

## Town of Huntington Selectboard Meeting

Monday, July 17, 2017

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

### UNAPPROVED MINUTES

<p><b>Agenda</b></p>	<ul style="list-style-type: none"> <li>● <b>Highway:</b> Truck &amp; excavator loans; Request for culvert reimbursement (500 Bert White Road); Project, budget &amp; grant updates; Traffic calming; Other/new business</li> <li>● <b>Public Comment</b></li> <li>● <b>Committees, Correspondence &amp; Communications:</b> HR Committee update on Personnel Policies &amp; Procedures Manual; CUSI Intergovernmental Agreement; Castleton municipal survey; 2020 Census; Other/new communications</li> <li>● <b>Finance &amp; Administration:</b> Warrants; Minutes; Budget Status; Upcoming calendar; Other /new business</li> <li>● <b>Eagle Scout Proposal:</b> Peter Christiana</li> </ul>
<p><b>Selectboard Attendees</b> <b>Selectboard Absent:</b></p> <p><b>Staff Present</b></p> <p><b>Others Present</b></p>	<p>Nancy Stoddard (Vice-Chair), Andrew Hendrickson, Roman Livak, Dori Barton (Chair), Dan Rissacher</p> <p>Clinton ‘Yogi’ Alger (Road Foreman), Barbara Elliott (Town Administrator)</p> <p>Ruth Blodgett, Kendra Christiana, Peter Christiana, Bradley Frazer, Heidi Racht</p>
<p><b>Call to Order</b></p>	<p>Nancy Stoddard called the meeting to order at 7:01 pm.</p>
<p><b>Highway</b></p> <p><i>Follow-up: Elliott to add loan finalization to 8/21 agenda</i></p>	<p><b><u>Truck &amp; Excavator Loans</u></b></p> <ul style="list-style-type: none"> <li>● Town Treasurer Kathleen Clark provided a written summary of truck and excavator loan payment options for the Selectboard’s review, along with her recommendation that the first payment on the loan be made in June 2018 (during the current fiscal year). The Selectboard concurred with Clark’s recommendation since the funds were included in the FY17-18 Capital Plan / General Fund Budget approved by the voters at Town Meeting.</li> </ul> <p><b><u>Request for Culvert Reimbursement – 500 Bert White Road</u></b></p> <ul style="list-style-type: none"> <li>● Bradley Frazer, 500 Bert White Road, attended the Selectboard meeting to request that the Town reimburse him for 50% of the cost he incurred for replacing his driveway culvert.</li> <li>● Frazer presented his case, citing data he gleaned from the Town website and other sources. Frazer’s main points were:             <ol style="list-style-type: none"> <li>1. Frazer stated that the Town is responsible for the maintenance</li> </ol> </li> </ul>

of that culvert because it is within the Town's right-of-way (ROW) responsibility. He noted his position that the definition of a town Class 3 roadway and right-of-way is just a recommendation of 3 rods (23.75 feet from center line) and not an actual legal measurement.

2. Frazer stated that access to his house was impaired so he requested Road Foreman Alger replace the culvert. Alger stated that the Town would not replace the culvert because it is not within the Town ROW. Frazer then hired a private contractor to replace the culvert rather than waiting for Town approval.
3. Frazer stated that the Town received grant funding from FEMA/Better Backroads to repair the section of Bert White Road near his house, but neglected to address his driveway culvert at that time in spite of receiving funds to do so.

- Responses to Frazer's points included:
  1. Alger stated that the culvert is not within the Town's ROW. Livak stated that the legally binding designation of the ROW for Bert White Road is based on its being classified as a 3-rod-road.
  2. Prior to the work being initiated, Alger had informed Frazer that the culvert replacement was not the Town's responsibility.
  3. Elliott noted that the Town did not receive funding for repairing the driveway culvert, and that data presented by Frazer was actually based on a 2011 study conducted to provide recommendations for project priorities and capital planning (funded by a Better Backroads grant) and that it was not an outline of work that was to be performed as part of a FEMA or Better Roads reimbursement grant.
- Stoddard commended Frazer for his research and requested copies of the documentation he presented so that Elliott could identify the data sources and distribute the full packet to the full Selectboard.
- The Selectboard will review the information and this item will be placed on the Selectboard's August 21<sup>st</sup> meeting agenda.

*Follow-up: Elliott to research sources send full packet of Frazer's documentation*

*Follow-up: Elliott to schedule follow up discussion for 8/21*

#### **Project Updates**

- The Bridge 8 work is progressing and is projected to be on schedule. Positive feedback was received from Moody Road residents expressing appreciation for the traffic calming planning and actions that have effectively controlled speeding along the detour route.
- Culvert work remains a priority, with replacement projects planned for Salvas, Camels Hump, Economou and Texas Hill Roads.

#### **Traffic Calming**

- Notification of the proposed Camels Hump Road speed limit reduction will be printed in the August Times Ink.
- The speed radar sign has been installed at the south end of the Lower

<p><i>Follow-up: Alger to remove dead tree near Raven Ridge</i></p> <p><i>Follow-up: Alger to look at driveway erosion on East St.</i></p>	<p>Village.</p> <ul style="list-style-type: none"> <li>Alger will remove a dead tree near the radar feedback sign.</li> <li>The CCRPC traffic engineering study for Main Road has been initiated.</li> </ul> <p><b><u>Other/New Business</u></b></p> <ul style="list-style-type: none"> <li>There has only been one inquiry to date regarding the Highway Casual Labor qualified worker list.</li> <li>There is some driveway erosion happening on upper East Street (before the Delfrate Road intersection). Alger will take a look at this.</li> <li>Camels Hump hiking remains extremely popular and continues to cause significant issues for residents. At least 106 cars were counted on Sunday afternoon in the lot and along the road at one particular point on Sunday afternoon.</li> </ul>
<p><b>Public Comment</b></p>	<p><b><u>No members of the public offered general public comment.</u></b></p>
<p><b>Correspondence, Communications &amp; Committees</b></p> <p><i>Follow-up: Elliott to add new items to list &amp; schedule discussion for 8/21</i></p> <p><b>MOTION - CUSI (no 2<sup>nd</sup> to the motion)</b></p> <p><b>MOTION – CUSI (defeated)</b></p>	<p><b><u>HR Subcommittee: Personnel Policies &amp; Procedures Manual</u></b></p> <ul style="list-style-type: none"> <li>The HR Subcommittee reviewed a draft presented by Elliott that outlined areas in the Personnel manual where the actual Town practice is not following the policy as outlined, as well as areas that may need clarification. In written comments, Rissacher noted concerns about areas of the drug and alcohol testing policy. Hendrickson recommended additional definition of casual labor be included. Livak requested clarification of travel reimbursement and staff reporting of out-of-office time to the Selectboard.</li> <li>Additional review and work on the policy was postponed until the full board is in attendance.</li> </ul> <p><b><u>Chittenden Unit For Special Investigation (CUSI) Intergovernmental Agreement</u></b></p> <ul style="list-style-type: none"> <li>Elliott presented the proposed agreement from CUSI that includes provisions for the Town’s intent to participate in CUSI, agreement to the Policy Board process, and agreement that the Town will make an annual financial contribution based on our Town’s percent of the total county population.</li> <li>Hendrickson, the Town’s representative to the CUSI Policy Board, summarized the following updates to the proposed agreement: <ul style="list-style-type: none"> <li>Updated the Policy Board membership to match CUSI bylaws.</li> <li>Updated the terms of Board members to match CUSI bylaws.</li> <li>Updated the section on documentation.</li> </ul> </li> <li><b><u>MOTION – CUSI Agreement: Livak moved that the Huntington Selectboard not approve the Intergovernmental agreement for CUSI. No second was made to the motion.</u></b></li> <li><b><u>MOTION – CUSI Agreement: Livak moved and Hendrickson seconded that the Huntington Selectboard not approve the Intergovernmental</u></b></li> </ul>

<p><b>MOTION – CUSI (defeated)</b></p> <p>Follow-up: Elliott to reschedule for 8/21 meeting</p> <p>Follow-up: Elliott to forward Annual Report and town specific data</p>	<p><u>agreement for CUSI 2017-2020 and provide the comment that we will only sign the agreement for one year. Motion defeated, with Livak voting in favor; Hendrickson and Stoddard voting opposed.</u></p> <ul style="list-style-type: none"> <li>• <b><u>MOTION – CUSI Agreement: Hendrickson moved and Stoddard seconded that the Selectboard approve the CUSI Intergovernmental agreement for 2017-2018 as presented. Motion defeated, with Hendrickson and Stoddard voting in favor; Livak voting opposed.</u></b></li> <li>• Hendrickson requested that the Intergovernmental Agreement be proposed again at the August 21 Selectboard meeting. Elliott will forward the CUSI Annual Report and Huntington related data to the Selectboard.</li> </ul> <p><b><u>Castleton Municipal Survey</u></b></p> <ul style="list-style-type: none"> <li>• Elliott reported that she had responded to a Castleton survey regarding how Huntington is situated to respond to extreme events related to climate change.</li> </ul> <p><b><u>2020 Census: Local Update of Census Addresses Operation (LUCA)</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>MOTION – 2020 Census: Livak moved and Hendrickson seconded to authorize the Chair of the Selectboard to sign the Census 2020 Registration Information as the “Highest Elected Official” for the Town of Huntington; that Town Administrator Barbara Elliott be designated as the Town’s Census 2020 Liaison; and that Heidi Racht, Mary Keller-Butler, Carol Wildman, Don Dresser and Ryan Elliott be designated as additional persons with access to Title 13, U.S.C. materials. Passed unanimously with 3 members present and voting.</u></b></li> </ul>
<p><b>Finance &amp; Administration</b></p> <p><b>MOTION – MINUTES (passed)</b></p>	<p><b><u>Warrants</u></b></p> <ul style="list-style-type: none"> <li>• 5 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: Livak moved and Hendrickson seconded to approve Selectboard minutes of July 17, 2017 as presented. Passed unanimously with 3 members present and voting.</u></b></li> </ul> <p><b><u>Budget Status Report</u></b></p> <ul style="list-style-type: none"> <li>• Elliott reported the following FY 2016-17 budget status. Note: figures won’t be finalized until the end of August. <ul style="list-style-type: none"> <li>○ <u>Revenues:</u> Analysis to date shows we exceeded our non-tax revenue projection by \$25,500.50.</li> <li>○ <u>Expenses:</u> Analysis to date shows we spent \$9,776.58 over budget. With adjustments noted below, this will be reduced to our being \$2,383.02 over budget. That amount will then be increased based on additional outstanding invoice amounts. \$3,433.87 still to be reimbursed from Rita Cleveland</li> </ul> </li> </ul>

\$6,759.69 still to be reimbursed from the Library CSA fund  
\$2,800.00 still to be paid to CCRPC for assistance provided to the Planning Commission for rewriting zoning regulations.

- Over-expenditures included vacation buyout from FEMA work & changing anniversary dates; traffic calming & signage; and heavy equipment repairs.
  - Projects that were postponed included contracted bridge maintenance and guardrail replacement.
- Elliott reported the following FY 2017-2018 budget information. Looking at actual expenditure trends from FY 16-17 compared to what we budgeted last fall for Fiscal Year 18-19, it looks like:
    - Revenues: We collected \$10,839 last year over the current year's projections, primarily in judicial fines (traffic violation reimbursements), delinquent taxes, current use, and PILOT.
    - Expenses: There isn't much "fluff" in the current year's budget. It looks like there will be only \$3,450 available to cover unforeseen expenses.

#### Upcoming Calendar

- Mon. Aug. 21 @ 7pm – Selectboard Meeting
- Tues. Sept. 5 @ 7pm – Selectboard Meeting

#### Other/New Business

- **VLCT PACIF Insurance Inspection**: Our air ventilation system in the basement is plugged into an extension cord and needs to be plugged directly into a wall socket.
  - **MOTION – ELECTRICAL OUTLET**: Livak moved and Hendrickson seconded to authorize Town Administrator Barbara Elliott to have a new outlet installed in the Town Office basement per the findings from the 8/3/17 VLCT PACIF inspection. Passed unanimously with 3 members present and voting.

#### Hazard Mitigation Project

- Elliott reported that Lauren Oates from Vermont Emergency Management emailed to indicate she has not received a response to her request for an update from the homeowner/Cara LaBounty regarding the proposed house elevation project. Oates will try again, and if there is no promising action she will initiate the grant withdraw process.

#### Vermont Arts Council Cultural Facilities Grant

- Elliott reported that the Town Hall Committee was awarded the \$13,500 grant they submitted for electrical improvements and installing a second bathroom at the Town Hall.

**MOTION: ELECTRICAL  
OUTLET (*passed*)**

<p><b>Eagle Scout Proposal</b></p> <p><b>MOTION – EAGLE SCOUT PROJECT (<i>passed</i>)</b></p> <p><i>Follow-up: Elliott to send letter from the Selectboard</i></p>	<ul style="list-style-type: none"> <li>• Peter Christiana, Huntington Eagle Scout candidate, presented his proposal for constructing benches at the Recreation Field. The three benches proposed will provide 24 feet of seating.</li> <li>• <b>MOTION – EAGLE SCOUT PROJECT:</b> Livak moved and Hendrickson seconded that the Huntington Selectboard endorse Peter Christiana’s Eagle Scout project plan as presented and that a letter of support be written to the Eagle Scout Project Committee Chair. Passed unanimously with 3 members present and voting.</li> </ul>
<p><b>MOTION: ADJOURNMENT (<i>passed</i>)</b></p>	<p><b>MOTION:</b> Livak moved and Hendrickson seconded to adjourn the meeting at 8:38 pm. Passed unanimously with 3 members present and voting.</p>
	<p>08/07/17– Meeting date  08/10/17 – Draft/unapproved minutes distributed and posted on website.  xx/xx/17 – Final/approved minutes approved  xx/xx/17 – Approved minutes to Town Clerk for recording &amp; web posting</p>

Draft: Unapproved