

Town of Huntington — Selectboard Meeting

Monday, May 06, 2013—7:00 pm

Town Office Building - downstairs

APPROVED MINUTES

RECEIVED

DATE

*[Signature]*  
 May 21, 2013

<p><b>Agenda</b></p>	<ul style="list-style-type: none"> <li>• Minutes / Warrants</li> <li>• Public Comment</li> <li>• Highway Department                         <ul style="list-style-type: none"> <li>○ Compensation Survey Update</li> </ul> </li> <li>• Animal Control                         <ul style="list-style-type: none"> <li>○ Emergency Veterinary Process</li> <li>○ Request for Assistant Animal Control Officer</li> </ul> </li> <li>• Town Hall – VT Arts Council Cultural Facilities Grant</li> <li>• Article 6 Committee</li> <li>• Administration &amp; Planning                         <ul style="list-style-type: none"> <li>○ Chair Updates: Building Committee; Law Enforcement</li> <li>○ Town Administrator Updates: Conflict of Interest; Emergency Shelter Training; Race 4 Sundaes Traffic Control; Special Services Transportation</li> <li>○ Committees/Boards/Commissions Updates: Fire Department fire alarm system grant; Conservation Commission letter of endorsement</li> <li>○ Correspondence: CCRPC Unified Planning Work Program; CCRPC ECOS Plan; Catamount Trail Association; Richmond Rescue</li> <li>○ Calendar Review</li> <li>○ Other Business</li> </ul> </li> </ul>
<p><b>Selectboard members present:</b></p>	<p>Jim Christiansen (Chair), Dori Barton (Vice-Chair), Doug Graver, Roman Livak</p>
<p><b>Selectboard members absent</b></p>	<p>Everett Lewis, Jr.</p>
<p><b>Staff/Officials present</b></p>	<p>Barbara Elliott (Town Administrator), Heidi Racht (Town Clerk)</p>
<p><b>Others present</b></p>	<p>Pam Alexander, Ruth Blodgett, Kendra Christiana, Linda Fickbohm, Annette Gingras, Gordon Miller, Mariah Riggs, Dawn Taylor</p>
<p><b>Call to order</b></p>	<p>Christiansen called the meeting to order at 7:01pm.</p>
<p><b>Minutes - MOTION</b></p>	<p>Livak moved and Barton seconded to approve the minutes of 04/15/2013 as amended. Passed with 3 members present and voting (and one abstention from Christiansen, who had not been in attendance at the 04/15 meeting).</p>
<p><b>Warrants</b></p> <p><i>Follow-up: Elliott to research landscaping contract</i></p> <p><i>Follow-up: Elliott to research Shelburne Dispatch billing</i></p>	<p>5 warrants were signed as presented. Selectboard requested Elliott research the following:</p> <ul style="list-style-type: none"> <li>• <b>Landscaping Contract:</b> When was a contract last signed &amp; when does it expire? Current rates have increased to \$37/hour for manual labor and \$75/hour for mowing. In accordance with the Purchasing Policy, contracts should be put out to bid. It was noted that the rates do not seem unrealistic given that the landscapers probably work twice as fast as anyone else.</li> <li>• <b>Shelburne Dispatch:</b> Selectboard asked Elliott to research the details for this billing, since the number of calls seems to be so low.</li> </ul>
<p><b>Public Comment</b></p>	<p><b><u>Gordon Miller – Planning Commission Member</u></b>              Miller is responsible for drafting updates to the housing section of the Town Plan. He requested Selectboard members provide their thoughts and comments to him via email. Barton noted that the board had just completed a similar effort with Heather</p>

*Follow-up: All – send Miller inputs on Town Plan Housing section*

Pembrook on the housing section—and had found it very helpful that Pembrook provided the Selectboard an initial draft with her proposed updates. Miller stated he did not have any proposed changes prepared. He noted, as one example of the kind of input that might be considered, that the Town Plan could recommend limiting the number of building permits that could be issued in any given year. Livak suggested Miller look into recommendations from the Regional Planning Commission. Miller stated that the Planning Commission is about ¾ through their review of the Town Plan and that it is unlikely it will be ready for public hearings in June. Selectboard members will try to email Miller inputs for the housing section by May 13<sup>th</sup>.

**266 Texas Hill Road Driveway Permit – Taylor/Christiana**

Dawn Taylor & Kendra Christiana attended to request the Selectboard approve their driveway permit application for a 2<sup>nd</sup> driveway to provide direct access to the accessory unit on their property. Taylor read a statement outlining her reasons for needing the 2<sup>nd</sup> driveway access and a summary of the action that she has taken to try get approval for the permit. She noted that she believes the additional driveway is necessary for health and safety reasons. She cited sections from Vermont State Statute and local Huntington Zoning/Subdivision Regulations which she believes support her position that the Town needs to approve her request.

In response, Selectboard members noted the following:

1. The request for a second driveway cut to access an accessory dwelling is contrary to the restrictions placed on accessory dwellings as outlined in the Town's Zoning Regulations (Accessory Dwellings – section 5.7.1 (3)).
2. The Zoning Board of Administrators' (ZBA) response to the 2009 application submitted by the Christiana Family for an accessory structure noted that the plans submitted had a 2<sup>nd</sup> driveway, which is not allowed according to the regulations (in addition to noting that the proposed size of the structure/unit was not permissible).
3. The 2012 conditional use approval from the ZBA was based on an application that did not include an additional driveway. The status of the structure as an accessory dwelling is ongoing – and as such, the stipulations outlined in the Zoning Regulations are still applicable.
4. The Selectboard will not be able to approve a permit for an additional driveway on the property unless the ZBA grants a variance for the additional driveway.
5. Taylor presented an example of a driveway that was approved for access to an agricultural structure; the Selectboard responded that regulations for accessory dwellings and agricultural structures are different.
6. Taylor presented an example of a second driveway that was approved for an accessory dwelling on Ross Hill Drive; the Selectboard responded that Ross Hill Drive is a private road and the Town does not have jurisdiction over driveway cuts onto private roads.
7. Taylor stated that a driveway extension cannot be added to the current driveway due to the presence of underground utilities; the Selectboard noted they are aware of driveways that are successfully installed over underground utility lines.
8. Taylor request that changes be made to the Zoning Regulations to allow additional driveways for accessory dwellings; the Selectboard noted that the Planning Commission is the appropriate Town body to initiate changes to Zoning Regulations, not the Selectboard.

**MOTION: DRIVEWAY PERMIT APPLICATION REFUND**

Christiansen moved, and Livak seconded that, as an exception to the stipulation stated on the Town's driveway permit application that the fees are non-refundable and as a good faith gesture, the Town refund the \$35 driveway permit application

	<p>fee to the property owners. Passed unanimously, with 4 Selectboard members present and voting.</p> <p>Gordon Miller informed Taylor that the ZBA has a meeting scheduled for May 28<sup>th</sup> and that there is time on the agenda for Public Comment.</p>
<p><b>Highway</b></p> <p><i>Follow-up: Alger to inspect the application of the fog lines</i></p>	<p><b><u>Fog Lines:</u></b></p> <p>Graver noted that pebbles and dirt were not adequately cleaned off the road surface prior to the application of the fog lines. The Selectboard requested that Alger look at the quality of the work that was done by the contractor.</p>
<p><b>Animal Control – Pam Alexander (ACO); Annette Gingras</b></p> <p><i>Follow-up: Elliott to research creating an Assistant ACO position.</i></p> <p><i>Follow-up: Elliott to secure an ACO badge for Gingras.</i></p> <p><i>Follow-up: Alexander to provide Elliott billing details so a letter requesting reimbursement can be sent to the owners</i></p> <p><i>Follow-up: Alexander to formalize reporting/record keeping.</i></p>	<p><b><u>Request for Assistant Animal Control Officer (ACO)</u></b></p> <p>Alexander requested the Selectboard appoint Annette Gingras as the Town’s Assistant ACO. Gingras is already performing this function for the Town of Richmond – and Alexander needs similar support for Huntington. The proposal would be to pay Gingras a flat \$10/hour plus mileage. Alexander projected that backup coverage would average 10-24 hours per year. Selectboard requested Elliott research what is required for the Town to create this position.</p> <p>Alexander also requested the Town provide Gingras an ACO badge and asked Elliott to research where the Town can order these.</p> <p><b><u>Emergency Veterinary Services</u></b></p> <p>Alexander reported that she has set up emergency billing with Green Mountain Animal Hospital (where our local resident &amp; rabies clinic volunteer Kerry Lindemuth is a veterinarian).</p> <p><b><u>Pet Owner Billing</u></b></p> <p>Livak asked what arrangements have been made to bill the owners of the goats that received veterinary services. To date, Alexander has not requested payment from the owners. Alexander will provide Elliott the incident and billing details so she can draft a letter to the owners.</p> <p><b><u>Reporting</u></b></p> <p>The Selectboard asked what type of reporting/records Alexander maintains – and where files are stored. Alexander noted this is an area she is learning about and that she will address this going forward. Currently, files are stored at her house.</p>
<p><b>Town Hall Committee – Mariah Riggs / Linda Fickbohm</b></p> <p><b>MOTION: SUPPORT FOR THE VT ARTS COUNCIL CULTURAL FACILITIES GRANT</b></p> <p><i>Follow-up: Elliott to research previous motion regarding the Town Hall Insurance Fund</i></p>	<p><b><u>VT Arts Council Cultural Facilities Grant:</u></b> Prior to the meeting, Riggs provided the draft grant application for Selectboard review.</p> <p>Livak moved and Barton seconded to support the Town of Huntington Town Hall Committee’s (THC) application to the Vermont Arts Council 2014 Cultural Facilities Grant program (Application #CFG0010). Passed unanimously. Elliott will provide the THC with an email statement regarding the motion for the grant application.</p> <p>Graver asserted that the Selectboard has a responsibility to determine where funding will come from for ongoing building support and maintenance. Riggs noted that the THC’s goal is for the building to be self-sustaining and that as someone who manages a performing arts center, she is convinced this is possible. Elliott was asked to research the wording of the Selectboard’s motion this past winter regarding the future of the Town Hall Insurance Fund.</p> <p>Graver expressed appreciation for the steadfast passion, energy and commitment the Committee has demonstrated in working to preserve and upgrade this community resource.</p>

<p><b>Article 6 Committee</b></p> <p><b>MOTION: ARTICLE 6 COMMITTEE APPOINTMENTS</b></p> <p><i>Follow-up: Elliott to prepare email, framework documentation and draft research spreadsheet to Selectboard and Committee members.</i></p>	<p>Selectboard members contacted potential Article 6 Committee members to determine their interest in and availability for serving on the committee. Various discussion points about membership included:</p> <ul style="list-style-type: none"> <li>• Christiansen advocated for a 'balanced' committee that is not 'weighted' toward people who could be seen as being either advocates for or against the salary increase proposed and adopted in Article 6.</li> <li>• Graver noted that the proposed membership of Dave Clark (with school and union negotiation experience), David Worthley (with a strong business background) and Lucinda Hill (with extensive Human Resources expertise) represents balanced perspectives.</li> <li>• Graver stressed the importance of the committee following the VT Open Meeting Laws, posting their agendas, and publishing minutes that would be made available on the website.</li> </ul> <p>Livak moved and Graver seconded to appoint Dave Clark, Lucinda Hill and David Worthley to the Article 6 Committee. Passed unanimously with 4 members present and voting.</p> <p>Selectboard requested Elliott prepare an email notification of the appointments and invite the members to the 05/20/2013 Selectboard meeting. She was also asked to update and include the draft framework document outlining the scope, roles, deliverables and timeframe as well as the draft compensation and job analysis spreadsheet that was modified based on the research being conducted for Road Foreman compensation.</p>
<p><b>Administration &amp; Planning</b></p> <p><i>Follow-up: All to review original Committee charter for revisions</i></p> <p><b>MOTION: 2013-2014 Contract</b></p>	<p><b><u>Building Committee</u></b></p> <ul style="list-style-type: none"> <li>• Christiansen reported on renewed interest in a Town Building Committee by Don Dresser, Ryan Elliott and Nancy Stoddard. Elliott will send out the original scope of work to Selectboard members for their review with an eye toward what modifications Selectboard members may want to propose.</li> </ul> <p><b><u>Law Enforcement Contract</u></b></p> <ul style="list-style-type: none"> <li>• Elliott reported that logistics are all set for the Community Law Enforcement meeting on May 8<sup>th</sup> (6pm at BPMS) with the Vermont State Police. Livak stated he is very pleased that the VSP is reaching out to communities in such a positive manner.</li> <li>• Livak moved and Graver seconded to pursue a contract renewal for the upcoming fiscal year with the Vermont State Police. Passed unanimously with 4 members present and voting.</li> <li>• The Selectboard also expressed appreciation to the Towns of Hinesburg and Richmond for meeting with us to discuss the option of an inter-municipal traffic enforcement agreement. The board agreed they would like to consider these as options going forward during the annual contract renewal process.</li> </ul> <p><b><u>Conflict of Interest</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Library Trustees:</u></b> The following message was received from Paula Kelley, Chair, Library Trustees: <i>"The Library has its own Conflict of Interest embedded in the Library's Code of Ethics. The Trustees and Library Directors will not be signing the Town's policy. We are in the process of updating all the Library policies and hope to approve them in May. I will send you the final version when it is approved."</i></li> <li>• <b><u>Schedule for Signing Statements:</u></b> Barton proposed the following schedule for getting signed conflict of interest forms: <ul style="list-style-type: none"> <li>◦ Appointees: when first appointed or re-appointed</li> </ul> </li> </ul>

*Follow-up: Racht to provide information on oaths of office*

*Follow-up: Elliott to work with auditors on revised policy*

**MOTION: TRAFFIC ENFORCEMENT COVERAGE FOR JUNE 29<sup>TH</sup>**

**MOTION: SPECIAL TRANSPORTATION SERVICES CONTRACT**

**MOTION: ENDORSEMENT OF NON-NATIVE PLANT SPECIES MAPPING PROJECT**

- Elected Officials: at the time their oaths of office are administered
- Employees: on the date of hire
- **Oaths of Office:** Racht offered the following:
  - that it would be possible to include a statement about conflict of interest into the oaths that are administered
  - to send copies of the current oaths to the Selectboard for review (Justices of the Peace oath; Listers oath; General oath)
  - to research what the legal process is for changing oaths of office
  - that an explanation accompany requests for signing the conflict of interest
- **Policy Revision:** The Selectboard requested Elliott work with the Town Auditors to develop a revised Conflict of Interest Policy after Racht provides the above information.

**Race 4 Sundae – Traffic Enforcement**

- Elliott reported that the Race Committee was unable to get volunteer traffic enforcement coverage for the event on June 29<sup>th</sup>.
- Livak moved and Graver seconded that, as an exception to standard practice and because the Race 4 Sundae event is sponsored by a Huntington-based non-profit organization that benefits Huntington residents, the Selectboard authorize that traffic coverage for the annual Race 4 Sundae be incorporated under the Town's traffic enforcement contract with the Vermont State Police. Passed unanimously.

**Budgeting**

- Livak requested that a review of the Health, Education & Welfare budget allocations be incorporated during the upcoming budget season with an eye toward what organizations are Huntington-based &/or directly benefiting Huntington residents.

**Special Services Transportation**

- Livak moved and Graver seconded to endorse the draft contract agreement proposed by Elliott for securing special transportation services by joining the Champlain Valley Agency on Aging (CVAA) Countywide Elderly and Disabled program at an annual FY 2013-14 rate of \$500, and to designate Elliott as the authorized agent for the contract. Passed unanimously.

**Conservation Commission Letter of Endorsement for Non-Native Plant Invasive Species Mapping Project.**

- Livak moved and Barton seconded to endorse the Conservation Commission's letter of support for the non-native invasive plant species mapping proposal of Keith Thompson, Chittenden County Forrester (at no cost to the Town). Passed unanimously.

**Chittenden Solid Waste District (CSWD) Appointments**

- Selectboard signed the appointment paperwork to designate Jim Christiansen as Huntington Representative and Roman Livak as Huntington Alternate to the CSWD Board of Commissioners.

**Richmond Rescue**

- Selectboard would like to have Richmond Rescue attend a Selectboard meeting during the budget preparation season for the purposes of reviewing their capital reserve fund and their annual financial audit.

<p><i>Follow-up: Elliott to draft revised Driveway Permit Application Process and Checklist</i></p>	<p><b><u>Driveway Permit Process</u></b></p> <ul style="list-style-type: none"> <li>Elliott will draft a revised driveway permit application process that incorporates an initial sign-off from the Planning Commission and the Zoning Board of Adjustment. She will also pull together an internal checklist to help ensure a comprehensive review is done and all the information is provided for the Selectboard to make an informed decision.</li> </ul>
<p><b>Adjournment</b></p>	<p>Livak moved and Graver seconded to adjourn the meeting at 9:36 pm. Passed unanimously.</p>
	<p>05/06/13 – Meeting date  05/15/13 – Preliminary draft minutes to Selectboard / Clerk, Treasurer &amp; Auditors  05/20/13 – Final minutes approved by Selectboard  05/21/13 – Approved minutes sent to Town Clerk</p>