

Town of Huntington — Selectboard Meeting

Monday, December 09, 2013—6:30 pm

RECEIVED 
DATE December 17, 2013

Town Office Building - downstairs

APPROVED MINUTES

<p>Agenda</p>	<ul style="list-style-type: none"> • Minutes and Warrants • Public Comment • Highway & Administrative Items: Selectboard decision on proposed Zoning Regulations Change; Information & Technology (operating system, Website Committee); Updates (VTel Wireless proposal, committees, correspondence & communications); New business • 2014-2015 Budget Working Session
<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), Dan Stoddard (Town Treasurer)</p>
<p>Others present</p>	<p>Ruth Blodgett, Gina Crabtree, Dean Grover, Bill Menning, Gordon Miller, Mark Smith, Dan Stoddard, Nancy Stoddard</p>
<p>Call to order</p>	<p>Christiansen called the meeting to order at 6:30 pm.</p>
<p>Minutes (11/18)</p>	<p>Livak moved and Graver seconded to approve the draft minutes of 11/18/2013 as written. Passed with 4 members approving and one abstention (Lewis).</p>
<p>Warrants</p>	<p>4 warrants were signed as presented.</p>
<p>Public Comment</p> <p><i>Follow-up: Selectboard to send suggestions to Menning by 12/20.</i></p>	<p>Reducing Traffic Speed in the Lower Village – Dean Grover</p> <ul style="list-style-type: none"> • Grover sent Chair Christensen a letter on 11/21/13 regarding serious problems with traffic speed in the Lower Village. Grover attended to advocate the addition of radar speed alert signs and speed bumps. He strongly urged the Town consider installing permanent speed tables (like those on Laurel Drive & Shunpike Road in South Burlington) along with adequate warning signs. • Barton noted traffic calming proposals were discussed as part of the Form Based Code meetings, however Grover stated his position that the most effective means of reducing traffic speed would be the installation of speed bumps and that another effective means is the installation of traffic islands. • Livak noted speed bumps can also cause vehicles to go off the road. Grover indicated this is why he advocated lots of signage accompany the bumps. • Lewis noted that the permanent speed bumps/tables installed on Poor Farm Road have been very effective. • The Town received a VTrans grant to develop specific proposals for solutions to be implemented as part of the Main Road paving project. <p>Richmond Rescue Report for the Town Report – Bill Menning</p> <ul style="list-style-type: none"> • Menning is writing Richmond Rescue’s submission for our Town Report, and attended the meeting to ask if there are specific concerns or information the Selectboard would like him to research for and address in the report. • Graver requested an accounting of capital equipment purchases. • Christiansen requested information on future growth, sustainability and plans. • Inputs are due to Menning by December 20th. <p>Proposed Zoning Regulation Change – Gordon Miller</p> <ul style="list-style-type: none"> • Miller presented the Selectboard a letter supporting the proposed change.
<p>Proposed Zoning Regulation</p>	<p>Selectboard decision on proposed Zoning Regulation change</p>

<p>Change</p> <p>MOTION on Proposed Zoning Regulation Change</p>	<p>^ Existing Wording: 5.7.1(3) At least two (2) off-street parking spaces shall be provided for each dwelling unit and no additional access drives are to be created.</p> <p>^ Proposed Wording: 5.7.1(3) At least two (2) off-street parking spaces shall be provided for each dwelling unit.</p> <p>Livak moved and Graver seconded to keep the existing wording for Section 5.7.1(3) of the Zoning Regulations (per the version last amended and approved on July 09, 2012). Passed unanimously.</p>
<p>Information & Technology</p> <p>MOTION on sourcing the server upgrade</p> <p>MOTION on compensation for website conversion project</p>	<p>Operating System Upgrade</p> <ul style="list-style-type: none"> • Stoddard & Graver presented information to the Selectboard on the required server upgrade, given that the current version will no longer be supported. The new server will have more redundancy. • 3 new computers are needed to support Town Office staff/officials since XP/Windows 2003 will no longer be supported after April 2013. We will upgrade to Windows 7. • The combination of these will put us over planned budget for IT expenses. <p>Graver moved and Livak seconded to waive the Purchasing Policy requirements in order to single source the server upgrade. Passed unanimously.</p> <p>Website Committee Request for Compensation</p> <ul style="list-style-type: none"> • The Committee submitted a written request to compensate Keyworth Graphics an additional \$500 for the Town website conversion project based on unanticipated project overages. With this additional compensation, Keyworth will still have contributed over 25 hours of volunteer time to the project. <p>Livak moved and Lewis seconded to authorize an additional payment of \$500 to Keyworth Graphics for the website conversion project. Passed unanimously.</p>
<p>Highway & Administrative Items</p> <p><i>Follow-up: Elliott to draft letter to VTel</i></p> <p><i>Follow-up: Elliott to communicate status back to HPC</i></p>	<p>Highway</p> <ul style="list-style-type: none"> • In between snow storms, the crew is cutting brush in preparation for Spring projects. As an added challenge, Truck 2 had alternator belt problems and Truck 4 blew a hydraulic line today. <p>VTel Wireless Proposed Project</p> <ul style="list-style-type: none"> • Elliott reported on the project timeline and temporary hold as VTel investigates alternate site locations for the proposed Village tower on Main Road. • Selectboard requested Elliott draft a letter stating that the tower should be open to all carriers – regardless of the final site that is selected for their proposal. <p>Huntington Conservation Commission (HCC) Membership</p> <ul style="list-style-type: none"> • Leah Korce submitted her resignation from HCC. Elliott to prepare thank you letter for her service to the Town. It appears there may be additional HCC openings as the co-chair terms are also up. <p>Huntington Planning Commission (HPC) proposal for PC/ZBA → PC/DRB change</p> <ul style="list-style-type: none"> • The Selectboard discussed the HPC's proposal for the Town to move from a Planning Commission (PC) / Zoning Board of Adjustment (ZBA) model to a PC / Development Review Board (DRB) model, and determined that changing the model of planning for the Town is not a minor administrative change – but rather, represents a major scale change that is not an executive decision to be

<p><i>Follow-up: Elliott to research original process used to establish the HPC membership number.</i></p> <p><i>Follow-up: Elliott to contact Fire Chief for more information</i></p>	<p>made by the Selectboard. They believe the next appropriate step in addressing this is for the HPC to propose this change as part of the draft regulation changes that are made after the Town Plan has been passed by the Selectboard (including the 30-day waiting period after the plan is approved). This change, along with other proposed regulation changes, should be proposed and discussed at the public information sessions the HPC holds.</p> <p>HPC Membership</p> <ul style="list-style-type: none"> • The Selectboard requested Elliott research how the Town’s HPC was initially created and how the number of members to serve on the PC was determined (was this by Selectboard vote, a vote at a Town Meeting, or by Australian ballot). Based on the answer to this, the Selectboard will determine next steps for how to address the HPC’s request to reduce the HPC number of members from 7 to 5. <p>Fire Department / EMT Response</p> <ul style="list-style-type: none"> • Elliott was asked to solicit input from the Fire Department / 1st Response team on recent instances where there had apparently been no local response to calls from Dispatch.
<p>2014-2015 Budget Working Session</p> <p><i>Follow-up: See list below</i></p>	<p>Selectboard continued review of the budget line item requests submitted by each department.</p> <p>Follow-up action items include:</p> <ul style="list-style-type: none"> • Stoddard volunteered to modify the budget spreadsheet to reflect subtotals for the operating and capital expense categories in the Fire Department and the Highway budgets. • Stoddard / Elliott will verify PACIF and benefits figures. • Selectboard still needs to address all salary budget line items. It was noted that applying a COLA increase across the board to employees actually leverages more money to those who already make the most money and actually increases gaps that may exist for those who are already ‘under’ compensated. • Chip registry unit – Elliott to see if Animal Control Officer Alexander has additional supporting information to submit. • Highway – need additional input on blacktop projects and garage lighting • Concern expressed regarding the exterior rot in the south east Town Office foundation area • Salary line items will be addressed at the 12/16 meeting following the Article 6 Committee status update. Elliott to request the committee submit materials by Friday 12/13.
<p>Adjournment</p>	<p>Livak moved and Barton seconded to adjourn the meeting at 9:10 pm. Passed unanimously.</p>
	<p>12/09/13 – Meeting date 12/13/13 – Preliminary draft minutes to Selectboard / Clerk, Treasurer & Auditors 12/16/13 – Final minutes approved by Selectboard 12/17/13 – Approved minutes sent to Town Clerk</p>