Town of Huntington — Selectboard Meeting
July 09, 2012
Town Office, Downstairs
APPROVED MINUTES

RECEIVED
DATE July 30, 2012

Agenda	• Noise Complaint Site Visit, Hearing & Deliberations– Complaint withdrawn; dropped from agenda • Public Hearing Continuance– Zoning & Subdivision Regulations Amendments • Zoning & Subdivision Regulations Discussion & Adoption • Road Foreman Highway Update • Town Administrator Updates
Selectboard members present	Jim Christiansen (Chair), Dori Barton (Vice-Chair), Doug Graver, Everett Lewis, Roman Livak
Staff present	Yogi Alger (Road Foreman), Barbara Elliott (Town Administrator)
Others present	Ruth Blodgett (Times Ink! Reporter), Buffy Miller, Seth Miller, Tom Bailey, Bill Menning, Tim Fahey
Call to order	Christiansen called the meeting to order at 7:00 pm.
Warrants – MOTION *FOLLOW-UP –Alger to investigate invoice charge*	Warrants were signed as presented with the exception that Livak moved & Barton seconded to withhold payment of the $1,314 invoice for Truck 1 pressure sensor replacement. Passed unanimously. Alger will investigate the charges.
Minutes - MOTION	Livak moved & Lewis seconded to approve Selectboard minutes of 06/18/2012. Passed unanimously.
Highway Department – Yogi Alger *<u>FOLLOW-UP ITEMS</u>* *Alger will look at* • *graveling top of Terrien* • *dumping fill @ CHR parking lot* *Elliott & Alger will:* • *check on BBR grant* • *FEMA billing* • *check with BBR/VLR – at what point is crack sealing just wasting our $* *Elliott will:* • *prepare summary of past State v. Town responsibility for Main Road* *Graver will:* • *provide link to bridge pictures*	**July 4 storm cleanup:** Crew was called out at night for several hours to clear downed trees; still wrapping up the cleanup; lost 2 days of excavation work due to the storm. Christiansen expressed sincere gratitude to the crew for their efforts – especially for coming in at night on a holiday. Finishing up Main today & will then tackle Texas Hill, Sherman Hollow, Mayo, etc. **FEMA work:** Ditching work is going very well; Terrien & Moody (except for gravel) completed; wrapping up Trapp; will then move on for 2 weeks at Camels Hump, followed by Mayo. Looking for place to dump fill from Camels Hump & will check if adding to the parking lot is an option. Hoping to finish by end of Sept – but Alger built a one-month contingency into the schedule (through the end of Oct.). **Next up:** grading, chloride & mowing **Trailer:** Alger secured the following quotes: $6,250 from Upper Ten (Hinesburg); $5850 from Perfection (Jonesville); and $4,900 from Dion Equipment (East Montpelier). Alger accepted the lowest quote, and purchased the trailer from Dion. **Funding:** Alger & Elliott will ensure we don't double-bill multiple grants (eg: Better Back Roads and FEMA). **Crack Sealing:** completed to Brace Bridge; couple places need touch-up; cost is $3,500/day – Nicom can complete about 1 mile/day if doing both lanes, or 2 miles of single lane work. Alger/Elliott will check with Better Back Roads/Vermont Local Roads to determine point at which we're just wasting our money on crack sealing

	rather than putting off any additional work until we're able to repave. **Turning roads over to the State:** as requested, Elliott contacted Richmond (who attempted to do this back in 1978 for Bridge St.) & researched process (which requires legislative approval). VTrans Dick Hosking indicated state would need to purchase 2 additional trucks, that we would need to coordinate with Richmond, Buels Gore & Starksboro, and that it wouldn't financially fly with the State/Legislature. Christiansen asked Elliott to prepare summary of past Town versus State responsibility for Main Road. **Bean Road Bridge:** Dick Hosking approved extension to 07/31. Graver to provide link to pictures of the bridge.
Public Comment *FOLLOW-UP: Elliott to find current road standards and circulate to Selectboard*	**Zoning petition:** Petition delivered by Gordon Miller that was signed by 19 residents in support of all changes to Zoning Regulations was entered into the record. **Thank you letter:** Thank you note from Hank Lambert (Interim Town Administrator) was received by the Selectboard. **Village Code meeting:** Tom Baily extended a personal invitation to all Selectboard members to attend the Wednesday 07/10 on Form Based Code (an alternate way of looking at zoning) and Village Designation. Bailey stressed the inter-relationship between this work and the upcoming work on the Town Plan. Ruth Blodgett noted the recent article about this in the Times Ink. **Driveway regulations:** Bailey renewed his offer to help draft new road and driveway standards.
Public Hearing Continuance: Zoning Regulations & Subdivision Regulations - MOTIONS	Christiansen reopened the Public Hearing (from the 06/18 Selectboard meeting) at 7:40 pm. Christiansen reported that the discussion at the initial hearing focused on the proposed allowance for 1,000 square foot accessory units – and asked if there were other issues that the Board felt needed to be discussed. Selectboard members had no other issues to be addressed. **Written Testimony** received from Tim Fahey, Gordon Miller, Duncan Keir, and Ralph & Rachel Towers was submitted to and reviewed by the Selectboard (in addition to the petition noted under public comment). **Considerations and comments** reviewed by the Selectboard for accessory units of 1,000 sq ft, of a portion of that size, or no change to existing clause included: • Current wording of Section 5.7 • Revised wording as proposed by the Planning Commission for Section 5.7 • State statute on accessory units • All written testimony presented • Comments from the initial Public Hearing held on 06/18/2012 • Clarification on permitted use, conditional use and subdivisions criteria; processes for granting exception; and the role of the Zoning Administrator , Zoning Board of Adjustment, and Planning Commission vis-à-vis the regulations • Christiansen – stated that language of the statute clearly states that accessory units be subordinate to main dwellings and allowing 1,000 sq ft does away with that intent; that it is essential to keep the requirement that the owner occupy one of the units; is inclined to have no artificial square foot size specified – but if a number is to be specified it should be around 500 sq ft • Graver – stated that a 1,000 sq. ft. apartment is huge • Barton – stated that 1,000 sq. ft. is huge while the 30% limitation establishes that the accessory unit be clearly subordinate; the variance process will allow an

FOLLOW-UP: Elliott/Racht to make the amended regulations available in electronic and hardcopy form	owner to go before the ZBA for approval to convert an existing barn or garage that is in excess of 30%; requirement for owner occupancy should remain; if we are to change the current low density zoning we should be up-front about it and not implement a 'back door' workaround for getting more than 1 house on a lot; supports leaving the limitation at 30% with the requirement that the owner occupy one of the units • Livak– stated that 1,000 sq ft is excessive; requirement for owner occupancy should remain; current Town Plan is out of date and a revised Town Plan should drive revised zoning; supports leaving language of 5.7 as it is in the current plan and not adopt the Planning Commission's revision for this section • Lewis – stated that 1,000 sq ft is excessive **MOTION – ZONING REGULATIONS:** Livak moved and Lewis seconded to accept all the changes as proposed by the Planning Commission's April 23, 2012 updated draft for proposed revisions to the Zoning Regulations -Town of Huntington, VT - Amended March 03, 2009 document with the exception of Section 5.7 Accessory Apartments which is to remain as written in the Zoning Regulations for the Town of Huntington – Amended March 03, 2009 document. Passed unanimously. • *NOTE: Hereafter, until such time as additional revisions are approved by the Selectboard in accordance with all statutory and regulatory requirements, the current and official document updated from this motion shall be known as: Zoning Regulations – Town of Huntington, VT – Amended July 09, 2012.* **MOTION - SUBDIVISION REGULATIONS:** Livak moved and Lewis seconded to accept all the changes as proposed by the Planning Commission's April 23, 2012 updated draft for proposed revisions to the Subdivision Regulations – Town of Huntington, VT – Amended March 03, 2009 in its entirety. Passed unanimously. • *NOTE: Hereafter, until such time as additional revisions are approved by the Selectboard in accordance with all statutory and regulatory requirements, the current and official document updated from this motion shall be known as: Subdivision Regulations – Town of Huntington, VT – Amended July 08, 2012.* **MOTION – ZONING MAP:** Livak moved and Graver seconded to adopt the revised Zoning Map dated July 05, 2012 which makes corrections to John's Brook, Otter Brook, and Stagecoach Road. Passed unanimously. • *NOTE: Hereafter, until such time as a new version is adopted by the Selectboard, the Zoning Map for the Town of Huntington – July 05, 2012 will be the current and official zoning map for the Town.* • *NOTE: When modifications are next made to the zoning map, we should address changes that have been made to Class 3 / Class 4 roads (such as Trapp – beyond the Hoff house).* NEXT STEPS: Elliott will work with Town Clerk Heidi Racht to update the official documents – including the coversheets, update the website, and produce hardcopies of the newly adopted regulations for members of the Planning Commission, Selectboard members, the Library, and others.
Administrative Updates / Items – Barbara Elliott FOLLOW-UP: Elliott forward audit engagement letter for	**Correspondence** • **Fothergill Segale Valley – Professional Audit Engagement Letter** - Selectboard requested Town Treasurer Dan Stoddard and Auditors Lucinda Hill and Pam Hart review letter prior to Selectboard signatory approval. The draft professional audit schedule is:

Treasurer/Auditor review FOLLOW-UP: Selectboard sign & return audit engagement letter	*09/04 – kickoff meeting with staff / Selectboard / Fothergill Segale Valley* *11/30 – draft report to be submitted to the Selectboard* *12/03 – Selectboard agenda item: review draft* *12/15 – final report submitted to the Selectboard* *12/17 – Jane Burrows to attend Selectboard meeting for Management Discussion* Selectboard noted that Stoddard, Hill & Hart should be copied on all audit correspondence. Graver noted that while we currently have a tremendously excellent Town Treasurer, it is important that the Selectboard maintain a strong relationship with the Professional Auditors. • **FY 2013 Education Taxes** – FYI letter from Commissioner Mary Peters • **Liquor Control** – Selectboard reviewed 6 requests signed by the Town Clerk
FOLLOW-UP: Elliott/Alger finalize ideas for VLR study/report	**Vermont Local Roads** – Executive Director Dave Antone has offered to do a study for the town. Selectboard ideas include: Paved Roads Inventory & Recommendations; Recommendations for Town ROW (eg: trees & shrubs); updated culvert inventory; multi-year capital plan templates. Elliott to work with Alger and then contact VLR. **Personnel Sub-Committee** – Christiansen, Graver, Stoddard & Elliott to meet on benefits administration; and to meet with Road Crew on issues they may be having with benefits and notification of their 1.5% salary increases. **Updates** • **Emergency Planning**: Elliott & Alger attended planning meeting with BPMS, Fire Department & State Police • **Conservation Commission**: Elliott attended last couple of meetings; still hoping to get a CSWD representative & alternate from the committee • **Spring Flood**: Elliott met with Economou Road homeowner and will work offline with Barton, Livak and Alger (who had been previously involved). • **Transportation Advisory Committee (CCRPC)**: Elliott attended monthly meeting; interesting presentation on accelerated bridge construction • **HR Sentry Training**: Town has had access to amazing HR resource database; Elliott met with Sentry rep for system overview • **Town Website**: committee members Nancy Stoddard, Heidi Racht, Dan Stoddard & Elliott are working through next phase of planning/implementation • **Grants**: Bridge 10 grant extension approved; Main Rd culvert final report submitted/payment pending; Hank Lambert completed the final MGP grant reporting/wire transfer pending; Water/Wastewater final report due by end of July – can then submit final report/billing; researched Ecosystem Restoration Program opportunity for Conservation Commission • **Research Conducted**: Library statutes; legal definition of non-substantive amendments for the zoning regs; citizen surveys on Town service-levels conducted by other towns; legal requirements for quasi-judicial proceedings; benefit coverage resolution for former employee; firework permitting; process for implementing road reclassification from Class 3 to Class 4; process for having the State take over a Town road; Law enforcement contract and procedures with the Vermont State Police **Town Office Exterior Work** • **General update:** Livak reported on overall project status; lights will be installed this week and then siding will be finished • **Painting:** Livak reported that the exterior of the building (clapboards and trim)

FOLLOW-UP: Elliott to draft painting Invitation to Bid	will be painted white. Having all one color will save money and be easier to maintain. After discussion, Selectboard concurred. Elliott to draw up the painting Invitation to Bid for Livak to review. • **Door:** Barton recommended the door be painted an historically accurate color (such as an historic red) and would like Selectboard approval of the color prior to painting. Selectboard concurred. • **Paving:** Timing for the paving of the parking lot is still to be determined. • **Building sign:** Barton stated that we should be able to cost out a new sign for no more than $500. Elliott noted she thinks Racht has already painted a new sign for us. Barton recommended a sign that is consistent with the Town Hall sign. Selectboard requested approval of any new sign prior to installation. **From the Treasurer...** • **Resource Conservation & Development Program – RC&D** (US Dept Ag) budget allocation was upped from $75 to $100. Why? No one on the Selectboard knows. **From the Clerk...** • **Dog list** is being turned over to the Animal Control Officer to follow up on un-registered dogs. Livak asked what it would cost to have the ACO conduct a full dog inventory for the Town – and whether it would be possible to cover the expense by leveeing an additional surcharge for un-registered dog licensure.
Adjournment	Livak moved & Lewis seconded to adjourn the meeting at 9:07 pm. Passed unanimously.
	07/09/12 – Meeting date 07/13/12 – Preliminary draft minutes to Selectboard / Clerk, Treasurer & Auditors 07/23/12 – Final minutes approved by Selectboard 07/26/12 – Approved minutes sent to Town Clerk