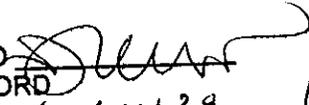


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**HUNTINGTON PLANNING COMMISSION & HUNTINGTON SELECTBOARD**  
**Special Planning Meeting, Community Church of Huntington**  
**Minutes August 29, 2016**

PRESENT: Everett Marshall, Terry Ryan, Joe Segale, Mark Smith, Shayne Jaquith, Dori Barton, Nancy Stoddard, Andrew Hendrickson, Roman Livak, Chris Norris

ABSENT:

OTHERS PRESENT: Heidi Racht (HPC Clerk), Barbara Elliott (Town Administrator)

MINUTES: Heidi Racht

The meeting began at 7:05 pm; chair by Nancy Stoddard, who explained that the two elected Boards were meeting in order to improve communication and to gain a better understanding of the roles and responsibilities of each as they conduct business on behalf of the town.

She welcomed the group and reviewed the agenda. Introductions were made.

**Planning Commission**

Everett Marshall outlined the work of the Planning Commission (HPC), which is currently revising and rewriting the town's regulations. It has combined the zoning and subdivision regulations, along with the flood hazard regulations, into a single document entitled the Huntington Land Use Regulations (HLUR). A meeting will be held on September 12, 7 pm, to take comments on the proposed section of the regulations that address Flood Hazard Regulations. He explained that the the HPC is using the State's language and that "not a lot has changed as far as protecting" property owners. The flood area is the primary focus.

On September 26, CCRPC is meeting with the Commission on energy planning. The Huntington Energy Committee has been invited to participate.

He spoke briefly about the All-Hazard Mitigation Plan.

Once the HLURs are complete, the Commission is looking at the following projects:

1. trails aspect of the Recreation Plan. Joe Segale interjected that there is a lot of interest townwide.
2. 2. Look at work of town communities
3. 3. Town Plan revision, which is due September 2019. This needs to be coordinated with the Selectboard; also CCRPC will be contacted
4. Water / wastewater
5. Stormwater solutions / issues
6. Energy plan – Segale pointed out this, as allowed by Act 248 if the town wants to weigh in on large projects; Marshall brought it back to the September 26 meeting with CCRPC

Salient points of the discussion from Marshall's presentation:

1. Ryan noted that the Town Plan definitions would need to be adjusted for where the village cores are as they are now proposed to be wider than the Village Centers, as designated by the State;
  - a. Roman Livak asked if this would be an amendment to the Town Plan and received confirmation.
  - b. Dori Barton asked if the designation was historic and did the town adopt this? Marshall responded that the HPC made modifications to the outline of the village boundaries.
2. Mark Smith talked about this is the first time the HPC was finishing the regulations before needing to start on the next Town Plan. He commented that he is "a great admirer of the Town Plan" and sees it as a "mission statement." He said that it has always had "short shrift" and he was looking forward to the opportunity to give priority to implementation.
3. Nancy Stoddard asked what would happen after the completion of the HLUR. "How do you see yourselves creating priorities?" Marshall responded that some of it comes down to interest of Commission members and the HPC also looks at the needs of the town. Segale added that this is "not a rigorous-based systems." Barton commented that there is "no shortage of implementation items." Smith concluded that the Commission would reach out to the community, too, for direction.
4. Stoddard explained that the two groups have immediate interests in common. For example, the villages and attracting businesses to them - and she wants to look at the "big picture." Marshall responded that this is why it is important to look at that the committees are doing. And, to see if there are things that aren't being done and the HPC can take up.
5. Marshall then gave a brief update on the regs, explaining that the HPC had met with Emily [Nosse-Leirer] and Regina [Mahony] from CCRPC and sent them the latest version of the revision. CCRPC made comments that will be addressed in the near future.
6. Livak said he wanted better implementation goals in order to accomplish more.

### Selectboard

Dori Barton noted that there is an overlap with what the HPC is doing with the Town Plan and the current efforts of the Selectboard. She went on, "the Selectboard has to respond to a lot. We have a calendar that lays out every wee of the year, thanks to Barbara [Elliott]." She noted that the SB reacts and hasn't had time to address certain topics. She felt that this "all connects to the Town Plan." An example of this is how to attract business. "We aren't going to get complete consensus. We spend a lot of time trying to get consensus." She talked at length about the village components like paving, business and traffic calming, and the Capital Plan. "Things have risen to the top – hot button issues" - that could be worked on by the SB and HPC together.

Barton talked about budget season, which is starting now. The SB is working with the Capital Plan to introduce new items. One topic is to look at easements, but, she said, "It might be hard to introduce now." She suggested as "kickoff" for next year.

Other items on the Selectboard's very full calendar, reviewed in order:

1. budget season
2. professional audit

3. January – personnel evaluations
4. Town Meeting / annual retreat / plan upcoming year
5. April grant deadlines
6. Summer road projects and reprioritizing projects
7. August prepare for budget season

Barton said, “A couple of years ago, we went full throttle on committees.” She ticked them off, then stated that it “wasn’t sustainable” and some of the work has been completed. An example of this is developing a process for finance, which now follows a process on the calendar.

Salient points:

1. HR (Human Relations) deals with inflow;
2. Buildings and Grounds – Andrew Hendrickson is its only member;
3. Highway – different members will get involved as different issues are worked on ; currently, Stoddard is doing inventory with road foreman Yogi Alger.

Additional projects include:

1. Hazard Mitigation grant project – Stoddard is working with property owner to raise the elevation of a private house, for which the town had sponsor;
2. Legal work on a regular basis;
3. PACE – livak explained that the SB voted to be a district and has now turned this over to the Energy Committee;
4. Lower Village traffic calming – Livak said that the “ideas are more than we can handle as a Selectboard. He gave the example of the scheduled repaving as it relates to the whole Lower Village, stating, “It would be really nice not to dig it up to put in sidewalks. “ Barton agreed that if “one topic is timely, this is the one.”
5. Capital Plan – Stoddard said that this projects a specific plan seven years out, so “we can see what we are going to be doing and how it connects” - and shifts/changes impact other projects. She suggested that the HPC look at funding needs – shifting to make things work and taking a long-term view.

Segale said he was “uncomfortable’ with the HPC managing the Lower Village. “We don’t manage the purse-strings,; don’t manage the highway.” Livak responded the HPC could help implement a vision that included sidewalks and land acquisition. Segale demurred, noting that this required a master plan. He stated, “This costs money. We aren’t going to survey it and draw it.: Stoddard asked if the town needed someone from the outside to come in? Segale responded, “Maybe we go after a grant and work together.” Barton added, “Part of it is the management and keeping it going; moving ahead so grants can be gotten.”

Smith said that the HPC is working with the SB “holistically” and doesn’t get into issue with budgets like traffic calming. The Commission would create a model for holistic opportunities to explore this. Barton agreed that the village provides focus. “Again, it is timely for a focus to get the process going.” She noted that it was possible to get “bogged down” looking at all three villages and to “start with something manageable.”

Shayne Jaquith asked if this is planning or implementation. Barton responded that the pieces need to be pulled together. Stoddard talked about scope, after discussion, the town may need to hire someone. Segale said that the traffic calming study “is ok, but it’s not something you can

give a contractor.” Stoddard proposed creating a timeline. Livak then said that the paving of the road is “grant dependent.” Barton needed that the paving schedule could be “shifted.” Ryan asked, “Is there a plan about sidewalks? We are inventing the wheel.” Sidewalks are not in the Town Plan and “we don’t need to have a plan to create a plan.” She pointed out that the other committees don’t know what the implementation points of the Town Plan are. There is no report-back criteria: “Where do you stand on getting things done.” Stoddard said that another plan was not being talked about. “We are saying the same thing.”

Jaquith said “We look five years out. The Selectboard is in the here and now. Stoddard disagreed. Jaquith went on, “There is a disconnect in the planning process (setbacks in the village, for example). Our plans are large scale; yours is zooming in.” Barton said, that high-level planning “has no value, if it’s not feasible.” She gave the example of wastewater in the village and the .25-acre zoning there, stating, “A lot of us have been involved in this discussion for years.” This discussion does not take in the full picture. Jaquith responded, “At some point, plans turn into projects.”

Smith then talked about the complexity of the village. “What happens in the village affects my life – roads, power.” He talked about the Commission high-quality work this year that focused on the village and said he would like the work to expand.

Segale concluded that he was hearing that the villages are a priority – streetscape design, wastewater, zoning. He asked, “What does the Selectboard need from the Planning Commission?”

Barton then asked, “How does the Selectboard support you?” Marshall responded, “We come to periods where we need your review. Because you are busy, in the past we have needs and you don’t have time.” Livak offered to look at the document. He proposed joint meetings or using emails. Barton acknowledged that the SB hadn’t been timely and “will make a commitment to given agenda time if we can figure out how to do it.”

Heidi Racht asked about easements and Barton said nothing was being done at the present time. This led to Segale talking about a Town Map and how this impacts easements and options. He noted that having a map with clear goals allows the town to make a “reasonable offer” on land purchases.

## Conclusions

1. The idea of a Town Map was discussed more.
2. Smith asked for more information from the SB like a distillation of the meeting in a briefing or an email. He wasn’t a more focused report from the SB.
3. Jaquith said the ideal would be a joint committee – and gave examples of water. Wastewater, village setbacks, what the SB plans to do with business, what streetscapes look like. It was agreed that the water/wastewater points were a good place to start and the HPC wanted to focus on this after the regulations are complete.
4. Ryan doesn’t want to spend more time on it
5. Barton proposed chairs/vice chairs meet quarterly. To this, Segale said, “meeting like that is ok, but you can spend too much time talking.” He said there can be “overload” and to “figure out what’s important and focus on that. If we can agree on that, we have a mission.”
6. Ryan talked about the statutory authority of the SB and HPC and asked, “What is our authority?” He gave an example of the Catamount Trail easement, noting, “Everyone and their brother got involved.” Someone can report to the SB and not require any action from the SB.

Barton then said, "You would be amazed how much comes back a expense to the town. Straightforward things can mushroom into chaos. We want committees to be empowered with their projects and move ahead." Marshall asked about the process for this and Barton talked about how Boards interact.

7. More discussion on the Lower Village. Segale asked about scope. Barton said, "If you take the mission, we are committed."
8. Town Map, again. Hendrickson asked for more details. Segale explained.
9. Quarterly meetings again discussed.

**Adjournment:** The meeting adjourned at 8:30 pm when the Planning Commission left the room.

**Draft Minutes on town website:** September 3, 2016

**Unapproved Minutes to HPC & SB:** September 3, 2016

**Minutes Approved:** September 26, 2016

**Minutes submitted to Town Clerk:** September 29, 2016