

Town of Huntington Liquor Control Board & Selectboard Meeting

Monday, March 19, 2018 – 7 pm
Town Office (lower level), Huntington Center

UNAPPROVED MINUTES

<p>Agenda</p>	<p>Selectboard Initial Organizational Items – led by Town Clerk</p> <ul style="list-style-type: none"> • Oaths of Office • Election of Chair & Vice-Chair • Appointment of Selectboard Clerk/Recorder <p>Selectboard Meeting – led by elected Chair</p> <ul style="list-style-type: none"> • Highway: Trapp Road Classification; Driveway Permits – Windekind & Aruzza • Emergency Management: Fire & 1st Response; Local Emergency Operations Plan; Emergency Shelter • Public Comment • Administration & Finance <ul style="list-style-type: none"> ○ Organizational items: Calendar, Workshop, Administrative Details; Appointments; Televising Selectboard Meetings ○ Town Meeting Follow-up Items ○ Committees, Boards & Communications ○ Warrants & Minutes Approval ○ General Updates & Other/New Business • Process for Town Treasurer Appointment
<p><i>Selectboard Initial Organizational Items – led by Town Clerk Heidi Racht @ 7:00pm</i></p>	
<p>Oaths of Office</p>	<p>Town Clerk Heidi Racht administered Oaths of Office to Selectboard members Landel Cochran and Nancy Stoddard, who were elected to the Selectboard by Australian ballot on March 6, 2018.</p>
<p>Election of Chair</p>	<p><u>MOTION – CHAIR:</u> Livak moved and Stoddard seconded to nominate Dori Barton as Chair of the Selectboard. Passed unanimously with 5 members present and voting.</p>
<p>Election of Vice-Chair</p>	<p><u>MOTION – VICE-CHAIR:</u> Hendrickson moved and Livak seconded to nominate Nancy Stoddard as Vice-Chair of the Selectboard. Passed unanimously with 5 members present and voting.</p>
<p>Appointment of Selectboard Clerk/Recorder</p>	<p><u>MOTION – CLERK/RECORDER:</u> Livak moved and Stoddard seconded to nominate Barbara Elliott as Clerk/Recorder for the Selectboard. Passed unanimously with 5 members present and voting.</p>

Selectboard Meeting	
Selectboard Attendees	Dori Barton (Chair), Landel Cochran, Andrew Hendrickson, Roman Livak, Nancy Stoddard (Vice-Chair)
Others Present	Ruth Blodgett (Times Ink!), Yves Gonnet, Lucinda Hill, Melissa Hoffman, Ross Ogilvie, Heidi Racht (Town Clerk), Mark Smith, Shawn Smith
Staff Present	Clinton 'Yogi' Alger (Road Foreman), Barbara Elliott (Town Administrator)
Call to Order	Dori Barton called the Selectboard meeting to order at 7:05 pm.
HIGHWAY	<p><u>Trapp Road Classification</u></p> <ul style="list-style-type: none"> • Background information shared at the meeting: <ul style="list-style-type: none"> ○ Melissa Hoffman and Shawn Smith, who own property on Trapp Road, are exploring options for building a new dwelling on their property with driveway access being the discontinued Town Road 27 (TR 27) which is off of Trapp Rd. ○ Trapp Rd is classified by the State as a 1.85 mile Class 3 gravel road, 0.15 miles of which is beyond the intersection of Trapp Rd and the discontinued TR 27. ○ The Town has not maintained Trapp Rd beyond the Hoff Farm which is located at mile 1.1, because the Town has believed that the remaining 0.75 miles was classified as Class 4. ○ Research to date uncovered that in 1993 John Teal, who owned the property surrounding TR 27, requested TR 27 be discontinued, but no action was taken. Teal subsequently sold the property to the Cavanaugh's. In 1995 the Cavanaugh's considered building off TR 27 but then decided not to do so. In 1996 the Cavanaugh's requested the Town throw up TR 27. TR 27 was discontinued in 1996 in accordance with State Statutes. ○ In 1995, Road Foreman Leon Stokes advised the Selectboard that trees would need to be cut to widen Trapp Rd to 16', approximately 7 culverts would need to be replaced and gravel would be needed in order to bring the 0.6 mile section of Trapp Rd from Hoff Farm to TR 27 from Class 4 to Class 3 standard. ○ There are no updated estimates of what it would cost to bring the 0.6 miles of Trapp Rd from Hoff to TR 27 functionally consistent with Class 3 standards. ○ It is not yet known when or if the Town ever maintained the portion of Trapp Rd beyond the Hoff Farm. • Information / Recommendations from Hoffman & Smith: <ul style="list-style-type: none"> ○ Expressed appreciation for the significant capital that goes into road maintenance, both human and financial. ○ Would like to confirm with the Selectboard that everyone is in agreement that Trapp Rd is a 1.85 mile Class 3 road. And if it is Class 3, what it would cost to bring it up to standard. ○ Stated there appears to be only 3 options at this point:

Follow-up Items for Staff & Selectboard:

- Costs*
- Ongoing Maintenance*
- Site visit*
- Legal obligations*
- Minutes, maps*
- Roadways with similar discrepancies*

RECUSAL – DORI BARTON

1. Change the road from Class 3 to Class 4, following statutory process: Said they would not be okay with the Town changing the 0.6 miles between Hoff Farm and TR 27 to a Class 4 designation now that it has been pointed out that the Town is not maintaining the road at the level for which the Town is responsible. They also noted examples of Town roads that go to only one or two residences.
2. Determine that for safety reasons, the Town bring the road up to Class 3 functional standard, but not maintain (plow) it in the winter (for those safety reasons).
3. Bring the road up to Class 3 standard, consistent with the road classification.

• **Selectboard Response / Next Steps:**

- Additional research is needed before the Selectboard can determine next steps.
 1. What is the cost to bring the road up to Class 3 standard? (Alger)
 2. What is the additional cost of ongoing maintenance? (Alger)
 3. Selectboard to make a site visit once the snow is gone.
 4. Determine legal obligations (Elliott, Livak)
 5. Research Selectboard minutes, maps, etc. (Elliott, Livak)
 6. Determine if other roadways in town that have similar discrepancies. (Elliott, Livak)
- Livak indicated that he believes this is a question of obligation on the Town's part.
- Barton noted that we are in a fact-finding stage and that there is not going to be a quick answer to this.

RECUSAL – Barton stated that she is recusing herself from the Selectboard because her company is working on the next agenda item. Barton turned the meeting over to Vice-Chair Stoddard and left the Selectboard table.

Windekind Driveway Permit Application

- Elliott presented for approval the driveway permit application from Mark Smith / Windekind for 3 residential driveways. There are no concerns from the Zoning Administrative Officer or the DRB. Road Foreman Alger made a site visit and approved the permit with specifications for the 3 culverts required.
- Elliott relayed concerns from the Fire Chief, (*who was not able to attend due to Fire Department training*). Elliott's understanding is that the Chief is not going to sign approval for the permit. His concern, which he had expressed to the DRB as part of the subdivision process, centers around the availability of a sufficient water source. The Chief expressed no concerns regarding the stated Fire Department guidelines outlined on the application form (roadway width, shoulder width, slope, corner radius, vertical clearance and distance of dwellings from the road).

<p>Public Comment</p> <p><i>Follow-up: future agenda</i></p>	<p><u>Welcome</u></p> <ul style="list-style-type: none"> Lucinda Hill congratulated Selectboard members on their presentations during Town Meeting and welcomed Landel Cochran to the Board. <p><u>Energy Committee (HEC)</u></p> <ul style="list-style-type: none"> Ross Ogilvie noted that the HEC has finished a proposal regarding the Energy Coordinator, which includes a recommendation that the position be under the purview of, and report to, the Energy Committee and that the HEC also define the position's roles & responsibilities. This will be a warned agenda item for the 4/16 Selectboard meeting.
<p>Administration & Finance</p> <p>MOTION – SB REGULAR MEETINGS <i>(passed)</i></p> <p>MOTION – POSTING LOCATIONS <i>(passed)</i></p> <p>MOTION – DESIGNATED SIGNERS <i>(passed)</i></p>	<p><u>Calendar</u></p> <ul style="list-style-type: none"> <u>MOTION – SELECTBOARD REGULAR MEETINGS:</u> Livak moved and Hendrickson seconded that the Selectboard's regularly scheduled meetings be held at 7pm on the 1st and 3rd Mondays of each month and that the meetings be held downstairs at the Town Office (4930 Main Road) unless otherwise warned and posted. Passed unanimously with all members present and voting. The Selectboard scheduled the <u>½ day Strategic Planning Session for Saturday, April 28th from 8am – 1pm</u>, to be held at 1335 East Street. <u>MOTION – POSTING LOCATIONS:</u> Stoddard moved and Hendrickson seconded that the Selectboard's establish the Town Office, Beaudry's and the Library as the standard locations for posting meeting notices, and that depending on publication deadlines, the following newspapers be utilized in priority order for public notices: Times Ink!, Burlington Free Press. Passed unanimously with all members present and voting. <u>MOTION – DESIGNATED EMERGENCY SIGNERS:</u> Livak moved and Cochran that the Selectboard Chair and the Selectboard Vice-Chair be authorized to sign warrants and other documents on behalf of the Selectboard when signatures are required prior to the next regularly scheduled meeting, and that the Town Administrator be designated as an authorized administrator of grants approved by the Selectboard. Passed unanimously with all members present and voting. <p><u>APPOINTMENTS:</u></p> <ul style="list-style-type: none"> Board members signed up for appointments as Americans with Disabilities Coordinator, Fence Viewers, Inspector of Coal and Weigher of Coal. Appointment paperwork will be presented at a future meeting. <p><u>TELEVISIONING SELECTBOARD MEETINGS & FOLLOW UP TO TOWN MEETING:</u></p> <ul style="list-style-type: none"> The Selectboard postponed follow-up discussion of items from Town Meeting and will add them to the agenda for the ½ day Strategic Planning Session on April 28.

<p>MOTION – MINUTES <i>(passed)</i></p>	<p><u>Rules of Procedure, Public Participation & Conflict of Interest Policies</u></p> <ul style="list-style-type: none"> • These will be topics covered by VLCT at the public workshop on April 2 (6:30 pm at the Church annex). The Selectboard will schedule these for follow up at the Strategic Planning Session. <p><u>Warrants</u></p> <ul style="list-style-type: none"> • 3 warrants were signed as presented. <p><u>Minutes</u></p> <ul style="list-style-type: none"> • <u>MOTION – MINUTES APPROVAL:</u> Livak moved and Hendrickson seconded to approve the March 5, 2018 Selectboard minutes as presented. Passed unanimously with all members present and voting.
<p>Process for Town Treasurer Appointment</p> <p><i>Follow-up: Elliott to conduct research</i></p> <p><i>Follow-up: Subcommittee to develop recommendation for full Board consideration</i></p>	<ul style="list-style-type: none"> • A new treasurer must be appointed by April 20, 2018 in order for there not to be a gap in the Town having a designated Town Treasurer, since the term of the individual elected at Town Meeting expires 45 days after Town Meeting. • The Selectboard discussed components of the hiring process (job description, interview process, interview team, etc.). • Elliott will research the legality of appointing an ‘Interim Town Treasurer’ with a goal of having a candidate on board before the budget season begins. She will also investigate any other legal constraints that govern the appointment. • A subcommittee was formed to bring a proposal back to the full Board on April 2. In the interested of ensuring an open and fair process, the Selectboard will invite Town Auditor Lucinda Hill (who has extensive HR expertise and experience) to be a member of the subcommittee. Members are: Nancy Stoddard (Chair), Roman Livak, Landel Cochran. Elliott will be staff person. Elliott will contact Lucinda Hill.
<p>MOTION: ADJOURNMENT <i>(passed)</i></p>	<p><u>MOTION:</u> Livak moved and Stoddard seconded to adjourn the meeting at 9:21 pm. Passed unanimously with all members present and voting.</p>
	<p>03/19/18– Meeting date 03/22/18 – Draft/unapproved minutes distributed and posted on website. xx/xx/18 – Final/approved minutes approved xx/xx/18 – Approved minutes to Town Clerk for recording & web posting</p>