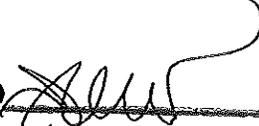


Town of Huntington — Selectboard Meeting  
Monday, April 01, 2013—6:30 pm  
Community Church of Huntington – Annex

RECEIVED   
DATE April 16, 2013

APPROVED MINUTES

<b>Agenda</b>	<ul style="list-style-type: none"> <li>• Public Meeting: VTrans Conceptual Plans for Replacement of Bridge 30</li> <li>• Public Comment</li> <li>• Neighbor Helping Neighbor: Race 4 Sundaes</li> <li>• Town Clerk Conference Scholarship Request</li> <li>• Administration &amp; Planning <ul style="list-style-type: none"> <li>○ Appointments</li> <li>○ Buildings &amp; Grounds Committee</li> <li>○ Purchasing Policy / Annual Contracts</li> <li>○ Lists: Certificate of No Appeal</li> <li>○ Correspondence, Calendar Review, Other Business</li> </ul> </li> <li>• Minutes/Warrants</li> <li>• Highway Department <ul style="list-style-type: none"> <li>○ Single Axle Truck</li> <li>○ Traffic Calming: center Line Marking &amp; Fog Lines</li> </ul> </li> <li>• Anticipated Executive Session – Employee Evaluation</li> </ul>
<b>Selectboard members present</b>	Jim Christiansen (Chair), Dori Barton (Vice-Chair), Doug Graver, Everett Lewis Jr, Roman Livak
<b>Staff/Officials present</b>	Yogi Alger (Road Foreman), Barbara Elliott (Town Administrator), Heidi Racht (Town Clerk)
<b>Others present</b>	Edmund Booth, Laura Cameron, Anjanette De Carlo, Bert Dickerson, Jeremy & Kristin Fitzgerald, Christine Forde (CCRPC), Peter Hess, Bill Menning, Gary Sawyer (Camels Hump State Park), Daniel Senning, Holly Stadtler, Gary Sweeney (VTrans), Dawn Taylor, Chris Williams (VTrans)
<b>Call to order</b>	Christiansen called the meeting to order at 6:30 pm.
<b>Public Meeting: Conceptual Plans for Replacement of Bridge 30: Chris Williams VTRANS</b>	<p>Chris Williams (<a href="mailto:chris.williams@state.vt.us">chris.williams@state.vt.us</a>), VTRANS project manager for the Bridge 30 replacement project presented an overview of the project scope, phases, conceptual plans and timeframe. Slides from his presentation are available at: <a href="https://outside.vermont.gov/agency/vtrans/external/Projects/Structures/121162">https://outside.vermont.gov/agency/vtrans/external/Projects/Structures/121162</a></p> <p>Anticipated construction timeframe would be 2015-2016. Discussion points included:</p> <ul style="list-style-type: none"> <li>• VTrans recorded the average annual daily traffic (AADT) count for Camels Hump Road at 270 cars/day. Residents feel this is considerably overinflated (perhaps by a factor of 10). It appears the traffic counter was located on Camels Hump Road by School St. and not by Bridge 30. Williams stated that since the design plans for an AADT count of 1-400 would be the same, a lower AADT count for this project would not have impacted the proposed bridge design.</li> <li>• VTrans noted that the design plans reflect the narrower width proposed by the Selectboard, in response to resident concerns about traffic speed. Alger confirmed the proposed width is large enough to accommodate plow trucks.</li> <li>• The proposed design was made to maximize the use of the town ROW and to minimize the degree of private easements that would be needed.</li> <li>• Anticipated total project cost is \$830,000. Funding would be: 10% Town / 10% State of VT / 80% Federal. This assumes ongoing provision of State funding for projects such as this.</li> </ul>

<p><i>Follow-up: SB to submit comments/approve conceptual plans</i></p>	<ul style="list-style-type: none"> <li>• The design is based on a number of factors including speed, type of traffic and volume of traffic.</li> <li>• Selection of engineers and construction contractors is done by the State on a competitive bid process which does not give priority to local/state contractors.</li> <li>• Bridge 30 is priority #25 on the State Town Highway Bridge Program. Residents asked why this bridge is being addressed before Bridge 32 – which you have to cross to get to Bridge 30. Williams explained that the prioritization model used to rank the 4,000-5,000 bridges in the state does not take into account geography, i.e.: the actual bridge location relative to other bridges.</li> <li>• The contractor will be responsible for taking into account any special precautions needed in order to protect Bridge 32 from further damage during the replacement of Bridge 30 (due to getting construction equipment and materials to the site location).</li> <li>• Menning thanked the Selectboard for their consideration of traffic speed concerns which has been reflected in the design (bridge width and location).</li> </ul> <p>Next steps in the process are: Selectboard makes comments on and/or approves the conceptual plans; VTrans will then proceed with the environmental permitting process, meet with adjacent property owners, initiate acquisition/easements for right-of-way and begin the final design.</p>
<p><b>Public Comment</b></p>	<p>There was no public comment.</p>
<p><b>Race 4 Sundaes / Neighbor Helping Neighbor – Holly Stadler</b></p> <p><i>Follow-up: Elliott to contact VLCT</i></p>	<p>Stadler reviewed plans for the Saturday, June 29<sup>th</sup> fundraising race. Final routes are still being worked out for the 10K race (perhaps up to the Camels Hump State Park trail head). Stadler is working with the Fire Department for 1<sup>st</sup> Response coverage on race day and is also looking into traffic enforcement (possibilities include Brett Lindemuth, Richmond Police, Hinesburg Police, Chittenden County Sheriff's Department, and Vermont State Police).</p> <p>Elliott to confirm the Community Church of Huntington's certificate of liability in the amount of \$1,000,000 is sufficient according to VLCT.</p>
<p><b>Town Clerk Conference Scholarship Request – Heidi Racht</b></p> <p><b>MOTION: LETTER OF SCHOLARSHIP SUPPORT</b></p>	<p>Racht submitted a written request for a letter from the Selectboard to the VMCTA Scholarship Committee stating that funds are not available for her tuition of \$850 to attend year one (of a 3-year program) at the New England Municipal Clerks Institute. Racht noted that over the years she has helped in fundraising that supports the scholarship fund. Barton moved and Livak seconded to approve the letter, which states that the Clerk did not request the funds in her budget for the tuition and that the general fund budget does not include funds for her tuition. Passed unanimously.</p>
<p><b>Administration</b></p> <p><b>MOTION: APPOINTMENTS</b></p>	<p><b><u>Appointments</u></b></p> <p>Livak moved and Graver seconded to make the following appointments:</p> <ul style="list-style-type: none"> <li>• CCRPC TAC Representative—Barbara Elliott, 2-yr term ending 2015</li> <li>• Emergency Management Coordinator—Barbara Elliott, 3-yr term ending 2016</li> <li>• Enhanced E911—Heidi Racht, 1-yr term ending 2014</li> <li>• Fire Warden—Kenny Russin, 4-yr term ending 2017</li> <li>• Green Up Committee Chair—Boy Scout Troop 645, 1-yr term ending 2014</li> <li>• Recreation Committee—Paul Stephens &amp; Kevin Cunningham, 2-yr ending 2015</li> <li>• Recreation Committee—Kevin Cunningham, 2-yr term ending 2015</li> <li>• Town Hall Committee—Aaron Worthley, 3-yr term ending 2016</li> <li>• Town Service Officer—Larry Detweiler, 1-yr term ending 2014</li> <li>• Tree Warden—Nate Sands, 1-yr term ending 2014</li> <li>• ZBA—Joe Perrella, Joe Spence, Mary Taft (alternate), 3-yr term ending 2016</li> </ul> <p>Passed unanimously.</p>

**MOTION: TOWN OFFICE  
EXTERIOR PAINTING CONTRACT**

**Town Office Painting**

Selectboard reviewed the bid submitted by Top Dog Painting for exterior painting of the Town Office as well as an estimate prepared by New Leaf design for replacing and then painting the building's siding. Elliott reported that although there are small sections of the existing siding Top Dog would replace as part of their bid, they believe the integrity of the existing siding is good. Livak moved and Lewis seconded to approve Top Dog Painting's bid proposal in the amount of \$8,200. Passed unanimously.

**Buildings & Grounds Committee**

Selectboard decided not to continue pursuing the creation of this committee. Comments included:

- Volunteers who are 'stakeholders of specific buildings' are already doing much of this work.
- It's a big task, and it's not a fun task.
- Selectboard members were 'pessimistic' about being able to find willing committee members.
- There are already some clear stakeholders for certain buildings/grounds:
  - Fire Station = Tate Jeffrey, Fire Chief
  - Garage, sand shed, salt shed = Yogi Alger, Road Foreman
  - General grounds = Terry Boyle & Wally Jenkins have taken lead on this in the past
  - Old fire station = (no one specific stakeholder)
  - Town Forest = Heather Pembroke has taken lead on this in the past
  - Town Hall = Town Hall Committee
  - Town Office = (no one specific stakeholder)
  - Union Meeting House = Library Trustees

*Follow-up: Elliott & Christiansen  
to draft letter*

For next steps, in order to get data for the capital plan, Elliott & Christiansen will draft a letter to stakeholders asking they report back on what upcoming maintenance and capital expenditures are needed for their buildings. The Selectboard sees this as a positive way for stakeholders to articulate their needs well in advance of actually coming forward with requests for money. The letter will request stakeholders respond by end of August (2013) with a 1-3 year specific plan. The Selectboard would then like a 4-10 year general plan by August 2014 and an anticipated 25-year plan by August 2015.

**Purchasing Policy**

Selectboard discussed the requirements for written contracts and contract renewals for services provided to the Town – and what the distinction is between contracts (e.g.: cleaning, plowing, lawn care) versus suppliers (e.g.: fuel, uniforms). Selectboard requested Elliott research our current Town contracts and develop a list of services versus 'ongoing' suppliers and to report findings back to the Selectboard.

*Follow-up: Elliott to research  
Town contracts & services*

**Lister Certificate of No Appeal**

Selectboard signed the certificate stating there are no pending appeals before the Listers. This will be affixed by the Listers to copies of our current grand list. This is required annually.

**Law Enforcement Community Meeting**

As previously reported, Lt. Jim Whitcomb, station commander at the VSP Williston barracks has offered to hold a community meeting on law enforcement. Elliott was

*Follow-up: Elliott to contact Lt  
Whitcomb for Community Mtg.*

	<p>asked to contact Whitcomb about setting up our first annual meeting this spring.</p> <p><b><u>250<sup>th</sup> Year Celebration</u></b>  Barton asked Racht for additional information on how activities for a 250<sup>th</sup> celebration would be funded. Racht stated that HHCT has agreed to 'front' some funds with the hope of recouping the money (and a goal of having it serve as a fundraiser) through such activities as the sale of mugs, t-shirts, etc. No one board or committee wanted to take the lead on the celebration – however a number have expressed interest in putting on activities. One idea that has been presented is to have a town photograph taken. Racht proposed to the Auditors, who agreed, that the theme of the next Town Report be a celebration of this milestone.</p>
<b>Correspondence</b>	<p><b><u>Items reviewed by the Selectboard:</u></b></p> <ul style="list-style-type: none"> <li>• VT Rural Fire Protection Task Force – 2013 dry hydrant grant program. Elliott had forwarded a copy of this to Fire Chief Tate Jeffrey.</li> <li>• Joyce Elmore – Graver has worked on a draft response to Elmore's concerns related to Article 6 from Town Meeting. Final response is on hold, pending completion of the 30-day period for filing petitions.</li> <li>• Catering License – Maple Street Catering at Sleepy Hollow on 06/23/13</li> <li>• Richmond Rescue – thank you letter for including them in our budget</li> </ul>
<b>Minutes - MOTION</b>	Livak moved and Graver seconded to approve the draft minutes of 03/18/2013 as amended. Passed unanimously.
<b>Warrants</b>	3 warrants were signed as presented.
<p><b>Highway Department – Yogi Alger</b></p> <p><i>Follow-up: Alger will secure final truck quotes.</i></p> <p><i>Follow-up: Alger will arrange center line markings &amp; fog lines.</i></p> <p><i>Follow-up: Livak will research driveway cut for 266 Texas Hill.</i></p>	<p><b><u>Single Axle Truck</u></b>  Alger reported that companies are no longer offering 84-month bumper to bumper warranties. He is researching and securing additional estimates from Freightliner, Viking, and other companies. He will have his final request within the week, which he anticipates will be for less money than originally requested.</p> <p><b><u>Center Line Marking / Fog Lines</u></b>  Alger will arrange the center line marking once the Main Road paving project is complete. He will contact John's Line Striping for the fog lines.</p> <p><b><u>Texas Hill Driveway Permit</u></b>  Resident Dawn Taylor asked about the status of her driveway permit for an additional driveway cut to their accessory unit (which was granted conditional use by the ZBA). Livak will research the records and get back to Taylor.</p>
<b>Executive Session</b>	<p>Graver 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 8:50 pm.</p> <p>Livak moved and Graver seconded to come out of Executive Session, with no action having been taken, at 9:14 pm. Passed unanimously.</p>
<b>Adjournment</b>	Livak moved and Lewis seconded to adjourn the meeting at 9:15 pm. Passed unanimously.
	<p>04/01/13 – Meeting date  04/12/13 – Preliminary draft minutes to Selectboard / Clerk, Treasurer &amp; Auditors  04/15/13 – Final minutes approved by Selectboard  04/16/13 – Approved minutes sent to Town Clerk</p>