

Received for Record

May 7, 2014

  
Town Clerk

Town of Huntington — Selectboard Meeting

Monday, April 28, 2014—6:30 pm

Town Office - downstairs

APPROVED MINUTES

<b>Agenda</b>	<ul style="list-style-type: none"><li>• Highway Department (Bridge 8-Main Rd just south of Moody Rd-alternatives; Bridge inspection summary reports; Mailbox replacement policy; General updates</li><li>• Public Comment</li><li>• Minutes (04/07/14 and 04/16/14) and Warrants</li><li>• Committees-Board-Commissions: Structure &amp; Liaison (Town Hall Committee – VCDP grant &amp; roof replacement grant; Appointment signatures; Retreat/ Strategic Planning Sub-Committee; Planning Commission Items; Other Committee-Board-Commission Items)</li><li>• General Administration &amp; Planning (Act 250 notice for Jenness application; Correspondence; General Updates; Other / New Business)</li><li>• Wrap-up</li></ul>
<b>Selectboard members present:</b>	Jim Christiansen (Chair), Dori Barton (Vice-Chair), Doug Graver, Roman Livak, Nancy Stoddard (via Skype)
<b>Staff/Officials present</b>	Barbara Elliott (Town Administrator)
<b>Others present</b>	Ruth Blodgett (Times Inkt), Dave Clark, Knox Cummin, Barbara Felitti, Brett Lindemuth, Dawn Taylor
<b>Call to order</b>	Jim Christiansen called the meeting to order at 6:32pm
<b>Highway Department</b>	<p><b>Bridge 8 – Main Road just south of Moody Road</b></p> <ul style="list-style-type: none"><li>• Selectboard will make a decision at the May 5, 2014 meeting on the Bridge 8 alternative to pursue for the next phase of development (conceptual plans).</li><li>• It was noted that construction for the new bridge is 3-4 years away.</li><li>• The current preference expressed by Selectboard members, the Road Foreman and one of the adjoining property owners (as expressed at the public meeting) favors Alternative 3A—which is the alternative for a new structure on a modified horizontal and vertical alignment, 127 ft. span, with traffic maintained on an off-site detour, and integral abutments. This alternative has a total estimated cost of \$3,065,000, with eligibility for the minimum 5% Town match amount that is available (or \$153,250). Project duration = 8 months; construction duration = 18 months; road closure duration = 8 weeks).</li><li>• Graver noted the importance of getting the word out early that this option requires closing the current bridge for 8 weeks and re-routing vehicular traffic onto Moody &amp; Carse Roads. Heavy truck traffic would require a longer detour (Hinesburg Hollow – Rt 116 – Rt. 17).</li><li>• Stoddard noted the importance of communicating that the bridge closure allows the Town to take advantage of the 5% local match option, while utilizing a temporary bridge would significantly increase the local match requirement (from 5% to 10% - equating to an additional \$153,250 for alternative 3A if a temporary bridge is utilized).</li></ul> <p><b>VTrans Bridge Summary Inspection Reports</b></p> <ul style="list-style-type: none"><li>• Annual inspection summary reports from the State were received for 13 Town</li></ul>

<p><i>Follow-up: Alger to investigate conditions reported in the Bridge summaries.</i></p> <p><i>Follow-up: Elliott to research mailbox policies in other towns.</i></p> <p><i>Follow-up: Alger - staff evaluations due 05/26/14.</i></p>	<p>bridges inspected in 2013. As required by the State, the Selectboard signed the statement acknowledging that the reports were received, reviewed, and shared with those individuals charged with preventative and routine maintenance of the structures.</p> <ul style="list-style-type: none"> <li>• Livak noted that based on the recommendations presented, maintenance for Bridges 40 (Carse Road) and 11 (Bridge Street) need to be examined. Also, given the newness of Bridge 40, we should investigate if there was something defective about the construction work.</li> </ul> <p><b>Mailbox Replacement Policy Discussion</b></p> <ul style="list-style-type: none"> <li>• Currently the Town does not have a formal mailbox replacement, repair, reimbursement policy for mailboxes that are damaged during winter storms. Concern was raised by Dave Clark about having a formal policy in place.</li> <li>• Elliott reported that it is often difficult to assess what caused the damage. Most boxes are in the Town right-of-way and get damaged by the force of the snow coming off the plows. The mailbox height may not high enough to prevent damage by the plow wings or the posts may be old. Staff recommended that a policy be drafted stating that the Town, as a rule, does not repair, replace or reimburse residents for damaged mailboxes but that in rare circumstances, and at the discretion of the Road Foreman, exceptions to the policy may be granted. Clark responded that the staff recommendation was arbitrary and capricious.</li> <li>• Stoddard asked for data on what other Towns have for their policies. Elliott will research this and get back to the board.</li> </ul> <p><b>Staff evaluations</b></p> <ul style="list-style-type: none"> <li>• Alger will have his staff evaluation packets to the Board for May 26<sup>th</sup>.</li> </ul>
<p><b>Public Comment</b></p>	<p><b>Bridge Information</b></p> <ul style="list-style-type: none"> <li>• Blodgett requested clarification on the number of bridges in town. Livak reported there are 43 bridges with spans that are greater than or equal to 20’.</li> <li>• Blodgett asked if Huntington has the highest number of town bridges in the state. Livak replied that we have the most in Chittenden County and that he believes we are among the top 5 or so towns statewide.</li> </ul> <p><b>Energy Committee</b></p> <ul style="list-style-type: none"> <li>• Felitti asked for a status of the Energy Committee. Elliott reported that on behalf of the Selectboard she has contacted committee members to assess their continued interest. Stoddard has volunteered to work with the Committee on developing an updated charter (purpose, process, products/activities/outcomes).</li> </ul> <p><b>Postings</b></p> <ul style="list-style-type: none"> <li>• Taylor asked about the process for postings in Town, noting that the website does not always have all meetings advertised. Christiansen noted that different meetings have different posting requirements and that as a courtesy, we often ‘over post’ meaning we advertise more than required by State statute. Stoddard noted that the website is managed by volunteers and said that she would be happy to have Taylor work with the team in order to improve website communication.</li> </ul> <p><b>Building Permits</b></p> <ul style="list-style-type: none"> <li>• Lindemuth raised issues regarding properties on Bert White Road he alleged</li> </ul>

<p><i>Follow-up: Elliott to contact the Zoning Administrative Officer &amp; research Selectboard/Planning Commission responsibilities.</i></p>	<p>either have an 'outdated' building permit or for which no building permit was issued. Regarding the White property, Lindemuth stated he would follow up with the Zoning Administrative Officer regarding his assertion that the permit is outdated and concerns regarding an apparent open waterline ditch. Barton noted that Lindemuth could also speak with the town Health Officer regarding wastewater concerns. Lindemuth further stated that while he did not have all the facts, he understands that a building permit was not issued for new construction by the Smiths. Lindemuth stated he finds it difficult to understand how this could have been overlooked, given Mark Smith's role on both the Zoning Board of Adjustment and the Planning Commission.</p> <ul style="list-style-type: none"> <li>Christiansen requested Elliott contact the Zoning Administrative Officer for additional information, and to seek clarification on the responsibilities of the Selectboard and Planning Commission regarding the building permits. Livak noted that enforcement is through the Zoning Administrative Officer and that the Selectboard becomes involved only in issues that go to court.</li> </ul>
<p><b>Minutes (04/07/14 and 04/16/14) - MOTION</b></p>	<p><b>MOTION:</b> Livak moved and Stoddard seconded to approve the draft minutes of both April 7, 2014 and April 16, 2014 as presented. Passed unanimously.</p>
<p><b>Warrants</b></p>	<p>4 warrants were signed as presented.</p>
<p><b>Committees-Boards-Commissions: Structure &amp; Liaison</b></p> <p><b>RESOLUTION: VCDP grant</b></p> <p><i>Follow-up: Elliott to run the proposed building contract by Town counsel</i></p> <p><i>Follow-up: Elliott to schedule THC for May 5 Selectboard meeting</i></p> <p><i>Follow-up: Selectboard to review strategic planning documents and rank priorities on the spreadsheet</i></p> <p><i>Follow-up: Elliott to poll Selectboard for retreat dates</i></p>	<p><b><u>Town Hall Committee</u></b></p> <ul style="list-style-type: none"> <li>Felitti presented the Selectboard with a draft resolution regarding approval of the Vermont Community Develop Program grant application which was signed by the Selectboard. The Selectboard signed the resolution. Elliott will sign the contract as required by VCDP.</li> <li>Felitti reported that the Committee is developing a proposed contract and would like to have it reviewed by the Town counsel. Selectboard agreed, and requested Elliott pass the proposed contract on to Jim Carroll.</li> <li>Felitti reported that the Committee is applying for a Vermont Housing and Conservation Board grant for work on the building roof, insulation, storm windows and perhaps some sheetrock work and wiring. The timeframe for the grant is the end of May or beginning of June. The Committee has requested to be on the Selectboard agenda for May 5 to discuss this grant in detail.</li> <li>Felitti reported that the Town Hall Committee has a sub-group that will be visiting other Town Halls in the state as they move forward with developing a comprehensive business plan.</li> </ul> <p><b><u>General Appointments</u></b></p> <ul style="list-style-type: none"> <li>Selectboard signed appointment paperwork for appointments approved at the previous regular Selectboard meeting.</li> </ul> <p><b><u>Retreat / Strategic Planning</u></b></p> <ul style="list-style-type: none"> <li>Stoddard and Elliott presented a draft proposal for a Selectboard Retreat that covered the purpose and outcomes along with a spread sheet to use for developing work priorities for the Selectboard. These would also be used by staff to align their work to the goals established by the Selectboard.</li> <li>Selectboard members will look the information over in detail to determine gaps and to rank items they believe are either mandatory or a high priority to accomplish by July 1, 2015.</li> <li>Elliott will poll Selectboard members to determine a 4-hour block of time for a weekend Selectboard meeting to focus on Strategic Planning, which will be facilitated by Stoddard.</li> </ul>

<p><i>Follow-up: Town Plan Public Hearing – May 5<sup>th</sup> @ 6pm (Posting &amp; advertising, review rules of procedure)</i></p> <p><i>Follow-up: PC/ZBA → PC/DRB Public Information Meeting – May 19<sup>th</sup> @ 6:30pm</i></p>	<p><b><u>Planning Commission Items</u></b></p> <ul style="list-style-type: none"> <li>• <b>Town Plan</b> <ul style="list-style-type: none"> <li>○ The hearing purpose is for people to share their comments on the proposed Town Plan. It is not a time for debate or discussion of the merits of the plan or its components.</li> <li>○ Christiansen will facilitate the hearing, providing an introduction and a review of the meeting ground rules. Knox Cummin will provide an introduction from the Planning Commission on the process to date and a summary of the differences between the current plan and the proposed plan.</li> <li>○ Written comments will be accepted by the Selectboard on the draft Town Plan until noon on Thursday May 15<sup>th</sup>. The Selectboard plans to vote on the proposed plan at their May 19<sup>th</sup> meeting.</li> <li>○ Selectboard noted that in the future they would like to have documents such as the Town Plan available in Word format.</li> </ul> </li> <li>• <b>Proposal to move from a ZBA to a DRB</b> <ul style="list-style-type: none"> <li>○ The Selectboard has scheduled their public information meeting on moving from the PC/ZBA planning structure to a PC/DRB planning structure for May 19<sup>th</sup> at 6:30pm (at the Community Church Annex). Written comments will be accepted by the Selectboard until noon on May 29<sup>th</sup>. The Selectboard plans to vote on the proposed change at their June 2<sup>nd</sup> meeting.</li> <li>○ Christiansen will facilitate the public meeting, providing the framework, guidelines and process. Cummin will give an introduction from the Planning Commission. Lee Krohn from CCRPC will give an overview of why towns are moving to the DRB model and answer questions on the DRB structure. The meeting will then be opened for public comment.</li> <li>○ It was stressed that comments are to be limited to the PC/ZBA—PC/DRB model. The purpose of the public hearing is not to entertain comments on other aspects of the Zoning or Sub-division Regulations.</li> </ul> </li> </ul>
<p><b>Administration &amp; Planning</b></p>	<p><b><u>Correspondence</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>ACT 250</u></b> – The Town received notice of the Jenness Act 250 Application for connecting a proposed new driveway to Shaker Meadows Home Owners Association’s subdivision access driveway. The deadline for comments from the Town is May 13, 2014. The Selectboard declined to offer comments.</li> </ul>
<p><b>Adjournment – MOTION</b></p>	<p>Livak moved and Graver seconded to adjourn the meeting at 8:40pm. Passed unanimously.</p>
	<p>04/28/14 – Meeting date  05/03/14 – Preliminary draft minutes to Selectboard / Clerk, Treasurer &amp; Auditors  05/05/14 – Final minutes approved by Selectboard  05/06/14 – Approved minutes sent to Town Clerk</p>