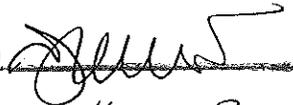


Town of Huntington — Selectboard Meeting

Monday, April 15, 2013—7:00 pm

Town Office Building - downstairs

RECEIVED 
 DATE May 16, 2013

APPROVED MINUTES

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| <p>Agenda</p> | <ul style="list-style-type: none"> • Meeting of the Liquor Control Commission • Minutes / Warrants • Public Comment • Highway Department <ul style="list-style-type: none"> ○ Bridge 30 Project Review Sign-off ○ Bridge Inspection Reports ○ Excavator Rental & Ditching Projects ○ Single Axle Truck Loan ○ Compensation Survey Update ○ Summer Work Calendar • Town Hall Committee: grant applications • Administration & Planning <ul style="list-style-type: none"> ○ Appointments ○ Article 6 Committee ○ Conflict of Interest Update ○ Emergency Shelter Training (May 14 @ 6pm Church Annex) ○ Law Enforcement Community Meeting (May 8 – 7pm @ BPMS) ○ Texas Hill Driveway Permit ○ Town Office: painting & paving ○ Correspondence, Calendar Review, Other Business |
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| <p>Selectboard members present:</p> | <p>Dori Barton (Vice-Chair) – at 7:31pm, Doug Graver, Everett Lewis Jr, Roman Livak</p> |
| <p>Selectboard members absent</p> | <p>Jim Christiansen</p> |
| <p>Staff/Officials present</p> | <p>Yogi Alger (Road Foreman), Barbara Elliott (Town Administrator), Heidi Racht (Town Clerk)</p> |
| <p>Others present</p> | <p>Ruth Blodgett, Terry Boyle, Barbara Felitti, Linda Fickbohm, Mariah Riggs</p> |
| <p>Call to order</p> | <p>In absence of the Chair or Vice-Chair being present, Livak called the Liquor Control Commission meeting to order at 7:09 pm.</p> <p>In absence of the Chair or Vice-Chair being present, Livak subsequently called the Selectboard meeting to order at 7:12pm.</p> |
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| <p>Liquor Control Commission</p> | <p>The Liquor Control Commission was called to order with 3 Selectboard members present (Livak, Lewis and Graver). The Liquor Renewal License and Tobacco License Renewal forms for Beaudry’s Inc. were signed by the commissioners. Graver moved and Lewis seconded to adjourn the Liquor Control Commission at 7:11pm.</p> |
| <p>Minutes - MOTION</p> | <p>Lewis moved and Graver seconded to approve the draft minutes of 04/01/2013 as amended. Passed unanimously with 3 members present.</p> |
| <p>Warrants</p> | <p>4 warrants were signed as presented.</p> |
| <p>Highway Department – Yogi Alger / Barbara Elliott</p> | <p>Bridge 30 Project Review Sign Off – Conceptual Plans: Elliott presented the sign-off form for the Selectboard’s comments and/or approval of the conceptual plans. The Board requested Elliott note that the Board appreciates the great job the Project Team did in incorporating feedback from the initial public meeting. Elliott will ask</p> |

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| <p><i>Follow-up: Elliott to fill out & have form signed & then return</i></p> <p><i>Follow-up: Elliott to contact Hoffman/Smith for feedback</i></p> <p><i>Follow-up: All to review the bridge inspection reports.</i></p> <p><i>Follow-up: Alger to schedule bridge maintenance review with Tim Parent (& Elliott)</i></p> | <p>Christiansen to sign the form and she will then submit it to VTrans.</p> <p>Graver requested Elliott follow up again with Melissa Hoffman and Shawn Smith to see if they have comments/concerns.</p> <p>Bridge Inspection Reports: The meeting packet contained copies of the State bridge summary inspection reports for Bridge 8 (Main Road near Moody Road – also known as Sheldrake Bridge), Bridge 10 (Main Road at Beane Road), Bridge 12 (Main Road north of Camels Hump Road – over Brush Brook), Bridge 13 (Main Road north of Sherman Hollow Road), Bridge 14 (Main Road – known as Brace Bridge), Bridge 7H (Main Road just south of Charlie Smith Road – over Cobb Brook), Bridge 9H (Main Road north of Texas Hill Road – over Texas Hill Brook). Livak encouraged everyone to read through the reports. Alger plans to schedule time with Tim Parent to look over the bridges to get maintenance recommendations.</p> <p>Excavator Rental / Ditching: Alger requested approval to rent an excavator from Beauregard’s (at a cost of approximately \$4,500/month) for May/June in order to do ditching work needed on Moody Road, Taft Hill and, time permitting, Gillette Pond (from Mayo Road to Purinton’s). Due to the FEMA work last July-September, Alger reported he still has about \$7,500 in the Class 3 and \$2,500 in the Class 2 highway budget ditching line items for the current year to cover this expense. The Selectboard had no objections since the funds to cover this are in the budget. Alger proposed switching our ‘annual calendar’ from doing this work toward the end of the summer to doing it in late spring/early summer.</p> <p>Single Axle Truck Loan: Alger secured a final quote for the new truck, which, at \$139,305 is considerably less than the originally anticipated \$162,000. The truck is a Freightliner and the dump body is a Viking.</p> <p>Compensation Survey: Elliott coordinated the development of a comprehensive Road Foreman compensation survey which Town Auditor Lucinda Hill is completing for a number of neighboring towns. Hill, who is now on vacation until April 27, will continue the research when she returns and will have a status update for the May 6th Selectboard meeting.</p> <p>Summer Work Calendar: Alger worked with Elliott to develop a summer work calendar outlining upcoming work projects for the crew. As plans change (due to weather, etc.) they will make calendar revisions/updates. Barton asked if Alger saw a problem with having 2 members of the crew out on vacation at the same time— which he felt was not an issue. Alger reported that his salary budget has sufficient funds for him to hire someone for about 4 weeks to cut brush and address the remaining blow downs from previous storms. Alger also highlighted that he is again working with Richmond Road foreman Pete Gosslin to trade truck hauling since this had worked out so well last summer and doing the hauling swap costs less than the \$150/hour for Casey to truck the gravel.</p> |
| <p>Public Comment</p> | <p>There was no public comment.</p> |
| <p>Town Hall Committee – Barbara Felitti, Terry Boyle, Linda Fickbohm, Mariah Riggs</p> | <p>Building Accessibility Plan & Budget: The Town Hall Committee (THC) presented detailed plans and CAD drawings for the new Town Hall handicapped accessibility ramp and elevator which represents considerable volunteer hours by Terry Boyle, Dick Kellogg and Aaron Worthley. Felitti is spearheading the VT Community Development Program (VCDP) Accessibility Modification grant and Riggs is the primary contact for the VT arts Council grant. These grants can fulfill match</p> |

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| <p><i>Follow-up: Elliott to contact VLCT regarding expiration of Town Plan</i></p> <p><i>Follow-up: Elliott to schedule Riggs for the May 6 Selectboard meeting.</i></p> | <p>requirements for each other (assuming both grants are awarded). Volunteer hours will also count toward the matches. The overall project addresses building accessibility for both community arts and municipal meetings and events. The THC has been in touch with BPMS principal Gail Webb who sees potential building use as school satellite space (especially since the building is in walking distance of the school). A detailed Project Budget Estimate was distributed, outlining anticipated costs and revenue sources for renovations including the bathroom, front entrance, second floor access, rear fire exit and other interior work.</p> <p><u>VCDP Grant:</u> Felitti had submitted a copy of the pre-application to the Selectboard in advance of the meeting. The pre-application does not require Selectboard sign-off. If approved, the THC will complete the full (and very extensive) application which will require a Selectboard resolution regarding municipal usage. Livak expressed concern that the pre-application states that the Town Plan is adopted and will not expire in the next six-months. Felitti had already contacted Planning Commission (HPC) Chair Dana Cummings regarding this, who reported that in accordance with statutes, the plan was actually (or ‘officially’) adopted for 5-years in June 2012 and thus valid through 2017—however the HPC made a commitment to the to have a revised plan completed in a year. Livak requested Elliott contact VLCT to confirm that the resolution by the Selectboard to adopt the plan in June 2012 for one year does not negate the 5-year timeframe for the expiration of the Town Plan.</p> <p><u>VT Arts Council Grant:</u> The grant deadline is May 13th. The Selectboard requested Riggs send them the draft application by May 2nd or 3rd at the latest for their review prior to the board’s May 6th meeting. The Selectboard noted that Elliott would be designated as the authorized agent for the grant.</p> |
| <p>Administration & Planning</p> <p><i>Follow-up: Elliott to prepare appointment resolution.</i></p> <p>MOTION: APPOINTMENTS</p> <p><i>Follow-up: Elliott to draft advertisement and contact Committee Chairs</i></p> <p><i>Follow-up: Elliott attend CCRPC PAC & Board meetings</i></p> | <p><u>Appointments:</u> Elliott presented the status of vacant positions and recommended that those positions that are statutorily required but no longer have ‘real’ responsibilities could be filled by Selectboard members. Selectboard members signed up for these slots (Americans with Disabilities Coordinator, Fence Viewers, Inspector of Shingles, Weigher of Coal and Town Grand Juror). Elliott will prepare an appointment resolution for the next meeting.</p> <p>Livak moved and Graver seconded to re-appoint Mariah Riggs to another 2-year term on the Town Hall Committee, expiring 2015. Passed unanimously. Board signed the appointment paperwork which Elliott had drafted.</p> <p>Elliott will prepare a draft ‘advertisement’ for the remaining vacant positions—and will connect with appropriate Chairs for vacancies on their boards/committees. Elliott will also attend the CCRPC Planning Advisory Committee and the CCRPC Board of Commissioners meetings this week to get a better sense of what is covered at the meetings and the scope of responsibility of the representatives and alternates.</p> <p><u>Article 6 Committee:</u> <u>Committee Charter</u>—The official wording of the article passed at Town Meeting, provided by Racht, is: “...and the Selectboard to appoint a 3 person committee to review job descriptions, salary, and authority of elected town officials and report back in one year.”</p> <p><u>Committee Membership</u>—The Board discussed the proposed Article 6 Committee membership at length. Concern was expressed about designating Nancy Stoddard as facilitator due to a potential conflict of interest since her husband is Town Treasurer.</p> |

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| <p><i>Follow-up: Board to contact potential members</i></p> <p><i>Follow-up: Elliott to prepare & send out letter signed by Christiansen</i></p> <p><i>Follow-up: Elliott to continue soliciting signed forms.</i></p> <p><i>Follow-up: Elliott to contact Les Hunton</i></p> | <p>While appreciation was expressed for the proposed committee structure, roles, deliverables, etc. that Stoddard drafted, members concluded that if there is a risk of a perceived potential for a conflict of interest, she should not be appointed facilitator. It was noted, however, that Stoddard should not be ruled out as being a potential resource person for the Committee should appointed members so desire.</p> <p>The Board drafted a list of potential Article 6 Committee members and designated who would approach each person to assess their interest in serving on the committee:</p> <ul style="list-style-type: none"> • Barton will contact Dave Clark and Dave Worthley • Graver will contact Lucinda Hill • Lewis will contact Gail Connelly • Livak will contact Margaret Taft and Duncan Keir <p>The intent is to have a list of 'willing' candidates to present at the May 6th meeting and to make the appointments official at that time.</p> <p>Letter of Response to Joyce Elmore—Livak moved and Lewis seconded that the letter drafted by Graver be signed by Christiansen and sent to Elmore. Passed unanimously.</p> <p>Conflict of Interest: Elliott noted the concern expressed by Planning Commissioners that signing the form was not necessary given the Oath of Office required for elected officials. The Selectboard duly noted the concern, but would still like to see all appointed and elected officials sign the conflict of interest statement. Elliott will continue to solicit signed forms.</p> <p>Emergency Shelter Training – May 14th: Elliott has continued work on the Shelter Agreement between the Church and Red Cross and is now recruiting volunteers for the training that will enable us to receive the free cots, blankets and other supplies. Lewis suggested Elliott contact Les Hunton. Barton signed up to attend the training.</p> <p>VT State Police Law Enforcement Community Meeting – May 8th @ 7pm @ BPMS: Elliott reported on the planning meeting she and Christiansen had with Lt. Jim Whitcomb and Trp. Bill Warner. Our intent is to establish an annual community meeting as an opportunity to strengthen the relationship between the Town and the VSP. Agenda will include:</p> <ul style="list-style-type: none"> • Overview of VSP Services • Town Traffic Enforcement Contract • Adopt-A-School Program • Resident Concerns <p>Lewis, Barton and Livak stated that they would be able to attend the meeting.</p> <p>Texas Hill Driveway Permit: Elliott reported that an application for a variance to the conditional use is required for second driveway cuts for accessory dwellings according to our zoning regulations (Section 5.7.1(3)). Elliott followed up with Zoning Board of Adjustment (ZBA) Chair Joe Perella, resident Dawn Taylor and Zoning Administrative Officer Ed Hanson. If a variance is applied for and granted by the ZBA, the driveway application would then have to come back before the Selectboard for approval.</p> <p>Town Office Painting / Paving: Elliott reported that we are on schedule for an end of May-beginning of June painting of the building's exterior. She asked about the status</p> |
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| <p><i>Follow-up: Elliott & Alger to close down on paving project</i></p> | <p>of funds for paving the front parking lot. The Selectboard noted that Alger had previously stated he had funds in his budget to cover this. Elliott will work with Alger on securing an estimate, with the Church on their participation and will arrange for the work to be completed.</p> <p><u>Correspondence:</u></p> <ul style="list-style-type: none"> • <i>VT Land Trust / Conservation Fund</i>—The Selectboard received a letter from VT Land Trust requesting dispersal of the \$35,000 from the Huntington Conservation Commission Fund that had been previously allocated and approved for the Hennessey-Whiting conservation project. The check request for this dispersal was included in the warrants presented at the meeting for Selectboard signature. • <u>Vermont State Police (VSP) Activity Report</u>—The VSP provided the Selectboard the March police activity report and summary. |
| <p>Adjournment</p> | <p>Livak moved and Graver seconded to adjourn the meeting at 9:06 pm. Passed unanimously.</p> <p><u>Special Notes:</u></p> <p><i>Meeting Times</i>—Effective May through October, the regularly scheduled Selectboard meetings will be held from 7:00pm to 9:00pm.</p> <p><i>May 6th Attendance</i>—Lewis noted that he will not be able to attend the May 6th Selectboard meeting.</p> |
| | <p>04/15/13 – Meeting date 04/18/13 – Preliminary draft minutes to Selectboard / Clerk, Treasurer & Auditors 05/06/13– Final minutes approved by Selectboard 05/15/13 – Approved minutes sent to Town Clerk</p> |