

Town of Huntington — Selectboard Meeting

Monday, December 03, 2012—6:30 pm

Town Office Building – Lower Level

APPROVED MINUTES

Agenda	<ul style="list-style-type: none"> • Executive Session (<i>for the purpose of employment discussion of public officers</i>) • Minutes/Warrants • Appointments • Public Comment • Highway Department Report—Yogi Alger • Town Budget—Selectboard Working Session • Town Administrator’s Report — Barbara Elliott
Selectboard members present	Jim Christiansen (Chair), Dori Barton (Vice-Chair), Doug Graver, Everett Lewis, Roman Livak
Staff/Officials present	Barbara Elliott (Town Administrator), Heidi Racht (Town Clerk – briefly for HPC appointment), Dan Stoddard (Town Treasurer)
Others present	Ruth Blodgett (Times Inkl), Terry Boyle (Town Hall Committee), Tate Jeffrey (Fire Chief), Dick Kellogg (Town Hall Committee)
Call to order	Christiansen called the meeting to order at 6:30 pm.
Executive Session	<p>Livak moved and Graver seconded to go into Executive Session in accordance with: 1 V.S.A. § 313(a)(3) 'The appointment or employment or evaluation of a public officer or employee.' Passed unanimously.</p> <p>Livak moved and Lewis seconded to come out of Executive Session, with no action having been taken, at 7:14 pm. Passed unanimously.</p>
Minutes - MOTION	Livak moved and Lewis seconded to approve the minutes of 11/26/2012 as presented. Passed unanimously.
Warrants <i>FOLLOW-UP: Elliott to check coding of pressure treated lumber for Highway Dept.</i>	<p>3 warrants signed as presented.</p> <p>Livak questioned the line item allocation of pressure treated lumber to the salt budget. Elliott will follow up with Alger.</p>
Highway Department MOTION – BRIDGE #30 REPLACEMENT WIDTH	<p>Bridge #30 Replacement: VTRANS requested the Board provide direction on 2 aspects of the conceptual design: bridge width and bridge alignment. In preparation for the discussion, Alger & Elliott provided a chart of the deck and travel widths of various Camels Hump & Salvas Road bridges.</p> <p>Bridge Width</p> <ul style="list-style-type: none"> • VTRANS initial proposal is for a 22’ wide replacement bridge (current width is 12.5’). Alger’s 1st choice recommendation is for a 19’ deck/17’8.5” travel width, which is the same as Bridge #31. This will accommodate easy maintenance/plowing. Alger’s 2nd choice recommendation is for a 20’ deck / 18’ travel width. • MOTION: Barton moved and Livak seconded a recommendation that the Bridge #30 replacement conceptual design be made for a bridge deck of 20’ deck with a travel width of 18’. Passed with Christiansen, Barton & Lewis in favor; Livak & Graver opposed. <p>Bridge Alignment</p> <ul style="list-style-type: none"> • VTRANS proposed a phased construction with the alignment of the bridge

<p>MOTION – BRIDGE #30 REPLACEMENT ALIGNMENT</p> <p><i>FOLLOW-UP: Alger & Elliott to set up property owner meeting.</i></p>	<p>remaining as it is today. Alger recommended aligning the new bridge just upstream of the existing bridge (leaving the existing bridge as is, or at most, cutting it down to one lane).</p> <ul style="list-style-type: none"> • MOTION: Barton moved and Livak seconded a recommendation that the conceptual design for alignment of the Bridge #30 replacement be developed with placement just upstream of the existing bridge. Passed unanimously. • Board requested Elliott & Alger set up an initial informational and exploratory meeting with the property owner, VTRANS, Lewis and/or Graver.
<p>Budget Working Session</p>	<p>Discussion points raised in the course of reviewing initial budget requests included:</p> <p>Highway</p> <ul style="list-style-type: none"> • A spreadsheet that combines debt retirement and capital plan/equipment replacement would be beneficial. • If Truck 3 requires a new dump body, what will that \$27,000 investment do to the trade in value? • There is about \$30,000 in the Highway Equipment Reserve Fund—do we want to look at increasing this amount? <p>Fire Department – Board met with Chief Tate Jeffrey</p> <ul style="list-style-type: none"> • The salary request line item is for 3-4 hours/week of administrative support work that is not able to be covered by volunteer hours (especially by the Chief). The department is currently paying for this position with money from the Rita Cleveland Fund. Jeffrey stressed that this fund was created for the Fire Department members – and should not be used for basic department needs. <p>Town Hall</p> <ul style="list-style-type: none"> • Stoddard reported that the solar figures presented last week did not include interest – so payback estimates calculated by the Committee at 14 years would more realistically be 20+ years. • Boyle reported that the east and north sides of the building do not need painting. • Graver noted that the Selectboard needs to have the ‘philosophical’ discussion regarding our overall building strategy. <p>Town Office Building</p> <ul style="list-style-type: none"> • Christiansen would like exterior painting to occur with current fiscal year funds. Racht noted that the Library is also looking for painting, so it may be possible to quote these together for better pricing. • The current phone system is antiquated and does not, for example, allow for call transfer between departments. Elliott is continuing to research PBX systems that still allow for the ‘human touch’. <p>Planning Commission</p> <ul style="list-style-type: none"> • Of the ‘work on the plate’ – what has to be done now? While the Town Plan needs to be an immediate priority, how time sensitive are the DRB, Form Based Code, and Water/Wastewater projects? Can these be postponed so that the request for the support position is not needed at this time? • Differing opinions were voiced on how development impacts the tax rate; the criticality of addressing village development & water/wastewater especially as it relates to any impact on property taxes; whether the Town Plan is driving our regulations or if individual projects like form based code and water/wastewater are driving the Town Plan.
<p>Town Administrator’s Report –</p>	<p><i>Note: Board receives a weekly written update from Elliott (including research</i></p>

<p>Barbara Elliott</p> <p>MOTION – CCTA Agreement & Authorized Agent</p> <p><i>FOLLOW-UP: Stoddard & Christiansen will complete the management discussion section</i></p>	<p><i>findings; administrative issues; liaison; etc.)</i></p> <p>Local Transportation Agreement: CCTA-Huntington</p> <ul style="list-style-type: none"> • Livak moved and Barton seconded that the Selectboard designate Elliott as the 'Additional Agency Representative' authorized to verify and sign monthly bills for Special Services Transportation Agency (SSTA) services provided under the contract with Chittenden County Transportation Authority (CCTA). Passed unanimously. Board signed the contract and requested Elliott return it to CCTA. <p>Draft Professional Audit</p> <ul style="list-style-type: none"> • Draft audit from Fothergill Segale & Valley was distributed to the Selectboard. Christiansen will work with Stoddard on the management discussion.
<p>Public Comment</p>	<p>New Town Signs</p> <ul style="list-style-type: none"> • Heidi Racht reported that the Road Crew has been great to work with on the installation of the new Town signs. • The Selectboard thanked Racht for all her volunteer work on creating the new signs for the town. People appreciate the new look and the consistency of having public buildings designed with the same sign design. <p>Town Fair</p> <ul style="list-style-type: none"> • Racht would like to hold another Town Fair in January with the goal of getting more people to run for openings on Town Commissions, Boards & Committees. The date was set for January 13th from 1:00pm to 3:00pm at the Library.
<p>Adjournment</p>	<p>Livak moved and Lewis seconded to adjourn the meeting at 9:38 pm. Passed unanimously.</p>
	<p>12/03/12 – Meeting date 12/07/12 – Preliminary draft minutes to Selectboard / Clerk, Treasurer & Auditors 12/10/12 – Final minutes approved by Selectboard 12/11/12 – Approved minutes sent to Town Clerk</p>

RECEIVED [Signature]
DATE November 11, 2012