

Town of Huntington — Selectboard Meeting

August 20, 2012

Town Office, Downstairs

APPROVED MINUTES

RECEIVED

DATE

[Handwritten signature]
 September 10, 2012

<p>Agenda</p>	<ul style="list-style-type: none"> • Highway Department Report – Yogi Alger • Consideration of Petition for Popular Vote Regarding Zoning • Town Administration Report – Barbara Elliott • Personnel Sub Committee Report – Doug Graver
<p>Selectboard members present</p>	<p>Dori Barton (Vice-Chair, led the meeting in Christiansen’s absence), 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>Ron Brosius, Tim Fahey</p>
<p>Call to order</p>	<p>Barton called the meeting to order at 7:01 pm.</p>
<p>Minutes – MOTION</p>	<p>Livak moved and Graver seconded to approve Selectboard minutes of 08/06/2012. Passed unanimously.</p>
<p>Attendance correction: for 07/23/12 meeting</p>	<p>Elliott noted for the record that she erroneously listed Duncan Keir as an attendee at the 07/23/12 Selectboard meeting – however he was not actually there.</p>
<p>Warrants</p>	<p>1 warrant was signed as presented.</p>
<p>Highway Department Report – Yogi Alger</p> <p><i>FOLLOW-UP: Alger/Elliott to arrange emergency equipment with Jeffrey; have notices posted; contact residents; etc.</i></p> <p><i>FOLLOW-UP: Alger to implement Salvas Road fix at HOWL.</i></p> <p><i>FOLLOW-UP: Alger to implement Beane Road fix at Godrey’s.</i></p> <p><i>FOLLOW-UP: Alger & Elliott to report on grant ideas.</i></p>	<p>FEMA</p> <ul style="list-style-type: none"> • Alger needs to rent the excavator for another month. 2 months of the rental fee will be ‘charged’ to FEMA and 1 month to the Highway Class 2 ditching budget line item. Crew is finishing up Camel’s Hump Road and will then move to Salvas, Keir, and Handy Roads. Alger has been relying heavily on Wayne Ring and Bill Wixson—and has also gotten help from Leo Alger and Roger Thompson Jr. Selectboard expressed appreciation for all the work that went into our passing the 08/07 preliminary FEMA audit with flying colors. <p>SPECIFIC ROAD WORK</p> <ul style="list-style-type: none"> • CAMELS HUMP ROAD – <ul style="list-style-type: none"> ○ Replanking Bridge 30 is a 1-day project. Alger will coordinate with Fire Chief Tate Jeffrey to have fire/rescue equipment on the far side of the bridge. We will post road closure notices, contact residents, and notify the Department of Forests, Parks & Recreation. ○ Culvert/swale at Anjanette DeCarlo’s (which is not in the Town Right-of-Way) was filled in by the previous owner and is causing drainage problems. A formal complaint/request to address this has not been made, however Alger offered a viable solution to the homeowner. • SALVAS ROAD – Correspondence received from HOWL regarding drainage problems that cause icing where the residents park. Alger has spoken with the residents and will implement a solution before winter. • BEANE ROAD – Alger met with Charles Godfrey and will be doing ditch work and installing a culvert this week to address drainage issues. <p>HAZARD MITIGATION GRANT OPPORTUNITY (ROUND 3)</p> <ul style="list-style-type: none"> • Alger and Elliott will review grant criteria (eg: opportunities to address Main Road stream bank erosion—and will report back at the 09/04 meeting.

<p><i>FOLLOW-UP: Alger to implement sign changes.</i></p> <p><i>FOLLOW-UP: Elliott to address insurance claim for Barron</i></p>	<p><u>GENERAL UPDATES</u></p> <ul style="list-style-type: none"> • SPEED LIMIT CHANGE SIGNS – Alger has the signs & will schedule the installation • MOWING – Alger noted that having all mowing along the school bus routes completed prior to school starting next week is a priority. • NEW TRUCK – Alger expects to have the truck here by the end of the month. • VANDALISM – Road Crew addressed 2 separate incidents with 3 local kids: a) that with all the truck and equipment traffic, they cannot play in the Town Garage parking lot area; and b) telling one of the kids to stop throwing rocks at another kid. When the Crew returned to the Garage after being out on the roads, they discovered that rocks/tar balls had been thrown at the Garage doors; a rock had dented the hood of Steve Barron’s car; mud was smeared on Wayne Ring’s car; and what appeared to be dog scat was left on Ring’s car seat. Crew spoke with the parents and Alger contacted the State Police. Trooper Todd Ambroz spoke with the parents and filed case # 12A103118. Elliott to follow up on an insurance claim for Barron’s car. Discussed possibility asking the kids to do some sort of project for the Town as restitution – but no concrete decisions or recommendations were made. Alger is not inclined to have any repair work done to fix dents on the Garage doors. • PERSONNEL – Elliott has contacted VLCT on Steve Barron’s workers compensation injury and will continue to follow up on this.
<p>Town Office / Town Hall Repairs</p> <p><i>FOLLOW-UP: Livak to ensure railing installation is completed; Elliott to contact Keir</i></p> <p><i>FOLLOW-UP: Elliott to get copy of contract from Worthley</i></p>	<p>Town Office Exterior Repairs – Livak reported on the railings for the ramp and porch: Fecteau quote is \$4,800, Giroux is \$4,600. Will also check with Blodgett and Chelsea. Lewis suggested Livak check with Luke Bergeron as well. Elliott will contact Kier to see who did the railings at the Fuller House.</p> <p>Town Office Painting – Elliott reported that there were no bids submitted. A number of contractors noted that their schedules were already filled for the season, and one person said the cost of insurance was prohibitive. Elliott will reopen the bid process in late winter/early spring.</p> <p>Town Hall – Graver signed the Top Dog contract for the repairs at the Town Hall. Elliott will get a copy of the contract from Aaron Worthley for the Town files. Work should start this week.</p>
<p>Public Comment</p>	<p>There was no public comment.</p>
<p>Fire Arms Education – Ron Brosius</p>	<p>Ron Brosius distributed a copy of his statement regarding a target shooting incident in his neighborhood that resulted in a ‘stray bullet’ traveling 1/3 of a mile, going through an exterior wall of their house, and ending up in their living room. As an initial step toward public education, Elliott spoke with Heidi Racht, who wrote and published a front-page article in the Times Ink on the incident.</p> <p>The Brosius’ primary concerns/issues/ideas for next steps are:</p> <ul style="list-style-type: none"> • While they are relieved no one was hurt, and they are not looking for any specific recourse or to file any charges, they do want to ensure people have proper backing when target shooting • That the Town promote public education about stray bullets and safe target practice. Although members of the Selectboard initially said they didn’t think this was really a Town issue or responsibility, Brosius pointed out that public safety issues are a town responsibility. • One idea is to have a special Town Office phone number for people to call when they are going to target shoot (similar to how they call the Fire Warden about burning) and have them be connected to a recording with safety instructions.

<p><i>FOLLOW-UP: Elliott to research/ explore public education ideas</i></p>	<p>(Selectboard response to this idea was that they did not think this would be particularly effective and that it might open up liability issues for the Town.)</p> <p>Elliott will do additional research based on the following ideas for the next Selectboard meeting, and send Brosius a copy of the upcoming agenda. (Parenthesis denotes person who made the initial suggestion)</p> <ul style="list-style-type: none"> • Provide general awareness education—hold a gun safety event (Barton) • Check if local gun clubs (Chittenden Fish & Game Club on Robbins Mountain) have any workshops / outreach classes (Graver) • Host a session at the Mount Mansfield Union High School (Livak) • Investigate sponsoring an NRA outreach course (Fahey) • See if the Chittenden County Sportsman’s Association would be willing to offer discounts on the memberships which are sold at Beaudry’s (Fahey) • Post informational and awareness flyers around town (Elliott) • Insert flyers in the Times Ink (next deadline is 09/10; cost is \$80 for Huntington only or \$195 for Huntington & Richmond) • See if Richmond would be interested in co-sponsoring a Times Ink insert • Hold a session at the public library
<p>Property Marker Removal Concerns – Tim Fahey</p> <p><i>FOLLOW-UP: Elliott to contact VSP and report back to Fahey</i></p>	<p>Letter was received from Fahey regarding the removal, by a neighbor, of Fahey’s property marker. Elliott had researched State Statues regarding municipal authority/responsibility related to this, contacted VLCT, and looked into the responsibilities of Fence Viewers. Determination was that the Town (Selectboard or other body) and/or Fence Viewers are not granted authority to address this issue, and that it is a matter for the Vermont State Police (VSP). Since Fahey was told by VSP Trooper Michaud that it was the Town’s responsibility, Elliott will contact our VSP liaison (Tpr William Warner / Lt Mark Thomas) to clarify and then contact Fahey with next steps.</p>
<p>Town Clerk – Heidi Racht</p> <p><i>FOLLOW-UP: Elliott to schedule Alexander for upcoming mtg.</i></p> <p><i>FOLLOW-UP: All Selectboard members will review the current ordinance on the website.</i></p>	<p>Primary Election – August 28: Racht scheduled election coverage slots with Selectboard members. Board of Civil Authority decided not to use voting machines for the election.</p> <p>Unlicensed Dogs – Racht distributed the updated list of untagged dogs, which was greatly reduced based on the number of registrations and updated information from her outreach contacts. Graver noted that if there is an incident involving an unregistered dog, there should be a severe financial penalty. Lewis noted that whenever someone registers a dog we should check to see if we have other dogs listed for the owner and also ask if they have any ‘new’ dogs that may not be registered. Barton requested we invite Animal Control Officer Pam Alexander to a meeting to discuss unregistered dogs – noting that we may need to consider a change to the ordinance. Selectboard was requested to review the current ordinance, which is available on the website.</p>
<p>Old Fire House – Elliott</p>	<p>As requested by the Board, Elliott researched the process the Town needs to follow regarding sale of Town property. For property that is: not held in a fiduciary capacity such as being held in trust or having been acquired through delinquent taxes; or that is not school property; or that is not glebe land—parish property, the process is:</p> <ol style="list-style-type: none"> 1. Notice of terms of proposed sale must be posted in at least 3 public places in the municipality and published in a local newspaper. If petitioned within 30 days of the posting and publication, the Selectboard must ask the voters at the next special or annual meeting whether or not the Town should sell the property. <p>--OR--</p>

	<p>2. Selectboard may go directly to the voters and present the question for approval at a special or annual meeting.</p> <p>Consensus of the Selectboard is that they would want to go directly to the voters for a decision. Livak noted that he would like to see property such as the Old Fire Station and the Town Hall go to a vote and that the funds received should go into a reserve fund.</p>
Appointments - SIGNED	Selectboard signed official appointment paperwork for previously appointed positions.
Conflict of Interest <i>FOLLOW-UP: Elliott to research</i>	Graver raised the issue of having all members of Town boards and committees sign the conflict of interest policy/statement. Barton requested Elliott research our current 'adopted' conflict of interest policy and determine who has signed conflict of interest statements.
Central Corridor Rail Coalition – SIGNED RESOLUTION	Request for a resolution for support was submitted to the Selectboard regarding the Coalition's efforts to bring passenger rail service between St. Albans/Brattleboro to Palmer, MA via New London, CT. Livak stated that although he generally supports rail service, he questioned why the Board would support this—given the rail service would not actually go through Huntington. Board members signed the resolution based on the proposed service's proximity to Huntington.
Special Events – request from Gail Ciffo, Hinesburg <i>FOLLOW-UP: Elliott to establish respond to Ciffo</i>	Ciffo submitted a letter to the Selectboard stating that Hinesburg currently prohibits land owners from holding special events on property located off dirt roads and asked the Selectboard for information on Huntington's experience with special events held on property located off our dirt roads. Racht noted that there are examples of special events held in Hinesburg that are located off of dirt roads such as at the Gardens of Lewis Creek or the Zuckerman/Nevitt farm. The Selectboard requested Elliott respond to Ciffo that we have a lot of examples in Huntington of special events that are held on property located off dirt roads (Sleepy Hollow, Audubon Center, Birds of VT Museum, Windekind Farm, Maple Wind Farm, Michaela Stickney, etc.) and that the Selectboard is not aware of complaints specifically related to events held at these locations. That is not to say that all participants at special events held at property located off of dirt roads are 100% considerate – but the Selectboard is supportive of the use of these event locations.
Chittenden Emergency Food Shelf / Health Education & Welfare Budget	<p>Thank you letter was received for the Town's contribution to the Food Shelf.</p> <p>Livak stated that we need to have the Health, Education & Welfare contribution discussions early in the budgeting process—noting that last year requests were reviewed too late in the budgeting process.</p>
Town Administrator Report – Barbara Elliott <i>FOLLOW-UP: Elliott to establish Facility Maintenance Plan</i>	<p>Library Furnace – Elliott reported on problems uncovered by an inspection that was requested by the Library Trustees/Personnel, which revealed that the Union Meeting House (UMH) heat vents appear to be noncompliant (they are 91' and 81' in calculated length and the allowable length is 30', per the furnace specifications). Elliott is working with the Nat Grant (volunteer extraordinaire for the Library facility) to scope the problem and proposed solutions. Livak noted that we should have annual inspections of all the Town buildings (Garage, Town Office, Firehouse, etc.) Elliott to establish and address a regular facility maintenance plan.</p> <p>Highway Database – Elliott is working with Vermont Local Roads on a database for tracking personnel hours, activity, location, equipment, and materials.</p> <p>CPR / 1st Aid – Elliott is coordinating a workshop with Richmond Rescue for Thursday October 18.</p>

<p>MOTION – Personnel Policy Change: Employee Length of Service Vacation Bonus</p>	<p>awarded and are counted among the total vacation hours that are subject to the criteria established for and policies regarding carryover of vacation hours from year-to-year.</p> <p>11.2.3.e Date-of-Hire-Anniversary Report Each employee shall meet with his/her supervisor annually and no less than 8 weeks prior to the employee's date-of-hire anniversary. The purpose of this meeting is to review the employee's vacation leave benefit, including the employee's unused vacation time at the time of the meeting, the employee's upcoming vacation accrual, and the vacation carryover policy. The results of this meeting shall be reported to the Selectboard, either in writing or in person, by the supervisor at the next scheduled Selectboard meeting.</p> <p>Graver moved that the Selectboard approve the AUGUST 20, 2012 PERSONNEL POLICY PROPOSAL: Modifications to BONUS VACATION FOR LONG-TERM EMPLOYEES and MODIFICATION OF DATE-OF-HIRE ANNIVERSARY REPORT SECTION as presented. And that these modifications be presented to the Town Attorney for review; that after said review, if no further changes are recommended by the Town Attorney, they be considered as formally approved amendments as of August 20, 2012; and that the Personnel Policy be updated, released and distributed accordingly by the Town Administrator. If the Town Attorney proposes revisions, this current proposal shall not be considered as amended and the revised proposal will be presented to the Selectboard for consideration and approval.</p> <p>Motion seconded by Livak. Passed unanimously. Elliott to carry forward with actions as detailed in the motion.</p>
<p>Water/Wastewater Group</p> <p><i>FOLLOW-UP: Elliott to contact working group</i></p>	<p>Barton requested Elliott contact the group regarding their upcoming 09/04 meeting with the Selectboard. Barton's understanding is that Donald Robisky (Vermont Department of Environmental Conservation) is looking for what action the Selectboard plans to take on the report recommendations, given the considerable amount of State money spent on the project.</p>
<p>Adjournment</p>	<p>Livak moved & Lewis seconded to adjourn the meeting at 9:10 pm. Passed unanimously.</p>
	<p>08/20/12 – Meeting date 08/24/12 – Preliminary draft minutes to Selectboard / Clerk, Treasurer & Auditors 09/04/12 – Final minutes approved by Selectboard 09/07/12 – Approved minutes sent to Town Clerk</p>