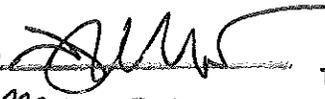


RECEIVED



Town of Huntington — Selectboard Meeting

DATE

May 5, 2014

Monday, April 07, 2014—6:30 pm

Annex – Community Church of Huntington, Huntington Center

APPROVED MINUTES

Agenda	<ul style="list-style-type: none"> • Public Meeting on Bridge 8 Repair/Replacement (Main Rd just south of Moody Road) • Highway Department (Town Highway 9; Grant Opportunities; General Updates) • Public Comment • Minutes and Warrants • Committees-Board-Commissions: Structure & Liaison (Appointments; Finance Sub-Committee; Planning Commission Items; Other Committee-Board-Commission Items) • General Administration & Planning (Correspondence; Annual Calendar & Work Plan; General Updates; Other / New Business) • Wrap-up
Selectboard members present:	Jim Christiansen (Chair), Dori Barton (Vice-Chair), Doug Graver, Roman Livak, Nancy Stoddard
Staff/Officials present	Clinton 'Yogi' Alger (Road Foreman), Barbara Elliott (Town Administrator), Heidi Racht (Town Clerk), Dan Stoddard (Town Treasurer)
Others present	Ruth Blodgett (Times Inkl), Terry Boyle, Andy Carlo, Kerry Cullinan, Knox Cummin, Christine Forde (CCRPC), Diane Gallagher, Sandy Heyman, Craig Johnson, Rose King, Rick Shaughnessey, Gary Sweeny (VTrans), Dawn Taylor, Carol Wildman, Chris Williams (VTrans), Rob Zimmerman
Call to order	Jim Christiansen called the meeting to order at 6:30pm
Public Meeting on Bridge 8 (Main Rd just south of Moody)	<p>Chris Williams, VTrans Structures Project Manager presented VTrans' alternatives for addressing the repair/replacement of Bridge 8. Their preferred alternative is Alternative 3a, to replace the entire bridge on a slightly modified alignment while maintaining traffic on an offsite detour during construction). This qualifies the Town for the lower 5% local share by meeting guidelines for the Accelerated Bridge Construction program. Bypass during bridge closure would be Moody Road → Carse Road → back to Main Road at an added 0.3 miles to the 'through route'. The alternatives presented were as follows:</p> <ul style="list-style-type: none"> • Alt 0 = \$000,000 Do Nothing. • Alt 1 = \$580,000 (Town share: 2.5% = \$14,500) Utilizes offsite detour; super-structure replacement. Construction duration = 3 mos.; bridge closure duration = 2 wks. • Alt 2a = \$2,472,000 (Town share @ 5% = \$123,600) Utilizes offsite detour; existing alignment with 70ft. span. Construction duration = 16 mos.; bridge closure duration = 16 wks. • Alt 2b = \$2,782,000 (Town share @ 10% = \$278,200) Utilizes temporary bridge; existing alignment with 70ft span. Construction duration = 18 mos.; no bridge closure. • Alt 3a = \$3,065,000 (Town share \$ 5% = \$153,250) Utilizes offsite detour; modified alignment 127ft span. Construction duration = 8 mos.; bridge closure duration = 8 wks.

	<ul style="list-style-type: none"> • Alt 3b = \$3,460,000 (Town share @ 10% = \$346,000) Utilizes temp bridge; modified alignment 127ft span. Construction duration = 18 mos.; no bridge closure. • Alt 4 = \$3,297,000 (Town share @ 10% = \$329,700) Utilizes existing bridge during construction; new alignment 135ft span. Construction duration = 15 mos.; no bridge closure. <p>Copies of the VTrans Scoping Report, slides from the public information meeting and future Bridge 8 related VTrans material is available online at the VTrans website (contact the Town Administrator for the link). Comments from the community on the alternatives presented can be submitted to the Town Administrator, who will forward them on to the Selectboard and VTrans.</p> <p>The Selectboard received written comment from Hilton Jones and Steve Eustis.</p>
<p>Highway Department</p>	<p><u>Town Highway 9 (Class 4)</u></p> <ul style="list-style-type: none"> • The Selectboard invited the owners of the camp on TH9 (Craig Johnson and Rick Shaughnessey) to comment on the status of access to their property. • Johnson stated that the family has had the hunting camp since 1950 and would like to rebuild. He indicated that the culvert is actually still in place and that it appears that the debris could be cleared out and the access restored. • Alger noted repair/replacement quotes range from \$50,000 to \$120,000. • Andy Carlo, spokesperson for Jones Trust (owners of the timberland) stated that their intent is to leave the existing culvert in place and borrow a culvert from the Town to utilize for overflow when they build the temporary silviculture access approved by the Selectboard. • Johnson asked why the replacement constructed by Jones Trust could not be left as permanent access. The Selectboard explained that permitting for silviculture access would not allow for a permanent structure. A permanent structure would need to follow all state/environmental permitting requirements – which would be much more extensive that what is required for silviculture access. • Questions were raised regarding whether a precedent would be set by the Town doing work on TH9 since it is a Class 4 road and the Town does not maintain Class 4 roads. It was noted that the Town can be the applicant on behalf of residents for certain funding alternatives (such as Hazard Mitigation). • Selectboard recommended Johnson contact Chris Brunelle from ANR as well as the Army Corp of Engineers. <p><u>Grants</u></p> <ul style="list-style-type: none"> • Alger and Elliott will be pulling together VTrans Structures grant applications. It's important to have a queue of projects lined up with VTrans in the event funding becomes available. Possible locations include: Culvert 10 by Birds of VT Museum on Sherman Hollow (TH5); Culvert 25A near 5359 Main Road (TH1) by Todd & Lori Weston; Culvert 26 near 5395 Main Road (TH1) by Ken Pillsbury; Culvert 14 by 1070 Texas Hill Road (TH10) by Ellie Pasho; Culvert 01- the first culvert on Handy Road (TH14); Culvert 28 on Main Road (TH1) near Shaker Mt. Road; and possibly the box culvert on Texas Hill Circle. They are also investigating a settlement pond Better Back Roads grant near 3965 Main Road (TH1) by Joe & Beverly Spence. • The first installment of FEMA reimbursement for damages incurred as a result of the July 3 storm has been received in the amount of: \$233,922.68.
<p>Public Comment</p>	<p>No public comment was offered.</p>

<p>Minutes (03/17/2014) - MOTION</p>	<p>MOTION: Livak moved and Barton seconded to approve the draft minutes of 03/17/2014 as presented. Passed unanimously.</p>
<p>Warrants</p>	<p>7 warrants were signed as presented.</p>
<p>Committees-Boards- Commissions: Structure & Liaison</p> <p>MOTION: PLANNING COMMISSION APPOINTMENT</p> <p>MOTION: GENERAL APPOINTMENTS</p> <p><i>Follow-up: Elliott & Stoddard to meet regarding CCRPC</i></p> <p><i>Follow-up: Elliott to contact Energy Committee members</i></p>	<p><u>Planning Commission Appointment</u></p> <ul style="list-style-type: none"> • MOTION: Livak moved and N. Stoddard seconded that, in accordance with the recommendation from the Huntington Planning Commission dated April 3, 2014, the Huntington Selectboard appoint Terry Ryan to fill the Huntington Planning Commission vacancy until March 3, 2015. Passed unanimously. <p><u>General Appointments</u></p> <ul style="list-style-type: none"> • MOTION: Livak moved and Graver seconded that the Huntington Selectboard make the following appointments: <ul style="list-style-type: none"> ○ Heidi Racht – Enhanced E-911 – indefinite term ○ Nate Sands – Tree Warden – 1 year term ending March 2015 ○ Dori Barton - Americans With Disabilities Coordinator – 1 year term ending March 2015 ○ Jim Christiansen (Representative) and Roman Livak (alternate) – Chittenden Solid Waste District – 2 year terms ending May 2016 ○ Jim Christiansen, Doug Graver & Roman Livak – Fence Viewers – 1 year terms ending march 2015 ○ Nancy Stoddard – Inspector of Shingles – 1 year term ending March 2015 ○ Roman Livak – Town Grand Juror – 1 year term ending March 2015 ○ Dori Barton – Weigher of Coal – 1 year term ending March 2015 <p>Passed unanimously.</p> <p>N. Stoddard will meet with Elliott regarding the openings on the Chittenden County Regional Planning Commission (CCRPC).</p> <p><u>General Update / Framework</u></p> <ul style="list-style-type: none"> • The Selectboard is reviewing committee appointment status and will be working to help document the ‘charters’ of appointed committees (purpose, process, products). <p><u>Energy Committee</u></p> <ul style="list-style-type: none"> • Livak reported that the Energy Committee chair, Jim Hildebran, has said he is no longer able to continue working on the committee. • Committee member Dan Stoddard indicated he is interested in continuing to serve on the committee and that he had spoken with committee member Ross Ogilvie, who is also interested in staying on the committee. Ogilvie also indicated he would be willing to act as chair if one is needed. • Selectboard requested Elliott contact the other committee members to thank them for their service, let them know that the Selectboard will be going through a process with the committee (as they are doing with other committees/sub-committees) of defining/redefining the committee’s ‘charter’. Elliott will request members let the Selectboard know by 4/27 if they are interested in continuing to serve on the Energy Committee <p><u>Finance Sub-Committee</u></p> <ul style="list-style-type: none"> • Nancy Stoddard presented the draft charter she, Doug Graver and Dan Stoddard prepared. • Livak questioned why an 8-year Capital Plan was planned and what the Sub-

MOTION: CREATION OF FINANCE SUB-COMMITTEE

MOTION: FINANCE SUB-COMMITTEE APPOINTMENTS

Follow-up: Town Plan Public Hearing – May 5th @ 6pm (Posting & advertising, review rules of procedure)

Follow-up: PC/ZBA → PC/DRB Public Information Meeting – May 19th @ 6:30pm

Committee sees as the difference between a Capital Plan and a Capital Project. N. Stoddard stated that 8 years is not a hard number and could be modified. The Sub-Committee would like to work with the Planning Commission on recommending capital expenditure priorities.

- Graver stressed that the Sub-Committee would act strictly in an advisory role to the Selectboard and not make decisions on behalf of the Selectboard.
- **MOTION:** Graver moved and Christiansen seconded that the Huntington Selectboard create an advisory Finance Sub-Committee as outlined in the "Finance Sub-Committee Purpose" document presented to the Selectboard April 14, 2014. Passed unanimously.
- **MOTION:** Graver moved and Christiansen seconded to appoint the following individuals to the Finance Sub-Committee:
 - Nancy Stoddard – Chair and representative from the Selectboard
 - Doug Graver – representative from the Selectboard
 - Dan Stoddard – Town Treasurer
 - Barbara Elliott – Staff Support
 - And other resources as identified by the sub-committeePassed unanimously.

Planning Commission Items

- **Town Plan**
 - The Selectboard scheduled their public hearing on the Town Plan for May 5th at 6:00pm. Graver requested the Selectboard review the Rules of Procedure at the beginning of the meeting. Selectboard requested the hearing be advertised on the sandwich boards.
- **Proposal to move from a ZBA to a DRB**
 - The Selectboard scheduled their public information meeting on moving from the PC/ZBA planning structure to a PC/DRB planning structure for May 19th at 6:30pm.

Other Committees-Boards-Commissions

- **250th Anniversary Field Days Celebration (June 7th 10am-2 or 3pm)**

Holly Stadler is heading up the Field Days Celebration Committee. The Recreation Committee will be contacted to see if they will 'sponsor' the event. In response to questions posed by the Field Days Committee, the Selectboard determined:

 - Timing of the event (date/time) is great.
 - They have authorized use of the Vermont State Police traffic enforcement contract for assistance with traffic flow. The committee should work with Elliott on this.
 - Placement of tents should be under the direction of the Recreation Committee.
 - Alcohol should not be served / sold at the event.
 - The committee can direct cash/check payments for donations to the Town.
 - The Selectboard noted their appreciation that Stadler has taken the lead on organizing this great community event.
- **Time Capsule**

Knox Cummin is heading up the Time Capsule project in association with the 250th Field Days. Details on when the capsule would be opened, what would be stored in it, how big it would be, etc. are pending. In response to questions posed, the

<p>MOTION: \$100 TIME CAPSULE CONTRIBUTION</p> <p>MOTION: AUDIO-RECORDING SELECTBOARD MEETINGS (motion failed to pass)</p> <p><i>Follow-up: N Stoddard to contact VLCT re: Best Practice</i></p>	<p>Selectboard determined:</p> <ul style="list-style-type: none"> o Storage in the Town Vault is preferable to planting the capsule outside. Racht agreed that there would be space in the vault for this. o MOTION: Stoddard moved and Graver seconded to give \$100 toward the purchase/construction of a time capsule as part of the 250th Field Days Celebration. <p><u>Audio Recording of Selectboard Meetings</u></p> <p>MOTION: Livak moved and Graver seconded that the Huntington Selectboard continue the current practice of not audio-recording Selectboard meetings unless the board otherwise decides to do so for a specific meeting on an exception basis. Motion failed with 2 members voting in favor (Livak & Graver) and 3 members opposed (N. Stoddard, Barton, Christiansen).</p> <p>Discussion included:</p> <ul style="list-style-type: none"> • N Stoddard stated that at the VLCT Selectboard Institute she attended, the practice of audio recording was reported to be a ‘best practice’. • Anyone who attends a Selectboard meeting is free to record the meeting if they so choose. • The Selectboard stated that if meetings are recorded, the Selectboard would not provide transcripts based on the audio recordings. • If the practice of audio recording meetings is put in place, we should have archival policies (audio format to be used; length of time to store recordings). <p>N. Stoddard volunteered to follow-up with VLCT on why they believe this is a best practice and what policies they recommend having in place for this.</p> <p><u>Rules of Procedure</u></p> <ul style="list-style-type: none"> • Selectboard signed the Rules of Procedure document adopted at the 03/17/2014 Selectboard meeting. <p><u>Conflict of Interest Policy</u></p> <ul style="list-style-type: none"> • Selectboard signed the Conflict of Interest Policy adopted at the 03/17/2014 Selectboard meeting.
<p>Administration & Planning</p> <p>MOTION: CORRESPONDENCE TO DAWN TAYLOR</p> <p>MOTION: Eastern Tandem Rally</p> <p><i>Follow up: Elliott to contact ETR</i></p>	<p><u>Correspondence</u></p> <ul style="list-style-type: none"> • <u>Dawn Taylor:</u> Selectboard reviewed the draft response prepared by Christiansen and Elliott to the questions posed by Dawn Taylor at the 03/03/2014 Selectboard meeting. MOTION: Livak moved and Barton seconded that the response to Dawn Taylor’s questions as drafted be signed by the Selectboard chair. Passed unanimously. • <u>BPMS School Board:</u> Christiansen and Elliott drafted and sent a letter to the BPMS school board regarding the proposed unified union district. • <u>Eastern Tandem Rally:</u> ETR has planned a rally in Huntington for 7/12-20/14. Livak moved and Stoddard seconded that the Town Administrator correspond with ETR wishing them a successful event and notifying them that they are responsible for traffic enforcement, providing a certificate of liability, that the Town cannot be responsible for communicating unanticipated road work, and that they will need to perform their own analysis of potential course obstacles. Passed unanimously. • <u>James Martin:</u> The Selectboard was copied on a letter Martin sent to Vermont Electric regarding alleged damages. Elliott to follow up with Alger regarding Martin’s claim of the potential of future damage to Delfrate Road.

<p><i>Follow-up: Employee evaluations</i></p> <p><i>Follow-up: N Stoddard / Elliott to develop strategic planning proposal for 4/28</i></p>	<p><u>Employee Evaluations</u></p> <ul style="list-style-type: none"> • Selectboard requested Alger submit his employees' evaluations to the Selectboard no later than 05/26/2014. Elliott should prepare individual packets for Selectboard members with the new & previous year evaluations. • Alger's evaluation is scheduled for 6:30pm on 06/02/14 followed by a review of the Road Crew evaluations. Elliott's evaluation is scheduled for 6:00pm on 06/02/14. <p><u>Selectboard Work Plan</u></p> <p>N. Stoddard will work with Elliott to develop a concrete proposal for addressing the Selectboard's work plan which may include a special 'retreat' for the purpose of strategic planning. This planning session could be held outside of the regularly scheduled Selectboard meetings, perhaps for 4 hours on a Saturday. The meeting would follow the VT Open Meeting Laws and be open to the public. Graver requested it incorporate ideas for how to best utilize Selectboard members' time and how to get better control over Selectboard meetings.</p>
<p>Adjournment – MOTION</p>	<p>Livak moved and Graver seconded to adjourn the meeting at 9:40pm. Passed unanimously.</p>
	<p>04/07/14 – Meeting date 04/13/14 – Preliminary draft minutes to Selectboard / Clerk, Treasurer & Auditors 04/28/14 – Final minutes approved by Selectboard 05/02/14 – Approved minutes sent to Town Clerk</p>