11/4 for the preferred ½ day planning session and 11/11 as the fallback date.</li> </ul> |
| <p><b>Huntington Planning Commission (HPC)</b></p>  | <ul style="list-style-type: none"> <li>● HPC Chair Everett Marshall and HPC Clerk Heidi Racht gave an overview of proposed changes to the Town Plan Maps and Land Use Regulations.</li> </ul> <p><b><u>Revised Town Plan: Proposed changes to Lower Village &amp; Huntington Center District Maps</u></b></p> <ul style="list-style-type: none"> <li>● In the proposed changes, <b><u>Lower Village’s and Huntington Center’s</u></b> combined Village and Neighborhood Districts maintain the same total footprint, however the Village District areas are expanded, which results in a smaller footprint for each of those Neighborhood Districts. As an example, currently Robert’s Park is located in the Neighborhood District whereas in the proposed changes it would be in the Lower Village’s Village District.</li> <li>● <b><u>Hanksville’s</u></b> Neighborhood District remains the same, with no changes to the footprint of the district or its intended usage/zoning.</li> </ul> <p><b><u>Proposed Land Use Regulations (LUR)</u></b></p> <ul style="list-style-type: none"> <li>● The proposed Land Use Regulations (LUR) combine the current Zoning</li> </ul>  |

**Follow-Up:**

- *Racht/Elliott to clarify calendar for Town Plan and LUR adoption*
- *Marshall to clarify option for DRB preliminary discussions*
- *HPC to consider water/wastewater proposal*
- *Selectboard to hold Town Plan public hearing*
- *Selectboard to vote on Town Plan map changes*
- *Selectboard may clarify DRB approval in sections 4.08 & 5.02 of the LUR*
- *Selectboard to hold LUR public hearing*
- *Selectboard to present LUR for Town vote at Town Meeting*

*Follow-up: Elliott/Marshall to prepare letter for SB signature on 9/18*

Regulations, Sub-division Regulations, and Flood Hazard Regulations.

- The Flood Hazard Regulations follow State and Federal regulations and no substantive changes are incorporated into the proposed Land Use Regulations.
- The Village District changes incorporate a number of Form Based Code concepts. Based on initial resident feedback that the proposed draft regulations did not provide strict enough zoning requirements, the HPC incorporated some limiting regulations to govern development—more so than imposed by traditional Form Based Code planning.
- An overview of the overall changes to the zoning regulation component of the Land Use Regulations (LUR) was presented.

**Next Steps**

- Clarification was requested on whether the DRB would entertain people coming in for preliminary discussions before proceeding with a sketch hearing.
- Marshall indicated that the HPC will consider developing a proposal regarding water/wastewater systems to accommodate increased density in the Village Districts.
- The next step in the approval process calls for the Selectboard to hold public hearings on the Town Plan map amendments and the proposed Land Use Regulations (LUR).
- The Selectboard may want to consider modifying sections 4.08(B) and 5.02(C) of the Land Use Regulations (LUR) to clarify that where development encroaches on Groundwater Source Protection areas or on significant natural resources, it shall be subject to DRB conditional use approval.
- Town Plan changes were deemed non-substantive. The Selectboard's consensus is that the map changes can be considered by the Selectboard and do not require a vote by Townspeople (unless so petitioned by voters).
- The Land Use Regulations (LUR) contain substantive changes and therefore, based on precedent, the Selectboard consensus is that they should be presented to the voters for adoption via Australian ballot.

**Vermont Surficial Geology Mapping**

- Marshall reported that The Vermont Geological Survey conducts both bedrock and surficial (fine sand and clay deposit) surveys. Fieldwork and aerial mapping is proposed that would include all of Huntington. This is beneficial to the Town for evaluating groundwater resources. There would be no cost to the Town for this mapping.
- The Selectboard agreed to issue a joint letter of support with the Planning Commission endorsing this project. Marshall and Elliott will present a letter for Selectboard consideration at the September 18 Selectboard meeting.

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|   | <p><b><u>State Village Center Designation</u></b></p> <ul style="list-style-type: none"> <li>• Marshall reported that the State village center designation renewal paperwork for Lower Village and Huntington Center has been submitted.</li> </ul>  |
| <p><b>Public Comment</b></p> <p><i>Follow-up: Alger to order and install sign</i></p> <p><i>Follow-up: Elliott to investigate fees for littering</i></p> <p><i>Follow-up: Elliott/Alger to address Bridge 42 debris</i></p> | <p><b><u>Commuter Lot Request for Signage &amp; Littering</u></b></p> <ul style="list-style-type: none"> <li>• Marshall raised concern regarding long-term overnight parking at the commuter lot behind the library. This parking impinges on availability of parking for residents who commute to work on a regular basis.</li> <li>• Elliott will request that the Road Foreman order and install a 'No Overnight Parking' sign. If the installation of this sign is not effective, it may be necessary to enact an enforceable ordinance change that would limit parking to specific hours and impose violation fines.</li> <li>• Elliott will investigate requirements for imposing fees for littering.</li> </ul> <p><b><u>Bridge Debris: East Street Bridge (Bridge # 42)</u></b></p> <ul style="list-style-type: none"> <li>• Ruth Blodgett raised concern about possible damage that might be caused by excessive debris that is accumulating in the river around the center piling of the East Street Bridge.</li> <li>• Elliott will alert Alger so that debris removal can be prioritized.</li> </ul> |
| <p><b>Highway</b></p> <p><b>SIGNATURES: SIGN &amp; TRAFFIC ORDINANCE (completed)</b></p> <p><i>Follow-up: Elliott to verify Stop &amp; Yield Sign accuracy</i></p>  | <p><b><u>Sign and Traffic Ordinance</u></b></p> <ul style="list-style-type: none"> <li>• The Selectboard signed the ordinance amendment approved at the August 21, 2017 Selectboard meeting which establishes a 25 mph speed limit for the entire Camels Hump Road corridor.</li> <li>• Hendrickson noted that the stop sign chart in the ordinances lists a stop sign on Bert White Road at the intersection of Delfrate Road. This stop sign is actually on East Street at the Delfrate Road intersection. Elliott to confirm and if necessary propose an update to the document. Elliott to also confirm if all other stop/yield signs are identified accurately.</li> </ul>  |
| <p><b>Committees, Correspondence &amp; Communications</b></p>   | <p><b><u>HR Subcommittee: Personnel Policy Review</u></b></p> <ul style="list-style-type: none"> <li>• Tabled until the 9/18 Selectboard meeting.</li> </ul>   |
| <p><b>Administration</b></p> <p><b>MOTION – MINUTES (passed)</b></p>  | <p><b><u>Warrants</u></b></p> <ul style="list-style-type: none"> <li>• 3 warrants, as presented, were signed by the members present.</li> </ul> <p><b><u>Minutes</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>MOTION – MINUTES:</u></b> Livak moved and Hendrickson seconded to approve the Selectboard minutes of August 21, 2017 with no changes. Passed unanimously with 4 members present and voting.</li> </ul>   |

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|   | <p><b><u>Upcoming Calendar</u></b></p> <ul style="list-style-type: none"> <li>• Sat. 9/9 &amp; Sun. 9/10: SHERMAN HOLLOW ROAD CLOSED @ #1159 for culvert replacement (6am Sat. – noon Sun.)</li> <li>• Mon. 9/18 @ 7pm: Selectboard Meeting</li> <li>• Sat. 9/30: ROVER at the Fire Station</li> <li>• Mon. 10/2 @ 7pm: Selectboard Meeting</li> <li>• Tues. 10/3 @ 6:30pm: Water Quality Meeting (at the Library)</li> <li>• Wed. &amp; Thurs. Oct. 4-5: VLCT Town Fair</li> <li>• Wed. 10/4: Deadline for residents to register a petition with the Town Clerk opposing Camels Hump Road lower speed limit</li> <li>• Mon. 10/16 @ 7pm: Selectboard Meeting</li> <li>• Fri. 10/20: Entire Camels Hump Road corridor is officially 25 mph</li> </ul> |
| <p><b>MOTION: ADJOURNMENT</b><br/><i>(passed)</i></p> | <p><b><u>MOTION:</u></b> Livak moved and Rissacher seconded to adjourn the meeting at 8:57 pm. Passed unanimously with 4 members present and voting.</p>  |
|   | <p>09/05/17– Meeting date<br/> 09/07/17 – Draft/unapproved minutes distributed and posted on website.<br/> 09/25/17 – Final/approved minutes approved<br/> 09/26/17 – Approved minutes to Town Clerk for recording &amp; web posting</p>  |