

Town of Huntington — Selectboard Meeting

Monday, June 17, 2013—7:00 pm

Town Office Building - downstairs

APPROVED MINUTES

RECEIVED

DATE

[Handwritten Signature]
July 2, 2013

<p>Agenda</p>	<ul style="list-style-type: none"> • Minutes / Warrants • Public Comment • PUBLIC MEETING: 2013 VTrans Bicycle/Pedestrian Grant Opportunity • Planning Commission Update – Dana Cummings (Chair) • Chittenden Solid Waste District Budget – Tom Morreau (General Manager) • Economic Development – Mark Smith • Town Hall Committee Electrical Work • Administration & Planning: FY 13-14 tax rate; CHSNA ski trail; Appointments; Highway; Facilities; Committee/sub-committees; Correspondence • Personnel Policy Discussion: full-time exempt employees • Other Business: Calendar review
<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>Barbara Elliott (Town Administrator), Heidi Racht (Town Clerk)</p>
<p>Others present</p>	<p>Ruth Blodgett (Times Ink), Edmund Booth, Dave Brautigam, Knox Cummin, Dana Cummings (HPC), Jeff Ferguson, Linda Fickbohm, Peter Keating (CCRPC), Duncan Keir, Tom Morreau (CSWD), Terry Ryan, Mark Smith</p>
<p>Call to order</p>	<p>Christiansen called the meeting to order at 7:02pm.</p>
<p>Minutes - MOTION</p>	<p>Livak moved and Graver seconded to approve the draft minutes of 06/03/2013. Passed unanimously.</p>
<p>Warrants</p>	<p>3 warrants were signed as presented.</p>
<p>Town Tax Rate</p>	<p>The full Selectboard signed the FY 13-14 Town Tax Rate document, prepared by Town Treasurer Dan Stoddard and proofed by Graver, as outlined below:</p> <p>\$ 1,481,811 13-14 budget approved at Town Meeting (\$270,054) less estimated non-tax income (\$46,351) less surplus from FY 11-12 as voted at Town Meeting \$10,305 plus Article 5 – 2013 Plow Truck as approved at Town Meeting * \$10,400 plus Article 6 – Town Clerk’s salary increase as voted at Town Meeting</p> <p><u>\$ 1,175,711 Total Required from Taxes</u> \$219,044,050 Grand List lodged on May 30, 2013 FY2013-2014 Tax Rate: 0.5367</p> <p>* Graver noted the first truck payment would be due in FY 2014/2015.</p>
<p>Town Hall Electrical Work MOTION – EXPENSE APPROVAL</p>	<p>The Town Hall Committee submitted an explanation prior to the meeting as background information for the Selectboard on their facilities budget request for the current year related to electrical work. Graver moved and Barton seconded to authorize the Town Hall Committee to spend \$385 above the current amount budgeted for this fiscal year (FY2012-2013) for electrical work. Passed unanimously.</p>
<p>Public Comment</p>	<p>Bridge Street Dust Control – Jeff Ferguson Representing Bridge Street neighbors living between the two Bridge Street bridges, Ferguson explained that they suffer from extreme dust caused by the 385 cars/day</p>

<p><i>Follow-up: Elliott to discuss Bridge St. dust control with Alger</i></p>	<p>that pass their homes (which are located very close to the road). He noted that it appears that the pulverized asphalt that was applied to the road inhibits the chloride applied by the Road Crew from binding. He asked if something can be done to better control the dust. Duncan Keir asked if there was something significantly different in the road bed between that section of the road and Pond Road, based on how soon after grading pot holes appear on Bridge Street compared to Pond Road.</p> <p>Next Steps: The Selectboard requested Elliott discuss this with Road Foreman Yogi Alger.</p>
<p>PUBLIC MEETING – 2013 VTrans Bicycle/Pedestrian Grant</p>	<p>Chittenden County Regional Planning Commission (CCRPC) Senior Transportation Planner, Peter Keating, attended the public meeting as a technical resource.</p> <p><u>2013 VTrans Bicycle / Pedestrian Grant Opportunity</u></p> <ul style="list-style-type: none"> • The public meeting was called in order to present Townspeople an overview of this grant opportunity and to solicit their input on whether the Town should submit an application for funding a scoping project. • Elliott prepared and distributed an overview of the program intent, project eligibility criteria and local responsibility. • Christiansen explained that Main Road paving is set to begin in the Lower Village in the next 2-3 years. This grant provides an opportunity to develop alternatives for increased bicycle and pedestrian safety through a scoping study for the Lower Village before the paving work commences. • Peter Keating, Senior Transportation Planner with CCRCP, outlined various funding alternatives including this grant (which has a 10% local match), the Transportation Alternatives program (20% local match), and contracting with CCRPC for project work (20% local match). CCRPC has offered to assist with the VTrans Bicycle/Pedestrian grant application as well as with project management should a grant be awarded. Keating stated that a study of the full Main Road corridor would be in the \$50,000+ range and that it would be more favorable to submit a proposal that is restricted to the Lower Village. • Comments/discussion included: <ul style="list-style-type: none"> ○ Christiansen—prefers to start with the Lower Village. We are 6-7 years from being able to do the paving in Huntington Center, and as indicated by Keating, it would be better to focus on the more pressing need to develop a plan for the Lower Village. Christiansen also noted the importance of tying this project into the Town Plan. ○ Graver—noted we need to consider recommendations from the 2008 traffic calming study. He also noted that having a safe connection between the Post Office and community garden would be advantageous. ○ Barton—noted that Terry Boyle and others developed some alternatives for the Lower Village green a number of years ago that could be revisited as part of the study. ○ Livak—questioned if a Lower Village scoping grant would preclude future applications; Keating said he believed that would not be the case. Livak noted that walking in the Lower Village is a nightmare, especially in winter. ○ Fickbohm—asked if sidewalks could be considered (Keating said yes) and noted her preference for having bicycle lanes completely separated from vehicular traffic. ○ Ryan—stated his preference for bicycle lanes to be parallel to roadways. ○ Cummins—asked if the study would only consider roadway bicycle/pedestrian alternatives. Keating said that it could be completely separate but would need to be tied to transportation. The grant does not fund

<p>MOTION – BIKE/PED GRANT APPLICATION AUTHORIZATION</p> <p><i>Follow-up: Elliott to complete application with Keating.</i></p>	<p>'recreational' paths such as trail loops. Based on this, it may be that proposing a scoping study for alternatives that are not tied to the roadway could get complicated.</p> <ul style="list-style-type: none"> ○ Ryan—suggested we contact Richmond and Hinesburg in order to explore/develop interconnecting bicycle lanes. Keating reported that Richmond is currently working on a bicycle connector from Richmond Village to the Interstate. ○ Barton recused herself from further discussions on the grant, given that her firm (Arrowwood) works closely with firms that could be candidates for conducting a scoping study if our grant were funded. ○ The consensus of the Selectboard and public present at the meeting was that people are interested in having the Town submit a grant application. <p>MOTION REGARDING GRANT APPLICATION</p> <p>Graver moved and Livak seconded to authorize the Town Administrator to work with CCRPC to prepare and submit a grant application for the 2013 VTrans Bicycle / Pedestrian Grant Program for a study to develop paving alternatives for Main Road in Huntington's Lower Village, for a project amount not to exceed \$40,000. The Selectboard acknowledges and agrees to the 10% local match required for this grant and authorizes the Chair to submit a letter of support and commitment on behalf of the Town. Passed with 4 members voting and one abstention/recusal (Barton).</p> <p>Next Steps:</p> <p>Elliott will work with Keating on the grant application. Christiansen will provide back-up coverage for Elliott if items remain open while she is on vacation. Application deadline is July 26.</p>
<p>Planning Commission (HPC)</p>	<p>Planning Commission Chair, Dana Cummings, attended to provide updates for the Selectboard on a number of key issues.</p> <p>Town Plan</p> <ul style="list-style-type: none"> • TIMEFRAME: <ul style="list-style-type: none"> ○ Cummings stated the Town Plan rewrite is moving along. The HCP plans to complete their draft, hold their Public Meeting and pass the Plan to the Selectboard prior to the end of the year. They have opted not to develop a calendar identifying target milestones and dates. • DEPENDENCIES: <ul style="list-style-type: none"> ○ Livak noted outstanding issues may be dependent on the finalized plan such as proposed regulation changes or density bonus calculations. • PROCESS: <ul style="list-style-type: none"> ○ Livak noted it would be helpful to have the introduction to the Town Plan available, since it sets the overall tenor of the plan and helps provide cohesion from section to section (which, he noted, currently appears to be lacking). This would set overarching considerations such as whether we want the Town to be a residential community or a light industrial community. ○ Cummings noted that the Town is divided: some want to freeze things as they are now; others want to see economic development. The HPC's plan is to write the individual sections with their goals, policies and objectives and to then tie them together with an introductory text. • FOCUS: <ul style="list-style-type: none"> ○ Cummings stated that members of the HPC are frustrated because they feel the Selectboard is 'holding their feet to the fire' with a deadline.

<p>MOTION – BUDGET APPROVAL</p>	<p>\$4.0 M for replacing essential infrastructure (per the 5-year capital plan) \$1.0 M to comply with government fiscal management standards for cash reserves Discussion also centered on drop-off centers and compost issues.</p> <p>Livak moved and Barton seconded that the Selectboard approve the Chittenden Solid Waste District Fiscal Year 2014 Proposed Budget as outlined in the CSWD budget package of 05/17/2013. Passed unanimously.</p>
<p>Economic Development Committee (EDC) Proposal</p> <p><i>Follow-up: Elliott to research legal framework for ECD</i></p> <p><i>Follow-up: Smith to contact Richmond resources & assess EDC interest of other residents</i></p>	<p>Mark Smith, resident and proprietor of Windekind Farm, presented the Selectboard a handout covering his vision for an Economic Development Committee (EDC) that would be appointed by the Selectboard. His proposal is for a resource-based committee that includes expertise such as marketing, media, construction, finance/accounting, permitting and liaison to the Selectboard. He sees this as one approach toward helping to sustain Huntington’s rural economy.</p> <p><u>Discussion included:</u></p> <ul style="list-style-type: none"> • Legal Framework & Business Association versus Town Committee—Graver questioned whether such a committee falls within State Statue, and if the Committee is to be purely advisory, why it wouldn’t be organized as a Business Association. Smith advocated that being appointed by the Selectboard would add credibility to the committee. Smith also noted that an EDC is tied to a broader community context rather than the more narrow focus of business associations. • Linkages—Graver indicated it might be more appropriate to link the EDC to the HPC based on its potential connection to the Town Plan. Barton countered that the HPC is already stretched with Town Plan rewrite and consideration of issues such as form based code and water/waste water in addition to handling subdivision reviews. • Scope—Livak noted that the definition of ‘economic’ refers also to household management and that focus and representation on the committee should include individuals and not just business people. <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> • Elliott to research the legal framework under which the formation of this committee would fall. (It was noted that Richmond has a town sponsored EDC, however unlike Huntington, they are a chartered town.) • Smith will gather additional information from Larry Bohlen, Heidi Boremann and Amy Lord. He will also speak with others in Huntington to assess interest in participating on an EDC.
<p>Camels Hump Nordic Ski Association (CHNSA)</p>	<p>Dave Brautigam attended to discuss whether the Selectboard supports a cross-country ski trail in the Town Forest and provided a map of current and proposed trails. The potential trail was walked, and the proposed route tweaked, on June 1 by a group that included Selectboard member Dori Barton and Conservation Commission member Jim Sadler. The intent would be to develop groomed trails.</p> <p><u>Discussion points included:</u></p> <ul style="list-style-type: none"> • Lewis—questioned what the Town liability would be. Brautigam stated that CHNSA already lists the Town on their certificate of liability along with some 30 land owners. • Christiansen—noted that he would like people to have access to the Town Forest, which this trail would help provide. • Livak—asked if Town residents would have to pay a fee to use the trails, given that other CHNSA trail land owners are not required to do so. He also questioned

<p><i>Follow-up: Next steps for Brautigam</i></p>	<p>what the benefit for townspeople would be. Brautigam noted that the fee is a suggested donation, and that many land owners voluntarily pay the annual fee. Livak would like to review the Town Management Plan for the forest.</p> <ul style="list-style-type: none"> • Graver—asked if the Town had a right-of-way to the Town Forest. Barton and Christiansen clarified that the ROW is for logging purposes only. Graver also requested a copy of the draft agreement CHNSA would like the Town to sign. • Smith—noted that he is one of the land owners, and that his family happily contributes to CHNSA because it provides them greater access to trails beyond their property. He noted that the trail network is a tremendous resource for the community's economy. • Barton—noted that work in the Town Forest would not necessarily require ditching or grading. • Christiansen—noted that any work that was done would need to be in accordance with accepted best practices for erosion control. • SUMMARY—Selectboard members indicated they are clearly interested in the project and would like to have CHNSA work with the Huntington Conservation Commission (HCC). <p>Next Steps:</p> <ul style="list-style-type: none"> • Brautigam will email Elliott a copy of the draft agreement to forward to the Selectboard. • Brautigam will provide more information on the Act 250 implications of the trail. • Brautigam will contact the HCC.
<p>Personnel Policy</p> <p><i>Follow-up: Sub-Committee to address proposed pay range</i></p>	<p>The Selectboard reviewed recommendations from the sub-committee that is looking at employee compensation models. The Selectboard endorsed the current policy that Fulltime Exempt Employees be compensated a salary and not be eligible for overtime compensation.</p> <p>Next Steps:</p> <p>The Sub-Committee will recommend a pay range for the Road Foreman position followed by outlining expectations and proposing revisions to the job description and employee evaluation.</p>
<p>Administration & Planning</p> <p>MOTION – CREATING A DEPUTY HEALTH OFFICER POSITION</p>	<p><u>FY2013-2014 Compensation Changes</u></p> <p>Based on the budget and articles passed at Town Meeting in March, Elliott prepared a document outlining salary changes to be effective July 1, 2013. The Selectboard signed the document authorizing the Accounts Payable Clerk to implement the salary changes outlined below, effective July 1, 2013.</p> <p style="text-align: center;"><u>2013 SALARY INCREASES for July 1, 2013 – BY DEPARTMENT</u></p> <p>2% COLA Increase: Animal Control Officer Clerks (AP/Payroll, HPC, ZBA, Assistant Town Clerk & Treasurer) Library Director Road Foreman & Road Crew Town Administrator</p> <p>\$1.50/hr + 2% COLA: Listers \$3,500 + 2% COLA: Town Treasurer \$10,400 per Article 6: Town Clerk</p> <p><u>Appointment Policy Changes</u></p> <ul style="list-style-type: none"> • Health Officer: Livak moved and Lewis seconded that in accordance with the provisions established under 18 VSA § 601 the Selectboard recommend the VT Department of Health appointment of a Deputy Health Officer for the Town of Huntington in order to provide backup coverage for the Health Officer. Passed

