

Town of Huntington — Selectboard Meeting

Monday, February 18, 2013—6:30 pm

Town Office Building – Lower Level

RECEIVED

DATE

[Signature]
March 11, 2013

APPROVED MINUTES

<p>Agenda</p>	<ul style="list-style-type: none"> • Executive Session – Employee Evaluations • Highway • Public Comment • Minutes/Warrants • Proposed 2013 Buildings & Grounds Committee • Review of Draft Selectboard Annual Calendar • Administration & Planning • Town Clerk
<p>Selectboard members present</p>	<p>Jim Christiansen (Chair), Dori Barton (Vice-Chair), Doug Graver, Everett Lewis Jr, Roman Livak</p>
<p>Staff/Officials present</p>	<p>Clinton 'Yogi' Alger (Road Foreman), Barbara Elliott (Town Administrator), Heidi Racht (Town Clerk)</p>
<p>Others present</p>	<p>Patty Baumann, Ruth Blodgett, Lucinda Hill</p>
<p>Call to order</p>	<p>Christiansen called the meeting to order at 6:27 pm.</p>
<p>Executive Session</p>	<p>Livak moved and Barton 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 at 6.28 pm.</p> <p>Livak moved and Graver seconded to come out of Executive Session, with no action having been taken, at 7:38 pm. Passed unanimously.</p>
<p>Highway</p> <p>MOTION – ADOPTION OF UPDATED HIGHWAY ROAD & BRIDGE STANDARDS</p>	<p>Adoption of updated Town of Huntington Road & Bridge Standards</p> <ul style="list-style-type: none"> • Livak moved and Lewis seconded that the Town of Huntington adopt the January 23, 2013 "Town Road and Bridge Standards" as written and recommended by the State of Vermont Department of Transportation (VTrans). Passed unanimously and updated standards were signed by all Selectboard members. <p>Certification of Compliance for Town Road and Bridge Standards</p> <ul style="list-style-type: none"> • The Selectboard members, Road Foreman and Town Administrator signed the certification that they had received understood and comply with the updated Town Road and Bridge Standards (adopted above). <p>Certification of Per Mile Tax Revenue Raised</p> <ul style="list-style-type: none"> • Selectboard members signed a certification that funds raised by municipal taxes are equivalent to or greater than a sum of as least \$300.00 per mile for each mile of Class 1, 2, and 3 Town Highways in the municipality. This document will accompany VT Structures Grant applications. <p>Structures Grants</p> <ul style="list-style-type: none"> • Alger & Elliott are working on applications for Structures grants for: Main Road culvert (300' south of Trapp Road at Todd Weston's); box culvert replacement on Texas Hill Circle (near Blackberry Lane); Main Road paving from the north town line to Lavallee Drive (at Doug Timm's); and Bridge 32 (Camels Hump Road). <p>Updates</p> <ul style="list-style-type: none"> • Besides keeping up with the snow removal, the crew has been busy working on ditches, thawing culverts, winter maintenance and building road posting signs.

<p><i>FOLLOW-UP: Alger to schedule time with Barton to follow up on Stage Rd/Bert White Road issues</i></p> <p><i>FOLLOW-UP: Alger to stockpile material from ditch excavations</i></p>	<ul style="list-style-type: none"> Alger & Elliott have developed a new strategy for advertising road postings and closures – since multiple thaws and changing weather patterns have already produced 4 thaws this winter. Elliott will update the website with posting information – as well as put notices on Front Porch Forum. Alger has been talking with loggers & checking for updated trucker permits. <p>Road Issues</p> <ul style="list-style-type: none"> Barton raised concern about drainage issues at Stage Coach and Bert White Roads where the water needs to be redirected. Alger & Barton will meet to review the work needed. Alger noted that this is one of the Class 3 projects for his work plan this summer along with Taft & Moody Roads. Barton noted that it would be good to retain a stockpile from the ditch excavations done this summer for use elsewhere.
<p>Minutes - MOTION</p>	<p>Livak moved and Lewis seconded to approve the draft minutes of 02/04/2013. Passed unanimously.</p>
<p>Warrants</p>	<p>4 warrants were signed as presented.</p>
<p>Public Comment <i>FOLLOW-UP: Elliott to schedule as future agenda items</i></p>	<p>Future agenda item requests from Heidi Racht:</p> <ul style="list-style-type: none"> E-911 Issues Dog licensing fees
<p>Buildings & Grounds Committee</p> <p>MOTION: CREATION OF AN AD-HOC BUILDINGS & GROUNDS COMMITTEE (Lewis will sit on Buildings Committee; Barton will sit on Grounds Committee; Elliott will sit on both)</p> <p><i>FOLLOW-UP: Elliott to send draft stakeholder letter. Elliott to advertise for volunteers.</i></p>	<p>Christiansen presented a draft document outlining a proposal for a short term ad-hoc Buildings & Grounds Committee that would look at both 5-year and long-range (20-25 year) prioritized maintenance plans, with estimated costs. He had spoken with members of a similar committee in Monkton. Members of the committee would work with stakeholders to develop the recommendations. Selectboard recommended that there be two separate phases, that could have separate membership depending on interest – with phase one dedicated to buildings (with a completion goal of November 1, 2013) and phase two focused on grounds (with a completion goal of June 20, 2014).</p> <p>Livak moved and Lewis seconded to adopt an ad-hoc Town Building & Grounds Committee as outlined, and amended. Passed unanimously.</p> <p>Lewis volunteered to be the Selectboard representative to the Buildings phase and Barton volunteered to be the Selectboard representative to the Grounds phase of the Committee. Elliott will participate in both phases and will take Committee minutes.</p> <p>Next Steps: Elliott to draft an email for Selectboard review prior to sending it to current stakeholders soliciting their feedback on the Committee structure, goals, etc. Once finalized, Elliott will advertise for volunteers on Front Porch Forum, through the Clerk’s email distribution list, and posted around town.</p>
<p>Selectboard Calendar Review <i>FOLLOW-UP: Elliott to add Calendar look-ahead to weekly Town Administrator report</i></p>	<p>Elliott drafted an annual Selectboard calendar with a week-by-week outline of Selectboard work plan deliverables (budget, town report & town meeting deadlines; personnel deliverables; application and report timeframes; etc.). Selectboard reviewed the calendar and requested Elliott extract a rolling one-month look-ahead from the calendar master to her weekly Town Administrator’s report. As new items are identified Elliott will adjust the calendar accordingly.</p>
<p>Administration & Planning <i>FOLLOW-UP: Elliott to coordinate paving & painting</i></p>	<p><u>Town Office Building</u></p> <ul style="list-style-type: none"> Parking lot: Racht applied for another HAVA grant to pay for one parking space; the remainder of funds will come from the Town Office and/or paving budget line items. Elliott will coordinate the project with assistance from Alger, Racht and Stoddard.

<p><i>Elliott to get door color samples to Selectboard</i></p> <p><i>FOLLOW-UP: Elliott to send out link to the online ECOS plan</i></p>	<ul style="list-style-type: none"> Exterior painting: Selectboard agreed that the exterior of the building will be all white and requested to see 3 proposed historic color samples for the 2 exterior doors. Elliott will coordinate the exterior painting project with assistance from Alger, Racht and Stoddard. <p>ECOS Plan</p> <ul style="list-style-type: none"> We received the draft 200+ page ECOS plan, which combines the regional plan, metropolitan transportation plan and the comprehensive economic development strategy plan into one document. Elliott to send Selectboard and other stakeholders the link to the online file. Deadline for comments to CCRPC is March 20th, which is the same date as their public hearing.
<p>Town Clerk – Article 6</p>	<p>Racht requested to be on the agenda to discuss Town Meeting Article 6: Shall the voters of the Town of Huntington increase the annual salary of the Town Clerk by the amount of \$10,400? She reviewed her draft introduction of the article, including a review of her responsibilities and accomplishments as Town Clerk. She plans to set the stage for a paper ballot, acknowledging there is likely to be a certain degree of discomfort related to the vote. Racht asked how the Selectboard intends to respond if asked whether they support her request. In summary, Selectboard members stated that their response would likely be along the lines of: the Board had received the budget request from the Clerk; had a conversation with Racht in Executive Session – the details of which would not be appropriate for them to discuss as that would breach the confidentiality and trust of Executive Session; and that the Board voted unanimously against including the request in the proposed budget. Selectboard members further noted that this issue is between the Town Clerk and the voters. Racht stated that after Town Meeting she hopes everyone will think about how best to move forward and how to effectively work on improving nuances in the relationship between Clerk and Selectboard.</p>
<p>Adjournment</p>	<p>Livak moved and Graver seconded to adjourn the meeting at 9:17 pm. Passed unanimously.</p>
	<p>02/18/13 – Meeting date 02/22/13 – Preliminary draft minutes to Selectboard / Clerk, Treasurer & Auditors 03/04/13 – Final minutes approved by Selectboard 03/08/13 – Approved minutes sent to Town Clerk</p>