

Town of Huntington Selectboard (SB) Meeting
Date: Monday, June 07, 2010 – 7:00p.m.
Location: Town Office, Lower Level

**Unapproved
Minutes**

Attending:

Board Members:

Others Present:

Dori Barton, Ed Booth (Chair), Jim Christiansen (Vice Chair), Wayne Curley, Joe Segal
Clinton “Yogi” Alger (Road Foreman), Liz Greenberg (Times Ink!), Nancy Grover
(Assistant Clerk/Treasurer), Lucinda Hill (Town Auditor), Ed Wildman (Town
Administrator)

Recorder:

Barbara Elliott

Topics	Discussion	Action
Call to Order	<ul style="list-style-type: none"> Meeting was called to order at 7:00 pm. 	
Correction / Approval of Minutes from 05/03/10	<p>The following change was made to the unapproved version:</p> <ul style="list-style-type: none"> Under first action item in Town Policies section, Ed B (not Ed W) is to forward the revised Purchasing Policy to Yogi for review and input. <i>Note: Dori submitted typo changes for the 5/17, which will be incorporated prior to approval of those minutes.</i> 	<p>MOTION –Minutes Approval:</p> <ul style="list-style-type: none"> Dori moved to accept the 05/03/10 minutes as amended. Seconded by Jim. Passed with one abstention (<i>Joe was not able to attend the 5/3 meeting</i>).
Warrants	<ul style="list-style-type: none"> 8 warrants were presented. 	<p>SIGNATURES – Warrants:</p> <ul style="list-style-type: none"> 8 warrants signed as presented. RECUSSAL: <i>Dori recused herself from signing the warrant to pay Aaron Worthley.</i>
Public Comment	<ul style="list-style-type: none"> n/a 	
Highway Department / Road Foreman	<p>Moody Road Realignment</p> <ul style="list-style-type: none"> Yogi raised the issue of possible road realignment just to the north of the bridge—at an added project cost of \$10,000 - \$12,000 for excavation to straighten the curve. The total cost of the bridge is \$55,000—so the realignment would be an approximate 20% increase to the project cost. <ul style="list-style-type: none"> Deed changes would be necessary. The benefit of moving the road is that it would make plowing easier and might make the roadway safer. Jim raised concern that this is a “nicety”, not a “necessity”. He noted the new bridge was planned to be smaller (going from 16’ to 12’9”). Realigning the road may be counterproductive to minimizing traffic load. Wayne stated he doesn’t believe realignment would impact the size of vehicles using the bridge—and that it may reduce the possibility of future damage to the bridge. Barbara asked if the homeowner could cover realignment costs since ZBA approval to construct his garage is dependent on road realignment. It was indicated this is an unrealistic option given the homeowner would already be paying approximately \$9,000 to move the power pole. Joe asked if there is a site plan for the bridge. According to Yogi, a site plan has not been developed. Yogi stated he has \$85,000 remaining in this year’s budget. 	<p>MOTION – Moody Road Realignment:</p> <ul style="list-style-type: none"> Jim moved that the portion of Moody Road on the north end of the bridge not be realigned as part of the Moody Road bridge project. Seconded by Dori. Passed, with Wayne voting against the motion. <p>ACTION ITEM – Evaluations</p> <ul style="list-style-type: none"> Ed B requested that Yogi and Ed W turn in their self-evaluations.

Topics	Discussion	Action
	<p>UPDATES:</p> <ul style="list-style-type: none"> • Guardrails - New rails have not come in yet. • Trimming - Jim noted trees are hiding some road signs (e.g.: near Sheldrake Bridge) and that trimming is needed. • Line Striping - Planned for July. • Pedestrian Signs - The sign near Beaudry's has frequently been moved in order to accommodate delivery trucks. • Culvert - Drainage issues at Jeanine Carr's are due to road-way tire depressions that act as channels for rainwater. Resolution requires repaving—the problem isn't the culvert. 	
<p>Assistant Clerk/ Treasurer – Nancy Grover</p>	<p>Warrants / Payroll Clarification</p> <p>Nancy requested to be on the agenda to address issues related to timecards and the preparation of warrants. Discussion included:</p> <ul style="list-style-type: none"> • Nancy stated that there are no guidelines to follow for interpreting time cards. Guidelines are needed in order to ensure consistency and prevent problems. • It was noted that many nuts and bolts are already outlined in the current policies and/or draft revisions. • Dan has been reviewing the personnel policies and has been commenting on them to help with the clarification. • Nancy asked how to handle issues when a timecard states someone was on the clock, yet she knows the person was not here. Selectboard stated that if it is one of Yogi's crew, the issue should be addressed with Yogi; if it is for either Yogi or Ed W, it should be addressed with the Selectboard. • Moving over to a bi-weekly pay system effective July 1st. • Ed B noted Yogi's job spreadsheet could be used as a guide. • Additional changes are being made to the Personnel Policy (for example how 8 versus 10 hour days are handled). Once the draft is in place, Dori stated that it would be distributed to a broader audience for comment. 	
<p>Town Administrator – Ed Wildman</p>	<p>Planning Commission Resignation – Beverly Little Thunder</p> <ul style="list-style-type: none"> • Beverly resigned due to health considerations. Selectboard acknowledged appreciation for her contributions. <p>Planning Commission Applicants</p> <ul style="list-style-type: none"> • There are 3 applicants for the 3 openings. • Everett Marshall (Planning Commission Chair) has names to bring forward to the Selectboard with a recommendation. • Joe asked if there had been a public notification of the openings; it was stated that the positions have been open since Town Meeting. <p>Capital Budget</p> <ul style="list-style-type: none"> • Need to update the plan. • Previously, \$100,000 was allocated annually to the Capital Budget, but this has since been dropped. • Jim noted importance of focusing on building the capital budget base. 	<p>ACTION ITEMS:</p> <ul style="list-style-type: none"> • APPRECIATION - Ed W to prepare letter of appreciation to Beverly Little Thunder. • CAPTIAL BUDGET - Jim C, Ed B and Ed W will bring revisions to the Selectboard. • CAPITAL BUDGET - Jim C will connect with department heads to review timeframes for items in their capital budgets. • CAPITAL BUDGET - Ed W will send out the existing Capital budget/plan.

Topics	Discussion	Action
<p>Review Items</p>	<p>Scoping Reports – Bridges 8 (Sheldrake) & 10 (Bean)</p> <ul style="list-style-type: none"> • Selectboard did a site visit at Sheldrake Bridge prior to the meeting. Need to determine specific goals: construction (e.g.: rebuild versus new); budget amount; funding sources. • Leahy earmark decision not due until Sept/Oct timeframe. Expect to hear about VTRANS funding for bridge 10 (\$175,000) and East Street paving (\$175,000) soon. <p>Disband Ancient Roads & Traffic Calming Committees (possibly rename to Roadway Safety Committee)</p> <ul style="list-style-type: none"> • Joe would like to keep Traffic Calming active and perhaps rename it to Roadway Safety Committee. Committee met a few times; report was produced by the Chittenden County Municipal Planning Organization. May want to put a call out to assess current member interest in continuing as a committee and to see if a new chair will step forward. If not, the committee will be disbanded. <p>Make Energy & HERO Committees Official?</p> <ul style="list-style-type: none"> • Issue was raised as to whether these committees should continue as ad hoc or become permanent Town committees. • Wayne noted he asked HERO to think about what they see as their role and requested they get back to the Selectboard. • HERO has received a \$25,000 grant from CCMPO. • Joe noted that the policy on spending should apply to ad hoc and formalized committee. • The Energy Committee would like formal Town Committee status. They don't receive Town funds today, but becoming a Town Committee may set that as an expectation. <p>Purchasing Policy Status</p> <ul style="list-style-type: none"> • Dori sent latest draft to Ed B, and will forward to the full board. Received great feedback from Lucinda Hill. If no huge issues, Selectboard could act on this at the next meeting. <p>Personnel Policy</p> <ul style="list-style-type: none"> • Revisions are almost done, and the draft will be sent back out to a broader audience for feedback. <p>Town Office – Update</p> <ul style="list-style-type: none"> • Wayne reported the committee applied to Preservation Trust of Vermont (PTV) for a \$500 historic building assessment grant, as well as additional funds to assess air quality. If the \$500 is received, the Town will need to match the funds. PTV has agreements with architects such as Tom Keefe at a cost of about \$1,000. Tom Keefe also teams up with an engineer who works on moldy buildings. Joe noted a portion of the \$20,000 in the upcoming budget could fund this. 	<p>ACTION ITEMS – Bridges:</p> <ul style="list-style-type: none"> • Ed W to give a report on options for Sheldrake Bridge at the next meeting. • Ed W will resend email with the scoping reports. • Sheldrake Bridge (#8) will be on the next meeting's agenda to vote to select either Option 3 or Option 4. <p>MOTION – ANCIENT ROADS:</p> <ul style="list-style-type: none"> • Wayne moved to disband the Ancient Roads ad hoc committee. Seconded by Joe. Passed unanimously. <p>ACTION ITEM – TRAFFIC CALMING COMMITTEE</p> <ul style="list-style-type: none"> • Ed W will contact committee members to assess interest in having the committee continue. <p>ACTION ITEM – HERO</p> <ul style="list-style-type: none"> • Ed W will check with Don Sheldon / Deb Worthely regarding the grant HERO received and email findings to the Selectboard. <p>ACTION ITEM – PURCHASING POLICY</p> <ul style="list-style-type: none"> • Dori will send latest draft to Selectboard members.
<p>Action Items</p>	<p>Sand Shed Contractor Selection – Vote</p> <ul style="list-style-type: none"> • Joe has the drawings of the proposed buildings – which he shared for the Park Lane and Parent building proposals. • Park Lane came in at \$236,000. Parent came in at \$256,000. • Sub-committee recommended accepting Parent's proposal. 	<p>SAND SHED</p> <ul style="list-style-type: none"> • MOTION - Joe moved to endorse the sub-committee's recommendation to accept the proposal from Parent Construction for the Huntington Sand Shed. Seconded by Jim C.

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	<p>Revolving Loan Fund – Scholarship Vote</p> <ul style="list-style-type: none"> • <i>Note: Jim led the discussion and vote. Ed B recused himself.</i> • Cassandra Dychton (East Street) is the only applicant for the scholarship. Cassandra is planning to attend Utica College in the fall and met all the scholarship criteria. <p>Chittenden County Municipal Planning Organization (CCMPO) -</p> <ul style="list-style-type: none"> • It was noted that it would be nice to have Rick Moulton provide an annual update to the Selectboard at an in-person meeting. 	<p>Passed unanimously.</p> <ul style="list-style-type: none"> • ACTION ITEM – Ed W will send approval of Parent’s proposal to VTRANS. <p>MOTION – REVOLVING LOAN FUND:</p> <ul style="list-style-type: none"> • Joe moved to award the \$1,000 scholarship to Cassandra Dychton. Seconded by Wayne. Passed unanimously with Ed B abstaining. <p>SIGNATURE APPROVALS:</p> <ul style="list-style-type: none"> • ZONING BOARD of ADJUSTMENT (ZBA) - Joe Perella (3 yrs); Joe Spence (3 yrs); Mark Smith (3 yrs) and John Altermatt (2 yrs). • CONSERVATION COMMISSION - Cassandra Wilday (4 yrs); Sally Hillary (4 yrs). • CCMPO - Ed B signed on behalf of the Selectboard to appoint Rick Moulton as rep and Ed W as alternate. • CONSERVATION COMMISSION – Signed the fund application revision
Executive Session	<ul style="list-style-type: none"> • At Ed Wildman’s request, the board went into Executive Session to discuss personnel matters. • No action was taken as a result of the special session. 	<p>MOTION – EXECUTIVE SESSION</p> <ul style="list-style-type: none"> • Jim moved to go into Executive Session. Seconded by Dori. Passed unanimously. • Wayne Curley moved to come out of Executive Session. Seconded by Jim Christiansen. Passed unanimously.
Adjournment	<ul style="list-style-type: none"> • The Selectboard meeting adjourned at 9:45 p.m. 	<p>MOTION – Adjournment:</p> <ul style="list-style-type: none"> • Joe Segale moved to adjourn at 9:46 pm. Seconded by Dori Barton. Passed unanimously.

Date Unapproved Minutes to Town Clerk: Sunday, June 20, 2010

Date Minutes Approved by Selectboard:

Date Approved Minutes to Town Clerk:

*Received for Record
11.8.10*

*[Signature]
Town Clerk*