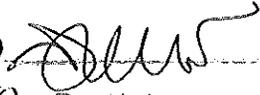


Town of Huntington — Selectboard Meeting

Monday, July 21, 2014—7:00 pm

Town Office - downstairs

APPROVED MINUTES

RECEIVED   
DATE 8.7.14

<p><b>Agenda</b></p>	<ul style="list-style-type: none"> <li>• Public Comment</li> <li>• Highway Department             <ul style="list-style-type: none"> <li>○ Bridge Street Repair/Resurfacing</li> <li>○ VTrans Request for Public Meeting For Bridge 8 Conceptual Plans</li> <li>○ VTrans Bike/Pedestrian Study for Lower Village</li> </ul> </li> <li>• Commissions-Boards-Committees             <ul style="list-style-type: none"> <li>○ Energy Committee – proposed charter; request for appointments</li> <li>○ Conservation Commission – request for appointment</li> <li>○ Development Review Board – request for appointment; kick-off meeting 7/22</li> <li>○ Finance Committee – Capital Improvement Plan (CIP)</li> </ul> </li> <li>• Administration &amp; Planning             <ul style="list-style-type: none"> <li>○ Town Plan Next Steps</li> <li>○ Warrants</li> <li>○ Approval of Minutes</li> <li>○ Correspondence – Bike for Barn; Race 4 Sundaes; Village Green Trash</li> </ul> </li> </ul>
<p><b>Members present:</b></p>	<p>Jim Christiansen (Chair), Dori Barton (Vice-Chair), Doug Graver, Roman Livak, Nancy Stoddard</p>
<p><b>Staff/Officials present</b></p>	<p>Clinton 'Yogi' Alger (Road Foreman), Barbara Elliott (Town Administrator), Heidi Racht (Town Clerk), Dan Stoddard (Town Treasurer)</p>
<p><b>Others present</b></p>	<p>Ruth Blodgett (Times Ink! Reporter), Melissa Hoffman, Bill Menning, Dave Merchant, Ross Ogilvie, Shawn Smith</p>
<p><b>Call to order</b></p>	<p>Christiansen called the meeting to order at 7:07 pm</p>
<p><b>Public Comment</b></p>	<p><b>Shawn Smith/Melissa Hoffman – Concern Regarding Traps Being Used in Town</b></p> <ul style="list-style-type: none"> <li>• Melissa Hoffman and Shawn Smith (Camels Hump Road) attended the meeting in order to make the Selectboard aware of trapping occurring on land (formerly owned by Bland) that is adjacent to their property. They are concerned for the safety of residents—including children from the school—who use hiking trails on the property as well as for the safety of domestic animals and wildlife.</li> <li>• A photograph of a trapping warning sign which reads: “ENTERING TRAPPING AREA * USE CAUTION* Foothold: BODYGRIPPER: TRAPS IN USE” was presented.</li> <li>• No action from the Selectboard was requested, but Smith and Hoffman wanted the Selectboard to be aware of this potential public safety issue.</li> <li>• Smith stated that they do not know who is doing the trapping. They are trying to reach the property owner to determine if permission was granted for trapping and they have also contacted the State Game Warden for this area.</li> </ul> <p><b>Dave Merchant – Concern Regarding Neighbor’s Fence</b></p> <ul style="list-style-type: none"> <li>• Merchant, who lives at 225 Huntington Woods, stated that a fence constructed by his neighbor (at 245 Huntington Woods) is a safety issue because it blocks visibility to traffic when exiting his driveway.</li> </ul>

<p><i>Follow-up: Alger to request fence at 245 Huntington Woods be moved</i></p>	<ul style="list-style-type: none"> <li>Alger will speak with the residents of 245 Huntington Woods and request the fence, which is 10 feet from the edge of the road and 4 feet within the Town's Right-of-Way (ROW), be moved or modified to eliminate the visibility problem.</li> </ul> <p><b>Town Treasurer</b></p> <ul style="list-style-type: none"> <li>Dan Stoddard announced that he will not be seeking an additional term in March 2015 as Town Treasurer. While reluctant to see him leave, unanimous appreciation was expressed by the Selectboard for the many significant contributions he has made during his tenure as Town Treasurer.</li> </ul>
<p><b>Highway Department</b></p> <p><i>Follow-up: Selectboard to be provided Town Meeting minutes re: paving approvals</i></p> <p><i>Follow-up: Livak to consult with HCC about creating a wild parsnip map</i></p> <p><i>Follow-up: Elliott to confirm Public Hearing date for Bridge 8 and communicate to adjacent landowners</i></p>	<p><b>Bridge Street Resurfacing</b></p> <ul style="list-style-type: none"> <li>Alger plans to address the resurfacing of Bridge Street on August 4. The decision was made to resurface Bridge Street with the blue shur-pack at this time rather than paving the road.</li> <li>Christiansen expressed concern about potential drainage problems occurring if the road is paved and would like to wait until the Lower Village Transportation Study is complete to make that decision. N. Stoddard stressed the importance of looking at long-term costs to make sure cost-effective decisions are made.</li> <li>Racht noted that there was a vote at a previous Town Meeting that the Town would not pave or prepare to pave new or additional roads without voter approval. Christiansen noted that voter approval of a Town budget paving line item could be considered as voter approval. It was requested that the minutes from the referenced vote be provided to the Selectboard.</li> </ul> <p><b>Wild Parsnip</b></p> <ul style="list-style-type: none"> <li>It was suggested that the Conservation Commission (HCC) may want to make a map of the dense roadside wild parsnip areas so that it can be used as a mowing guide for next summer. Livak will communicate this back to the HCC.</li> </ul> <p><b>Request for Public Meeting on Bridge 8 (Main Road just south of Moody Road) Conceptual Plans</b></p> <ul style="list-style-type: none"> <li>Livak moved and Graver seconded that the Huntington Selectboard schedule a public hearing to be held on September 15 from 6:30pm to 8pm for the purpose of reviewing and commenting on the conceptual plans for Bridge 8 and that notification of this meeting be sent to all adjoining land owners. Passed unanimously.</li> <li>Elliott will confirm VTrans availability for the proposed date/time.</li> <li>Graver requested it be made abundantly clear in communications with townspeople that the proposed plan does not include utilizing a temporary bridge during construction – which means the bridge on Main Road will be closed to all traffic and detours will be necessary for approximately 8 weeks. Closing the bridge reduces the Town's share of the estimated \$3,065,000 bridge work from 10% down to 5%.</li> </ul> <p><b>VTrans Bike/Pedestrian Transportation Study for the Lower Village</b></p> <ul style="list-style-type: none"> <li>Elliott reminded the board that the Public Input meeting for the Lower Village study is scheduled for Tuesday, July 29 at 7pm at the UMH/Library.</li> </ul>
<p><b>Commissions – Boards – Committees</b></p>	<p><b>Energy Committee</b></p> <ul style="list-style-type: none"> <li>Ross Ogilvie presented a proposed Energy Committee charter drafted by a group of residents interested in 'reinventing / reorganizing' the Committee.</li> <li><b>Proposed purpose:</b> To become the Town Committee that leads and engages (motivates and educates) the community in energy savings through</li> </ul>

<p><b>MOTION: RE-FORM ENERGY COMMITTEE (7 MEMBERS)</b></p> <p><b>MOTION : ACCEPT ENERGY COMMITTEE CHARTER</b></p> <p><b>MOTION: APPOINTMENTS</b></p>	<p>conservation, efficiency and renewable generation.</p> <ul style="list-style-type: none"> <li>• <b>MOTION:</b> Livak moved and Barton seconded that the Huntington Selectboard re-form the Energy Committee with up to 7 members. Passed unanimously.</li> <li>• <b>MOTION:</b> Livak moved and Barton seconded to accept the draft Energy Committee charter as proposed and to request the Committee provide an update to the Selectboard on their work at the end of this (2014) calendar year. Passed unanimously.</li> <li>• <b>MOTION:</b> Graver moved and Livak seconded to appoint Dave Clark, Knox Cummin, Diane Reynolds, Dan Stoddard and Ross Ogilvie to the Energy Committee for one-year terms with the first term ending March 2016 (rather than March 2015). Passed unanimously.</li> <li>• The Board thanked Ogilvie and the other members of the new Committee for their volunteerism and encouraged them to reach out to the Selectboard if they have concerns.</li> </ul>
<p><b>MOTION: APPOINTMENT</b></p>	<p><b>Conservation Commission</b></p> <ul style="list-style-type: none"> <li>• <b>MOTION:</b> Livak moved and Graver seconded that the Huntington Selectboard appoint Darlene Palola to the Huntington Conservation Commission (HCC) for a 4-year term ending March 2018 as recommended by unanimous vote of the HCC at their July 10, 2014 meeting. Passed unanimously</li> <li>• Livak reported that Bill Menning (Volunteer Forest Pest First Detector) and Caitlin Cusack (UVM) made an informative presentation on Emerald Ash Borer and the projected impact it may have on the Town given the significant number of ash trees located in the Town right-of-way. Livak indicated that the HCC would be making recommendations to the Selectboard as a result of this presentation.</li> </ul>
<p><b>MOTION: APPOINTMENT</b></p>	<p><b>Development Review Board</b></p> <ul style="list-style-type: none"> <li>• <b>MOTION:</b> Graver moved and Livak seconded that the Huntington Selectboard appoint Jeanine Carr to the Huntington Development Review Board for a term ending March 2016. Passed unanimously.</li> <li>• Barton will facilitate the DRB kick-off meeting being held Tuesday, July 22, 2014. Selectboard and Planning Commission members are encouraged to attend.</li> </ul> <p><b>Finance Subcommittee</b></p> <ul style="list-style-type: none"> <li>• Nancy Stoddard presented the proposed Capital Improvement Program (CIP) developed by the Finance Subcommittee as well as a proposed Capital Program and Budget Policy. She presented an overview of the process used by the Committee, elements of the CIP, terminology, current and proposed reserve funds, and a flowchart of the proposed Capital Planning Process.</li> <li>• N. Stoddard noted that the Committee will begin working on developing criteria for the use of General Fund Fund Balance money, as requested by voters at Town Meeting. Livak noted that it would be helpful to also have guidelines for how much balance to carry in our reserve funds.</li> <li>• D. Stoddard presented the comprehensive Capital Planning spreadsheet tool he developed for the Town. Individual worksheets identify capital plan categories (highway equipment; roadways; paving; bridges; fire &amp; 1<sup>st</sup> response; and buildings, grounds &amp; public works), the needs in those categories and proposed funding sources for those items. These sheets roll up into a comprehensive summary that projects the impact capital spending projects would have to overall capital reserve fund balances, the General Fund fund</li> </ul>

<p><i>Follow-up: All Selectboard members are to complete homework in preparation for the August 4 Selectboard meeting</i></p>	<p>balance, debt load and the projected Town tax rate. Selectboard members expressed great appreciation for the extensive work D. Stoddard did to develop and create this invaluable tool.</p> <ul style="list-style-type: none"> <li>• <b>Selectboard member action items for the August 4 Selectboard meeting:</b> <ul style="list-style-type: none"> <li>○ review the documents presented by the Finance Subcommittee</li> <li>○ verify the accuracy of assumptions made and the process used</li> <li>○ review the rational used for capital needs that were identified by stakeholders (these are noted as comments in the cells of the spreadsheets)</li> <li>○ provide questions and comments for discussion at the August 4 Selectboard meeting</li> <li>○ identify any additional work that is needed before the Selectboard holds a Public Hearing on the CIP</li> </ul> </li> </ul>
<p><b>Administration &amp; Planning</b></p> <p><b>MOTION: MINUTES</b></p> <p><i>Follow-up: Elliott to respond to letter regarding the Bike for the Barn event</i></p> <p><i>Follow-up: Elliott to contact resident about trash receptacle</i></p>	<p><b>Warrants</b></p> <ul style="list-style-type: none"> <li>• 4 warrants were signed as presented.</li> </ul> <p><b>MOTION: Minutes</b></p> <ul style="list-style-type: none"> <li>• Livak moved and Barton seconded to approve the minutes of the July 7, 2014 Selectboard meeting as presented. Passed unanimously.</li> </ul> <p><b>Bike for the Barn</b></p> <ul style="list-style-type: none"> <li>• Sarah Jane Williamson submitted a letter to the Selectboard regarding an event to celebrate and support local food producers proposed for August 24 from 10 am – 2 pm. Specific support from the Town was not requested.</li> <li>• The Selectboard requested Elliott notify Williamson that the Selectboard is enthusiastic about the possibility of this event being held and to let her know that when special events are planned for Town roadway usage, the Town requires a Certificate of Liability naming the Town as an additional insured party be submitted to the Town Administrator and that signage and traffic control are the responsibility of the event organizers.</li> </ul> <p><b>Race 4 Sundaes</b></p> <ul style="list-style-type: none"> <li>• The Race Committee requested feedback from the Selectboard regarding the June 28 race. Selectboard members concurred that it was a terrific event. One comment expressed was that it appeared there may have been some confusion during the 10K race since there were both stopped vehicles and runners in the same lane.</li> </ul> <p><b>Village Green Trash</b></p> <ul style="list-style-type: none"> <li>• Elliott reported that a resident who has periodically cleaned up the Village Green requested a trash can be located in the Village Green so that those using the park can dispose of their trash properly.</li> <li>• Input from the Recreation Committee is that the Horseshoe Club maintains the trash receptacles at the Rec Field; and that in the past there have been problems with people dumping household and other trash (including hazardous materials) in trash receptacles and/or vandals strewing the trash around. Based on this, the Committee recommends a ‘pack out your own trash’ policy rather than having the Town place receptacles in public areas. Racht indicated that the Cemetery Trustees experienced similar problems and removed their receptacles.</li> <li>• The Selectboard concurred with the Recreation Committee’s recommendation and a trash receptacle will not be placed in the Lower Village Green.</li> </ul>

<p><i>Follow-up: See list of Next Steps for the Town Plan revisions.</i></p>	<p><b>Town Plan Next Steps</b></p> <ul style="list-style-type: none"> <li>• Christiansen reported that he and Barton met with Planning Commission (HPC) Chair Mark Smith and HPC member Beverly Little Thunder to develop a proposal for addressing next steps in the Town Plan revision process. Based on recommendations from that meeting and the concurrence of the Selectboard, the following were established as next steps: <ul style="list-style-type: none"> <li><input type="checkbox"/> The Town Plan version presented at the Selectboard’s public hearing will be converted into an MS Word document by N. Stoddard and Racht. This version is to be archived.</li> <li><input type="checkbox"/> Simple edits (such as typos and formatting) will be made utilizing ‘Track Changes’ and this modified version of the document is to be archived and also sent to the HPC. Elliott was asked to make those changes.</li> <li><input type="checkbox"/> The HPC will review comments from the Selectboard which are logged in an Excel spreadsheet and determine which changes they would like to incorporate into a revised document. Those changes will be made in a copy of the Town Plan via ‘Track Changes’ by the HPC. The HPC will indicate to the Selectboard which changes from the comment spreadsheet were incorporated and which were not.</li> <li><input type="checkbox"/> Once these steps have been completed, a plan for additional action required will be discussed by the HPC and Selectboard.</li> </ul> </li> <li>• Other concerns and issues addressed included the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> It was noted that the proposed Town Plan draft may not adequately address Form Based Code and therefore the HPC should consider whether it is appropriate to revise Zoning or Subdivision Regulations to align with Form Based Code principles based on the current wording of the proposed Town Plan.</li> <li><input type="checkbox"/> It was noted that the HPC may have to forego the current Municipal Planning Grant that was received for assistance in rewriting zoning and subdivision regulations if it is decided to make substantial changes to the current draft. If this does happen, the HPC can still work on many of the implementation steps that have been identified as priorities in addition to continuing work to address Town Plan revisions.</li> </ul> </li> </ul>
<p><b>Adjournment – MOTION</b></p>	<p><b>MOTION:</b> Livak moved and Graver seconded to adjourn the meeting at 9:35 pm. Passed unanimously.</p>
	<p>07/21/14 – Meeting date  07/24/14 – Draft/unapproved minutes sent to Town Clerk for website posting  08/04/14 – Final/approved minutes approved  08/07/14 – Approved minutes sent to Town Clerk for recording &amp; website posting</p>