

## Town of Huntington Selectboard Meeting

Monday, September 25, 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> Municipal Roads General Permit; Bridge 8 acceptance form; Project, budget &amp; grant updates; correspondence (request to exceed Moody Bridge weight limit, Town Highway #9 update); Other/New Business</li> <li>● Conservation Commission: Recommendation regarding Conservation Fund application from Friends of Gillett Pond; Town Forrest Recreation Planning Technical Assistance Grant</li> <li>● HR Sub-Committee: Personnel Policies &amp; Procedures Manual review</li> <li>● Planning Commission: Town Plan map amendments; Land Use Regulations; Surficial Geology Mapping letter of support</li> <li>● Public Comment</li> <li>● Administration &amp; Finance: Warrants; Minutes; Correspondence &amp; communications (update on Town Hall Rental Agreement, Draft 2018 VLCT Municipal Policy, Liquor Control approved event list); Upcoming calendar; Other /new business</li> </ul>
<p><b>Selectboard Attendees</b></p> <p><b>Selectboard Absent:</b></p> <p><b>Staff Present</b></p> <p><b>Others Present</b></p>	<p>Dori Barton (Chair), Andrew Hendrickson, Dan Rissacher, Nancy Stoddard</p> <p>Roman Livak</p> <p>Clinton ‘Yogi’ Alger (Road Foreman), Barbara Elliott (Town Administrator)</p> <p>Ruth Blodgett, Bruce Hennessey, Jenna Koloski, Everett Marshall, Darleen Palola, Wright Preston, Rebecca Ryan, Terry Ryan, Joe Segale, Carmen Tedesco, Aaron Worthley, Rob Zimmerman</p>
<p><b>Call to Order</b></p>	<p>Dori Barton called the meeting to order at 6:58 pm.</p>
<p><b>Highway</b></p> <p><i>Follow-up: Elliott to prepare summary document of requirements and recommendations</i></p>	<p><b><u>Municipal Roads General Permit (MRGP)</u></b></p> <ul style="list-style-type: none"> <li>● Written comments on the draft MRGP standards are due by October 27. Elliott will prepare a summary for the Selectboard’s 10/2 meeting.</li> <li>● The Selectboard viewed the updated Erosion Inventory Map produced by CCRPC that identifies Huntington’s hydrologically connected road segments by MRGP classification: fully meets; partially meets; does not meet. Elliott will work with CCRPC to keep the map updated as we</li> </ul>

*Follow-up: Barton, Alger, Elliott to attend MRGP info meeting*

*Follow-up: Alger to speak with Lafayette*  
*Follow-up: Elliott to contact State project manager*

**MOTION – REQUEST TO EXCEED MOODY BRIDGE WEIGHT LIMIT (passed)**

*Follow-up: Elliott to draft letter for Barton's approval*  
*Follow-up: Alger to contact Jaron Borg*

complete work to bring segments up to standard.

- Barton, Alger and Elliott will attend one of the Agency of Natural Resources informational meetings the week of October 9.
- Review by Better Roads, Fitzgerald Engineering (consultants on the inventory project), and the ANR River Engineer on the work completed by the Road Crew on Cozzens Road (identified as a 'does not meet' roadway) has been very positive.

**Bridge #8 (Main Road, just south of Moody) Acceptance Form**

- Concern was raised regarding the guard rail on the right as one approaches Bridge #8 from the north. Alger will talk with Lafayette and Elliott will follow up with the State bridge project manager.
- Project acceptance was postponed until the 10/2 Selectboard meeting.

**Moody Bridge: Request for approval to exceed weight limit**

- Bruce Hennessey (Maple Wind Farm) attended to request permission for his logging contractor to cross Moody Bridge with excess weight equipment (not to exceed 40,000 lbs.) for a maximum of six (6) occurrences.
- **MOTION – APPROVAL TO EXCEED WEIGHT LIMIT:** Stoddard moved and Rissacher seconded that the Huntington Selectboard grant approval for Vermont GreenWood Resources, LLC to cross Moody Bridge with equipment up to 40,000 pounds (20 tons) for no more than six (6) occurrences provided the following conditions, as outlined in a letter of approval from the Town, have been met: upgrades are performed by the requester to reinforce the bridge based on the sketch provided by the requester and with work to be approved by the Road Foreman; that the number of crossings not exceed six (6) occurrences; that excess weight crossings will be limited to logging equipment and that logging trucks transporting logs will not cross the bridge; that proof of insurance is provided with not less than \$2,000,000 liability naming the Town of Huntington as additional insured; that the bridge and bridge access is repaired in the event damage is incurred during logging operations; and that all disturbed areas in and around Jones Brook are returned to their original conditions. Passed unanimously with 4 members present and voting.
- Elliott will draft a letter outlining approval conditions for Barton's review.
- Alger will request Jaron Borg (ANR River Engineer) look at the bridge prior to having work begin.

**Town Highway #9** (a short, 0.06 mile, spur off of Happy Hollow Road)

- In 1993 the VTRANS Planning Division sent Huntington notice that if TH#9 was not brought up to Class 3 standards within one (1) year, the road would be reclassified as a Class 4 roadway. Upgrades were never

<p><i>Follow-up: Elliott to initiate reclassification process</i></p> <p><i>Follow-up: Elliott to contact LaRose Surveys</i></p>	<p>made. I believe the Town assumed that the reclassification had occurred, however we recently discovered (23 years later) that VTrans still lists this 0.06 mile road as a Class 3 roadway. Recommendation received 9/19/2017 from Jonathan Croft, VTrans Mapping Section Chief, is that the Town initiate formal reclassification procedures. The Selectboard agreed.</p> <ul style="list-style-type: none"> <li>• Elliott will initiate the formal reclassification process.</li> <li>• Elliott will request an estimate for survey work from LaRose Surveys.</li> </ul> <p><b><u>Project Updates</u></b></p> <ul style="list-style-type: none"> <li>• Estimate is that 30 culverts have been replaced so far this summer.</li> <li>• Cozzens Road stormwater Grants-in-Aid work has been completed.</li> <li>• Sherman Hollow culvert replacement grant work has been completed.</li> <li>• The Crew is ready to start the Town Garage Stormwater grant work.</li> <li>• 6 additional culvert replacements are on the schedule, after which the Crew will begin winter maintenance.</li> </ul>
<p><b>Huntington Conservation Commission (HCC)</b></p>	<p><b><u>Recommendation regarding Conservation Fund (HCF) application from Friends of Gillett Pond (FoGP)</u></b></p> <ul style="list-style-type: none"> <li>• The HCC submitted their written recommendation to the Selectboard that \$50,000 in Huntington Conservation Funds (HCF) be awarded to Friends of Gillett Pond (FoGP) &amp; Richmond Land Trust in response to their application for a \$100,000 grant to contribute to the construction of a new dam.</li> <li>• Rebecca Ryan (HCC Co-Chair) introduced the recommendation. The application was first submitted to HCC on 7/4/17. There was not ample time for HCC to review the application prior to their 7/13 meeting, and no meeting was scheduled for August. Most significant reasons HCC members did not recommend full funding is that it would be approximately half of the HCF resources.</li> <li>• Elliott asked for clarification on the HCC vote. The letter of recommendation states that the HCC voted six in favor of recommending a \$50,000 grant and two opposed. The draft minutes of the 9/14 HCC meeting stated that the 2 opposed were actually opposed to the motion because they thought HCC should recommend more than \$50,000 be awarded. The HCC clarified that all members of the HCC are in favor of providing funding.</li> <li>• Elliott read an email to the Selectboard from Brett Lindemuth requesting additional research and stating that the Selectboard needs to address the appropriateness of funding a project that is outside of Huntington.</li> <li>• Stoddard noted that the Town voted at Town meeting that it is appropriate for HCF funds to be used for Gillett Pond and Gillett Pond dam projects.</li> <li>• Barton thanked the HCC for their due diligence in reviewing the</li> </ul>

<p><b>MOTION – HCC TECHNICAL ASSISTANCE GRANT</b> <i>(passed)</i></p>	<p>application.</p> <ul style="list-style-type: none"> <li>The Selectboard will hold a public hearing on 10/16 at 6:30pm to receive community input on the application. The FoGP will begin the hearing with a 20-30 minute presentation.</li> </ul> <p><b><u>Town Forrest Recreation Planning Technical Assistance Grant</u></b></p> <ul style="list-style-type: none"> <li><b><i>NOTE: Dori Barton recused herself, turned the meeting over to Vice-Chair Stoddard, and left the Selectboard table.</i></b></li> <li>Marshall asked the HCC if the Town Forester is aware of this project, and Kolowski stated that the HCC has been working closely with him.</li> <li><b><u>MOTION – TECHNICAL ASSISTANCE GRANT: Hendrickson movd and Rissacher seconded that Selectboard support the Letter of Collaboration between the Vermont Urban &amp; Community Forestry Program and the Huntington Conservation Commission and that Conservation Commission member Jenna Koloski be designated as the primary point of contact for the Town of Huntington with grant administration support from Town Administrator Barbara Elliott. Passed with unanimously with 3 members (Hendrickson, Rissacher, Stoddard) present and voting.</u></b></li> <li><b><i>NOTE: Stoddard called Barton back to the table and then turned the meeting back over to Barton.</i></b></li> </ul>
<p><b>Huntington Planning Commission</b></p> <p><b>MOTION – TOWN PLAN HEARING</b> <i>(passed)</i></p>	<p>Planning Commission Clerk Heidi Racht prepared (and submitted via email) a detailed timeline for the HPC and Selectboard of the process needed to address the proposed changes to the Town Plan and Land Use Regulations. The timeline included recommended dates for each step in order to ensure we meet required due dates.</p> <p><b><u>Town Plan Map Amendments</u></b></p> <ul style="list-style-type: none"> <li>The Selectboard concurred that the proposed changes to the Town Plan will be voted on by the Selectboard after a duly warned public meeting. A date for voting on the amendments will be established based on input at the hearing.</li> <li><b><u>MOTION – TOWN PLAN HEARING: Stoddard moved and Hendrickson seconded that the Selectboard warn a Public Hearing for November 6, 2017 at 6:30 pm to receive public comment on the proposed Huntington Town Plan updates to the village and neighborhood zoning district maps, and that notice of said hearing be published in the October 18, 2017 issue of the Times Ink. Passed unanimously with 4 members present and voting.</u></b></li> </ul> <p><b><u>Land Use Regulations</u></b></p> <ul style="list-style-type: none"> <li>The Selectboard concurred that the proposed changes to the Zoning Regulations, Subdivision Regulations and Flood Hazard Regulations, including their being combined into one Land Use Regulations</li> </ul>

<p><b>MOTION – LAND USE REGULATIONS HEARING</b> <i>(passed)</i></p>	<p>document, will be voted on by the Selectboard after a duly warned public meeting. A date for voting on the amendments will be established based on input at the hearing.</p> <ul style="list-style-type: none"> <li>• <b>MOTION – LAND USE REGULATIONS HEARING: Stoddard moved and Hendrickson seconded that the Selectboard warn a Public Hearing for December 18, 2017 at 6:30 pm to receive public comment on the proposed modifications to the Huntington Land Use Regulations, which includes combining the Zoning, Subdivision and Flood Hazard regulations into one document, and that notice of said hearing be published in the November 16, 2017 issue of the Times Ink. Passed unanimously with 4 members present and voting.</b></li> </ul> <p><b><u>Surficial Geology Mapping</u></b></p> <ul style="list-style-type: none"> <li>• The Selectboard and HPC Chairs signed the letter of support.</li> </ul>
<p><b>HR Subcommittee</b></p>	<p><b><u>Personnel Policies &amp; Procedures Manual Review</u></b></p> <ul style="list-style-type: none"> <li>• The Selectboard continued review of the current manual.</li> <li>• Stoddard volunteered to establish an online calendar for use by Elliott and Alger that will be available to the Selectboard and that will be linked to the Town Office calendar.</li> </ul>
<p><b>Public Comment</b></p>	<p>No comments were offered by members of the public.</p>
<p><b>Administration &amp; Finance</b></p> <p><b>MOTION – MINUTES</b> <i>(passed)</i></p> <p><i>Follow-up: Elliott to report on policies regarding alcohol and waivers.</i></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: Hendrickson moved and Stoddard seconded to approve the Selectboard minutes of September 5, 2017 with no changes. Passed unanimously with 4 members present and voting.</u></b></li> </ul> <p><b><u>Correspondence &amp; Communications</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Town Hall Rental Agreement:</u></b> The Selectboard previously requested a 6-month review of the Town Hall Rental Agreement. Elliott reported that there have been no issues or concerns raised with the Town Hall Rental Agreement (including insurance requirements). The Selectboard agreed that no revisions are necessary at this time, however they requested Elliott report back on what the alcohol policy is and whether any participants of any programs are requested to sign waivers.</li> </ul> <p><b><u>Draft 2018 VLCT Municipal Policy</u></b></p> <ul style="list-style-type: none"> <li>• Elliott distributed copies of draft policy and asked Selectboard members to let her know if they have any concerns or changes to recommend.</li> </ul>

	<p><b><u>Liquor Control Licensing</u></b></p> <ul style="list-style-type: none"> <li>• Town Clerk Heidi Racht sent the Selectboard a copy of the catering permits that have been issued to date this calendar year.</li> </ul> <p><b><u>Upcoming Calendar</u></b></p> <ul style="list-style-type: none"> <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. 10/4: Deadline for residents to register a petition with the Town Clerk opposing Camels Hump Road lower speed limit</li> <li>• Tues. 10/10 @ 6pm: MRGP Information meeting - Montpelier</li> <li>• Mon. 10/16 @ 6:30pm: Selectboard Public Hearing on FoGP Conservation Fund Application, followed by a Selectboard meeting</li> <li>• Fri. 10/20: Entire Camels Hump Road corridor is officially 25 mph</li> <li>• Sat. 11/4 @8:30am: Selectboard Budgeting &amp; Strategic Planning</li> <li>• Mon. 11/6 @ 6:30pm: Public Hearing on Town Plan map amendments, followed by a Selectboard Meeting</li> <li>• Mon. 11/20 @ 7pm: Selectboard Meeting</li> <li>• Mon. 12/4 @ 7pm: Selectboard Meeting</li> <li>• Mon. 12/18 @ 6:30pm: Public Hearing on the Land Use Regulations (combining the Zoning, Subdivision &amp; Flood Hazard Regulations into one comprehensive document), followed by a Selectboard Meeting</li> </ul>
<p><b>MOTION: ADJOURNMENT</b> <i>(passed)</i></p>	<p><b><u>MOTION:</u></b> Rissacher moved and Stoddard seconded to adjourn the meeting at 9:36 pm. Passed unanimously with 4 members present and voting.</p>
	<p>09/25/17– Meeting date  09/28/17 – 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>