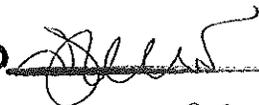


Town of Huntington — Selectboard Meeting

Monday, June 03, 2013—7:00 pm

Town Office Building - downstairs

RECEIVED   
DATE June 20, 2013

APPROVED MINUTES

<p><b>Agenda</b></p>	<ul style="list-style-type: none"> <li>• Executive Session - Employee evaluation (in accordance with 1V.S.A. § 313)</li> <li>• Highway Department – Compensation; Updates</li> <li>• Public Comment</li> <li>• Minutes / Warrants</li> <li>• Town Clerk – Dog license fees &amp; unregistered dog list; Training scholarship; 250<sup>th</sup> Anniversary; Tree behind Town Office</li> <li>• Administration &amp; Planning: Facilities; 2013 VTrans Bicycle/Pedestrian Program; Fire Department PACIF Grant Award; Health Officer update; Correspondence; Committee updates</li> <li>• Other Business: Calendar review</li> </ul>
<p><b>Selectboard members present:</b></p>	<p>Jim Christiansen (Chair), Doug Graver, Everett Lewis, Jr., Roman Livak</p>
<p><b>Selectboard members absent:</b></p>	<p>Dori Barton (Vice-Chair)</p>
<p><b>Staff/Officials present</b></p>	<p>Yogi Alger (Road Foreman), Barbara Elliott (Town Administrator), Heidi Racht (Town Clerk)</p>
<p><b>Others present</b></p>	<p>Lucinda Hill, Akash Kushwaha (Boy Scout), Suraj Kushwaha (Boy Scout), Dawn Taylor</p>
<p><b>Call to order</b></p>	<p>Christiansen called the meeting to order at 6:30pm.</p>
<p><b>Executive Session</b></p>	<p>Graver moved and Livak 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 6:30 pm.</p> <p>Livak moved and Lewis seconded to come out of Executive Session, with no action having been taken at 7:10. Passed unanimously.</p>
<p><b>Highway Department</b></p> <p><b>MOTION – MERIT AWARD</b></p> <p><b>MOTION – COMPENSATION REVIEW</b></p> <p><i>Follow-up: Meeting on compensation analysis</i></p>	<p><u><b>Compensation</b></u></p> <ul style="list-style-type: none"> <li>• Christiansen moved and Livak seconded to award Road Foreman Yogi Alger a \$2,500 merit award for Fiscal Year 2012-2013 as recognition for highway winter maintenance. Passed unanimously with 4 members present and voting.</li> <li>• Graver requested that for the record it be stated that he would have like the amount awarded to be greater.</li> <li>• Christiansen moved and Livak seconded that the Selectboard review the Personnel Policies and Procedures regarding Road Foreman compensation prior to Fiscal Year 2013-2014. Passed unanimously.</li> <li>• Christiansen, Livak, Lucinda Hill and Elliott will meet to review the compensation analysis that was conducted by Hill and to develop a strawhorse proposal for the June 17<sup>th</sup> Selectboard meeting.</li> </ul> <p><u><b>General Updates</b></u></p> <ul style="list-style-type: none"> <li>• <b>Bridge 38 Closed Wednesday 6/5</b>—Sheldrake Bridge (at Shaker Mt. and Main Road intersection) work will begin this week. Work will be done in 2 phases – with paving to be addressed in a week or two.</li> <li>• <b>Road Work</b>—The crew is addressing a couple of washouts created from the substantial rainfall we've had. They are addressing mechanical problems with the grader, although it is still operational. If the problems worsen, we may need to rent or borrow a grader from another town. The Crew has been ditching on</li> </ul>

<p><i>Follow-up: Livak to research timing of mowing for Wild Parsnip control</i></p> <p><i>Follow-up: Alger to paint Town Office parking lot markings</i></p> <p><i>Follow-up: Elliott/Alger to address Town Office exterior lighting</i></p>	<p>Gillette Pond Road and will then move to Mayo Road. After that, they will address Main Road where the paving will begin (for the 1<sup>st</sup> mile from the Richmond town line headed south).</p> <ul style="list-style-type: none"> <li>• <b>Wild Parsnip</b>—Livak will check on the timing of mowing for wild parsnip control, and update Alger &amp; Elliott. Roadside mowing is scheduled to begin Wednesday. Livak reported that the Conservation Commission is organizing “Host Your Neighbors” sessions to work with residents on controlling/addressing invasive plant species.</li> <li>• <b>Town Office Parking Lot</b>—Alger will be moving the handicapped space and marking it with a stencil borrowed from Richmond. Next year Alger would like to address paving of the walkways and the lower driveway.</li> <li>• <b>Town Office Lighting</b>—Alger would like address improved lightening for the stairs to the lower level in the coming year</li> <li>• <b>Pressure Treated Lumber</b>—Alger noted that there are about 20-25 2”x6”x16’ boards, left over from the bridge decking work last summer, that are beginning to show signs of mildew. Selectboard granted permission for Alger to purchase the boards from the Town for his personal use at the same price the Town paid.</li> </ul>
<p><b>Public Comment</b></p> <p><i>Follow-up: Elliott to contact HPC Chair Dana Cummings for status report</i></p> <p><i>Follow-up: Livak &amp; Elliott to draft letter in response to the PILOT valuation of State land.</i></p>	<p><u><b>Dawn Taylor</b></u></p> <ul style="list-style-type: none"> <li>• <b>Town Plan Valid-Through Date:</b> Taylor asked for a status of findings regarding the valid-through date of the Town Plan that was being researched by Elliott. Elliott reported that this is a gray area given that the Selectboard minutes reflect the intent to pass the plan only for one year (through June 2013) and the CCRPC Board passed their resolution with a notation that the plan would be revised by the end of 2013. After consultation with CCRCPC and VLCT, it appears that since that State statute only provides for a 5-year approval cycle, the plan might still be valid through June 2017, however as indicated by legal staff at VLCT, this has not been tested in a court of law. Christiansen noted that the Board’s expectation is that if a group makes a commitment (as was done by the Planning Commission-HPC) they will fulfill that commitment. Livak stated that the HPC is actively working on the plan – noting that the HPC met with the Conservation Commission recently and they are working hard to have revisions completed before the end of the year. Selectboard requested Elliott contact Dana Cummings for an update on the HPC’s goals and timeframe is vis-à-vis the Town Plan revisions and how they plan to meet those.</li> </ul> <p><u><b>Roman Livak</b></u></p> <ul style="list-style-type: none"> <li>• <b>PILOT Funds:</b> Livak noted that PILOT (Payment In Lieu of Taxes) paid by the State to the Town as compensation for State-owned land is insufficient given the 6,170.33 acres of state land within our borders. The Town has 30-days to respond to the valuation letter received by the Town Clerk on May 28<sup>th</sup>. The State values this land at \$3,193,200—or \$517.50 per acre. Livak will work with Elliott to draft a letter in response to this before the deadline.</li> </ul>
<p><b>Minutes - MOTION</b></p>	<p>Livak moved and Lewis seconded to approve the draft minutes of 05/20/2013. Passed unanimously.</p>
<p><b>Warrants</b></p>	<p>4 warrants were signed as presented.</p>
<p><b>Town Clerk – Heidi Racht</b></p>	<ul style="list-style-type: none"> <li>• <b>Registrations</b>—Racht reported that she has called 60-70 dog owners and Assistant Town Clerk Keller-Butler has called about 20 owners regarding late registrations. Racht would like to post an open letter on the Front Porch Forum from the Town Clerk and Selectboard, and to send a joint letter to owners of previously registered dogs who have not completed registration renewals. So far, about 396 dogs have been registered. Racht recommended proposed rates for</li> </ul>

<p><b>MOTION—DOG REGISTRATION FEE INCREASE</b></p> <p><i>Follow-up: Racht to research Dog Census process &amp; cost</i></p>	<p>2014, which were adopted by the Selectboard. Racht noted that guide/service dogs are exempt from registration fees.</p> <ul style="list-style-type: none"> <li>• <b>Registration Fees</b>—Livak moved and Christiansen seconded that the Town Clerk increase the dog registration fees for 2014 to \$18 for non-spayed/non-neutered dogs and \$12 for spayed/neutered dogs, and that the fine for late registrations (after April 1) be increased to \$27/\$18 respectively. Passed unanimously.</li> <li>• <b>Fines</b>—Racht recommended a stiff fine be imposed for dogs that are identified as being unregistered. No determination was made on how to adjust the fines.</li> <li>• <b>Dog Census</b>—Selectboard requested Racht investigate what is required for conducting a Dog Census – including what the anticipated cost would be.</li> <li>• <b>Training Scholarship</b>—Racht reported that she received scholarships for the NEMCI training scheduled for July 13-19. The balance of \$25 will be paid out of the Town Clerk’s budget.</li> <li>• <b>250<sup>th</sup> Anniversary</b>—Racht has organized a June 7<sup>th</sup> bell ringing at the two churches in town for 6am, noon and 6pm.</li> <li>• <b>Town Office Tree</b>—Racht reported that the office is still very hot and that she would like to have a tree planted out back to provide shade. She has gotten an estimate of \$250 (wholesale cost) for a 3” diameter shade tree. Tree Warden Nate Sands has agreed the cost can be covered by his budget. Selectboard requested Racht confirm the proposed location is okay with the Church. Livak noted that the tree would also help control knotweed, which does not thrive as well in shade.</li> <li>• <b>Grand List</b>—The Grand List has been lodged and letters have been sent by the Listers. As Clerk of the Board of Civil Authority, Racht will coordinate next steps with the BCA.</li> <li>• <b>Petition to Change Zoning Regulations</b>—Racht reported, as Clerk of the Planning Commission (HPC), that Dawn Taylor submitted a petition to the HPC calling for the removal of Zoning Regulation restrictions on additional driveway cuts for accessory dwellings. The petition will be addressed at the next HPC meeting.</li> </ul>
<p><b>Administration &amp; Planning</b></p>	<ul style="list-style-type: none"> <li>• <b>Facilities</b>—Elliott reported on the status of the Town Office painting and parking lot paving.</li> <li>• <b>2013 VTrans Bicycle/Pedestrian Program</b>—Christiansen had requested Elliott research the viability of applying for a grant to study alternatives for bicycle/pedestrian safety prior to the paving of Main Road in the Lower Village. Elliott attended the required VTrans training and has scheduled a meeting with CCRPC transportation planners. The grant is a 90% Federal / 10% Town-match grant and the anticipated cost for the study is \$20,000-\$35,000. Selectboard requested Elliott continue to pursue the grant, which has a deadline of July 26<sup>th</sup>.</li> <li>• <b>Fire Department 2013 PACIF Equipment Grant Award</b>—Fire Chief Tate Jeffrey secured an equipment grant for up to \$4,217.78 for a fire station fire alarm system. No local match required for the grant.</li> <li>• <b>Health Officer Update</b>—Dean Grover agreed to continue serving as Health Officer until Elliott is able to recruit a replacement. Discussions are in process, and Grover is scheduled to meet with a potential candidate. Elliott reported that the Town can appoint a Deputy Health Officer who can serve as a back-up.</li> <li>• <b>CSWD</b>—Christiansen and Livak attended the last Chittenden Solid Waste District board of directors meeting. A public hearing will be held June 12 on proposed fee increases. Tom Morreau will be attending the June 17 Selectboard meeting to review the proposed CSWD 2014 budget.</li> <li>• <b>Camel’s Hump Nordic Ski Association (CHNSA)</b>—a copy of CHNSA’s updated Act 250 permit was received with revised headwater &amp; stream criterion and a map; an outline of work to be done along the lower portion of the Dead River Run</li> </ul>

<p><b>MOTION—VSP TRAFFIC ENFORCEMENT CONTRACT</b></p> <p><i>Follow-up: Elliott to contact HPC for inputs on letter of interest received.</i></p> <p><i>Follow-up: Elliott to send Taylor conflict of interest policy.</i></p> <p><b>MOTION—CREATE BUILDINGS &amp; GROUNDS AD-HOC COMMITTEE</b></p> <p><b>MOTION—APPOINTMENTS TO BUILDINGS &amp; GROUNDS</b></p> <p><i>Follow-up: Elliott to contact Buildings &amp; Grounds Ad-Hoc Committee Members</i></p> <p><i>Follow-up: Elliott to contact Rec Committee; Christiansen to contact Energy Committee regarding open meeting law.</i></p>	<p>trail; the proposed parking lot sketch and site plan; and the revised natural resources and soils maps.</p> <ul style="list-style-type: none"> <li>• <b>2013 Salary &amp; Benefits Report for Town Managers and Administrators</b>—we received the new annual report, produced by the VT Town &amp; City Management Association (VTCMA).</li> <li>• <b>Vermont State Police Contract</b>—VSP submitted a proposed contract which reflects a \$2.64/hour (or \$2,602.80 annual) rate increase for the upcoming year. <ul style="list-style-type: none"> <li>○ Livak moved and Christiansen seconded to enter into a traffic control and enforcement services contract with the Vermont Department of Public Safety for the period of July 1, 2013 through June 30, 2014 in an amount not to exceed \$20,646.80. Passed unanimously.</li> </ul> </li> <li>• <b>Planning Commission Vacancy</b>—The HPC has not yet reviewed the letter of interest from Dawn Taylor. Elliott will contact the Chair to request inputs prior to the June 17 Selectboard meeting, at which time the Selectboard will consider the appointment. Graver asked if Taylor was familiar with the Town’s Conflict of Interest Policy, which she was not. Elliott will send a copy of the policy and statement to Taylor.</li> <li>• <b>Building Committee</b>—The Selectboard noted that Barbara Felitti submitted a letter of concern about the appointment of Don Dresser, who has publically expressed his opinion that the Town Hall should not be supported by the Town. <ul style="list-style-type: none"> <li>○ Livak moved and Graver seconded to create the Buildings and Grounds Ad-Hoc Committee. Passed unanimously.</li> <li>○ Livak moved and Graver seconded to appoint Don Dresser, Ryan Elliott and Nancy Stoddard to the Buildings and Grounds Ad-Hoc Committee. Passed unanimously.</li> <li>○ Elliott was asked to communicate to the new members that the Selectboard is thrilled they are willing to take on this work and request they sign the Conflict of Interest statement. The Board is looking forward to their inputs for the Capital Planning process and will notify the Committee when those dates are set.</li> </ul> </li> <li>• <b>Open Meeting Law: Mandatory posting of agendas &amp; publication of minutes</b>—As a result of our research on the Article 6 Committee, it was made plainly clear to the Selectboard that ALL Town committees, boards and commissions MUST follow Vermont Open Meeting Laws which include the posting of agendas and the publication of minutes (which are to be sent to the Town Clerk for official recording). Christiansen will contact the Energy Committee; Elliott will contact the Recreation Committee.</li> </ul>
<p><b>New Business</b></p> <p><i>Follow-up: Elliott to contact Marshall regarding the Economic Development plan</i></p>	<p><b><u>Town Plan</u></b></p> <ul style="list-style-type: none"> <li>• Livak reported that the Conservation Commission met with the HPC on revisions to the Natural Resources section and noted that Everett Marshall had requested assistance on the Economic Development section. Elliott will contact Marshall to get a copy for Selectboard members to review.</li> </ul>
<p><b>Adjournment</b></p>	<p>Livak moved and Graver seconded to adjourn the meeting at 9:04 pm. Passed unanimously.</p>
	<p>06/03/13 – Meeting date  06/14/13 – Preliminary draft minutes to Selectboard / Clerk, Treasurer &amp; Auditors  06/17/13 – Final minutes approved by Selectboard  06/18/13– Approved minutes sent to Town Clerk</p>