

Town of Huntington — Selectboard Meeting

July 23, 2012

Town Office, Downstairs

APPROVED MINUTES

RECEIVED

DATE

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August 7, 2012

<p>Agenda</p>	<ul style="list-style-type: none"> • Senator Claire Ayer – postponed • Highway Department – Yogi Alger • Town Administration – Barbara Elliott • Appointment to CSWD Board of Commissioners • Hinesburg Hollow Speed Limit • Town Clerk – Heidi Racht
<p>Selectboard members present</p>	<p>Jim Christiansen (Chair), Dori Barton (Vice-Chair), Doug Graver, Everett Lewis, Roman Livak</p>
<p>Staff present</p>	<p>Yogi Alger (Road Foreman), Barbara Elliott (Town Administrator), Heidi Racht (Town Clerk)</p>
<p>Others present</p>	<p>Charles Godfrey, Duncan Keir, Randy Kniffin, Jeffrey Krull, Randy Little</p>
<p>Call to order</p>	<p>Christiansen called the meeting to order at 7:00 pm.</p>
<p>Highway Department – Yogi Alger</p> <p><i>FOLLOW-UP: Alger to work with Elliott to have all paperwork ready for 08/07 audit.</i></p> <p><i>FOLLOW-UP: Alger to present repair plans at next meeting</i></p> <p><i>FOLLOW-UP: Alger/Elliott close down on billing</i></p> <p><i>FOLLOW-UP: Alger to look at Weaver Rd washout.</i></p>	<p>FEMA work – Completed: Terrien, Moody & Trapp Roads. Started Camel’s Hump Road: did culvert work last week; tackling ditching work this week; expects it to take 2-3 weeks to complete; access to Camel’s Hump State Park via Camel’s Hump Road will be closed on days the crew is working; many people ignore the “Road Closed” signs; will be dumping fill from ditching activity for the parking lot. Barton stressed importance of not dumping fill in wetlands or other sensitive areas. Crew is also tackling non-FEMA ditching at the same time as the FEMA work; they are tracking the time and materials separately. Alger expects FEMA work to be completed by end of August – mid September. Alger reported on the Hinesburg Sand & Gravel truck that rolled over on Moody after getting caught on a telephone wire. Driver is okay. Livak noted that the quality of the work the crew did on Moody and Carse Roads was excellent. FEMA paperwork has to be in place for preliminary audit 08/07.</p> <p>BUDGET reconciliation – working tomorrow with Stoddard on closing out 2011/2012.</p> <p>BRIDGE 30 (Camel’s Hump Road) – scoping being done by VTRANS. Alger believes current decking may need new hemlock since the new bridge will not be installed this year. Christiansen requested Alger to present additional information on repair plans at next meeting. <i>(Note: this project is on the CCRPC Transportation Improvement Plan for the FY 2013-2016 timeframe.)</i></p> <p>BRIDGE 32 (Camel’s Hump Road) – Tim Parent is doing scoping work now for a replacement similar to Carse Bridge. Anticipated project cost is approx. \$225,000 (our share is about \$50,000). Decking from the old bridge could be used on Charlie Smith Road.</p> <p>BETTER BACK ROADS – Elliott to work with Alger to ensure we are not double billing grants. May need to see if funding can be switched from Bridge 31 to Bridge 32.</p> <p>WEAVER – Livak requested Alger look at the washout on Weaver (near mud bog).</p>

<p><i>FOLLOW-UP: Alger to work with ECI on Town Office area paving.</i></p> <p><i>FOLLOW-UP: Elliott to submit final billing to Hosking.</i></p> <p><i>FOLLOW-UP: Alger to implement sign changes.</i></p>	<p>BRIDGE ST BRIDGE – ECI grinding to be completed by 7/30-31 – and will begin paving 08/01.</p> <p>TOWN OFFICE PAVING – Alger will talk with ECI about paving the Town Office parking lot and the walkways to the Fire Station, the ramp, and the church. Will also look at adding a curb at the edge of the parking lot.</p> <p>BRIDGE 10 (Beane Road) – Parent is cleaning up and finishing the work now. Elliott to contact Hosking on final paperwork & payment.</p> <p>SPEED LIMIT SIGN CHANGES – Alger will confirm that he has the correct signs; will order flags for the new signs to alert people of the change; and will complete the installation.</p> <p>OTHER PROJECTS – Grading & chloride completed on East, Mayo, Texas Hill, Texas Hill Circle, Gillette Pond, Lincoln Hill, and part of Camel’s Hump Roads. Will tackle Economou, Sherman Hollow, and other roads next. Chloride effectiveness has been reduced by the dry weather. Roger Thompson has completed Class 3 roadside mowing in much of Lower Village and will continue moving south to the Center & Hanksville. 1st cut mowing was double-width; now doing just one pass. Mowing schedule has been impacted by needing Thompson to cut brush & drive truck. Raymond hauled the wild parsnip that volunteers had cut (required overtime).</p>
<p>Warrants</p>	<p>5 warrants were signed as presented.</p>
<p>Minutes - MOTION</p>	<p>Graver moved and Livak seconded to approve Selectboard minutes of 07/09/2012. Passed unanimously.</p>
<p>Public Comment</p> <p><i>FOLLOW-UP: Elliott to talk with the Fire Chief.</i></p>	<p>Randy Little – Daytime Fire Department Coverage: Little raised concern about lack of daytime coverage and lack of Road Crew and Fire Warden access to the station/equipment for a recent event on Moody Road. Christiansen explained: a) the Road Foreman does have access to the fire station; other members of the Road Crew can get access through Alger; and b) there are training requirements which must be met in order for individuals to utilize the equipment. The Town would like to have more daytime coverage, however getting volunteers—especially from people who are in town during the day—has been difficult in part because of the extensive commitment people must make for training (140 hours). We are looking at this problem and potential solutions such as an outreach campaign (Front Porch Forum, flyers, reaching out to people who work locally), regional coverage and mutual aid agreements with other towns. (Note: according to the Huntington Fire Chief, in addition to Yogi Alger and Kenny Russin, there were 4 members of the Huntington Fire Department, Hinesburg First Response, Hinesburg Fire, and Richmond on the scene at Moody Road.)</p> <p>Jeffrey Krull / Randy Kniffin – Economou Road Spring Storm: Krull and Kniffin (who was acting as an advocate for Krull) raised concern regarding Krull’s property being included in the upcoming tax sale, and regarding damage to Krull’s property from the Spring 2011 storm.</p> <p><u>Krull/Kniffin comments regarding back taxes:</u></p> <ul style="list-style-type: none"> • Thanked the Selectboard for abatement of 5 quarters of post storm taxes • Noted that the necessary homestead paperwork had not been filed by Krull and therefore, since purchasing the property, Krull has been taxed at the higher non-resident rate. • Funds are being raised to assist Krull with the payment of taxes owed

<p><i>FOLLOW-UP: Racht to turn unregistered dog list over to Selectboard</i></p>	<p>Notices regarding unregistered dogs have been published in the paper; will be posted on Front Porch Forum; and the list will be turned over to the Selectboard for action. Recommended that the Town could charge a higher fee if we have to collect the penalty versus the owner voluntarily submitting payment. If a ticket is issued and not paid (including the tickets issued last week), it can result in a suspension of the party's driver's license. A review of the dog ordinance may be appropriate. It was noted that 70 dogs were registered at the Rabies Clinic held in Town.</p> <p>Huntington's 250th Anniversary: New signs have either been completed or are in the works for the Highway Department, Recreation field, Library, Town Office, and the 'welcome to Huntington' signs for the Main and Hinesburg Hollow Roads. Racht proposed we coordinate town-wide celebrations next summer such as the barbeque, art festival, and Neighbor Helping Neighbor race fundraiser.</p> <p>Thank you notes: Racht presented thank you notes for Selectboard signatures, for the volunteers who cut wild parsnip and the volunteers who helped stuff tax bills.</p>
<p>Town Administration – Barbara Elliot <i>FOLLOW-UP: Elliott to send Ayer Town Report</i></p> <p>MOTION – vacation payout</p> <p>MOTION – CSWD appointments <i>FOLLOW-UP: Elliott to notify CSWD of appointments</i></p> <p>MOTION – signatory authority</p> <p>MOTION – engagement letter</p>	<p>Senator Ayer: Selectboard requested Elliott send a copy of the town report (with a special note regarding the colossal extent of our capital budget needs) to Ayer.</p> <p>Vacation Payout: In accordance with the Personnel Policy, Elliott requested the Selectboard approve payment of remaining vacation time owed Nancy Grover, who has resigned as Assistant Town Clerk. Livak moved and Graver seconded that the Town pay Nancy Grover for any of her remaining vacation time after her separation date. Passed unanimously. Racht went on record as saying that Grover is most certainly leaving her position in very good standing with the Town.</p> <p>Chittenden Solid Waste District (CSWD) Representatives: Elliott reported on the Conservation Commission's recommendation for representation to the Board of Commissioners. Graver moved and Livak seconded to appoint Jim Sadler as the Huntington Representative to the CSWD Board of Commissioners and Cindy Sprague as the Alternate to the CSWD Board of Commissioners, with terms ending May 31, 2014. Passed unanimously.</p> <p>Town Hall Committee Contract/Payment signatory authority: Graver moved and Livak seconded to grant Livak, Lewis and Graver signatory authority related to the following contracts and payments: Top Dog Painting—prep and painting of the south and west sides of Town Hall: \$6,000 fixed price as budgeted; New Leaf Design—exterior woodwork repair on the south and west sides of Town Hall: time and materials not to exceed \$1,500 (to come from the Town Hall fundraised account). Passed unanimously.</p> <p>Town Office Exterior Painting: Elliott put together the Invitation to Bid for the painting. It is posted on Front Porch Forum and the Town website. Deadline for submissions is 5:00pm August 8.</p> <p>Fothergill Segale & Valley Engagement Letter: Graver moved and Livak seconded that the Selectboard authorize Christiansen to sign the audit engagement letter. Passed unanimously.</p>

<p><i>FOLLOW-UP: Elliott to contact CCRPC on speed studies</i></p>	<p>Speed Limits: Elliott reported that David McKinstry of Hinesburg Hollow Road has requested we reduce the speed limit before the Main Road intersection from 45 to 35 mph. Selectboard noted that a comprehensive traffic study should happen that addresses all paved roads – not just Hinesburg Hollow. Elliott to contact CCRPC.</p>
<p>Chairperson’s Report – Jim Christiansen</p> <p><i>FOLLOW-UP: Elliott to share statement with Library Trustees</i></p>	<p>Personnel Subcommittee: Christiansen reported the subcommittee will have a proposal in September to present to the Selectboard regarding how to deal with health care deductibles for spouses/partners of the Clerk/Treasurer; and a proposal related to vacation time. Christiansen also reported on the meeting held with the Road Crew. Graver noted it was an excellent meeting – including discussion on benefits, cost of living increases, and ‘hidden paycheck’ reports (complete employee compensation package from the Town).</p> <p>Merit Pool Compensation: Christiansen reviewed a draft statement he prepared. Selectboard agreed on the following, and requested Elliott share this with the Library Trustees when she meets with them:</p> <p style="padding-left: 40px;">Town of Huntington Merit Pool Compensation</p> <p style="padding-left: 40px;">Intent: Merit pool compensation was created to afford the Selectboard the ability to compensate Town employees for service to the Town of Huntington. The merit compensation pool may or may not be awarded each year.</p> <p style="padding-left: 40px;">Process: Individuals or their direct supervisors may offer recommendations for merit pool compensation awards. Merit pool compensation awards will be discussed in Executive Session, and voted in a public meeting. Merit pool compensation is awarded at the sole discretion of the Selectboard. The criteria for merit pool compensation awards are the sole discretion of the Selectboard.</p>
<p>Adjournment</p>	<p>Livak moved & Lewis seconded to adjourn the meeting at 9:25 pm. Passed unanimously.</p>
	<p>07/23/12 – Meeting date 07/27/12 – Preliminary draft minutes to Selectboard / Clerk, Treasurer & Auditors 08/06/12– Final minutes approved by Selectboard 08/07/12– Approved minutes sent to Town Clerk</p>