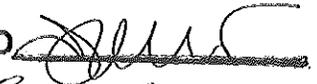


Town of Huntington — Selectboard Meeting

Monday, August 18, 2014—7:00 pm

Town Office – downstairs

RECEIVED   
DATE Sept. 9, 2014

APPROVED MINUTES

<p><b>Agenda</b></p>	<ul style="list-style-type: none"> <li>• Highway Department             <ul style="list-style-type: none"> <li>○ Equipment shed update</li> <li>○ Contract agreement for Bike/Pedestrian Study for Lower Village</li> <li>○ September Huntington Woods ditching work</li> <li>○ Master Roads Scholar Award – Clinton ‘Yogi’ Alger</li> <li>○ General Updates</li> </ul> </li> <li>• Commissions-Boards-Committees             <ul style="list-style-type: none"> <li>○ Town Hall Committee – Zoning permit fee waiver request; Contract for renovation work; Update on VT Housing &amp; Conservation Board grant; Update on VT Community Development Program grant</li> <li>○ Development Review Board – Clerk appointment</li> <li>○ Finance Committee - Capital Improvement Program; Policy; guiding principles, debt load; General Fund fund balance guidelines; FY2015-2016 Budget Season Kick-off</li> </ul> </li> <li>• Public Comment</li> <li>• Administration &amp; Planning             <ul style="list-style-type: none"> <li>○ Warrants</li> <li>○ Approval of Minutes</li> <li>○ Education Property Tax &amp; Funding Reform Conference update</li> <li>○ Fire Department Appreciation</li> <li>○ Bike for the Barn – August 24</li> <li>○ Chittenden Unit for Special Investigation – intergovernmental agreement</li> <li>○ Research on 1990 Town Meeting vote on expenditures over \$10,000</li> <li>○ Correspondence &amp; Communications</li> </ul> </li> </ul>
<p><b>Members present:</b></p>	<p>Dori Barton (Vice-Chair), Doug Graver, Roman Livak, Nancy Stoddard</p>
<p><b>Members absent:</b></p>	<p>Jim Christiansen (Chair)</p>
<p><b>Staff/Officials present</b></p>	<p>Clinton ‘Yogi’ Alger (Road Foreman), Barbara Elliott (Town Administrator), Dan Stoddard (Town Treasurer)</p>
<p><b>Others present</b></p>	<p>Barbara Felitti, Pam Hart, Lucinda Hill</p>
<p><b>Call to order</b></p>	<p>Barton called the meeting to order at 7:02 pm</p>
<p><b>Highway Department</b>  <i>Follow-up: Alger to solicit bids for the sand shed addition</i>  <b>MOTION: LOWER VILLAGE SCOPING PROJECT CONTRACT</b></p>	<p><b>Equipment Shed Update</b></p> <ul style="list-style-type: none"> <li>• Alger will create the drawing for the equipment storage addition to the Sand Shed. He has the original quote used for last year’s budgeting purposes, and will be soliciting additional bids. He hopes to have the shed built this fall.</li> </ul> <p><b>Contract Agreement Lower Village Bike/Pedestrian Study</b></p> <ul style="list-style-type: none"> <li>• <b>MOTION:</b> Livak moved and Graver seconded that the Huntington Selectboard authorize the Selectboard Vice-Chair to sign the contract agreement with Dubois &amp; King for the Lower Village Scoping Project design consultant work, for an amount not to exceed \$33,000. Passed unanimously with 4 members present and voting</li> </ul>

<p><i>Follow-up: Alger to post FPF request for residents to help clear debris from their culverts</i></p>	<p><b>Huntington Woods Ditching Work</b></p> <ul style="list-style-type: none"> <li>Alger met with the Huntington Woods Fire District representatives regarding drainage issues in the neighborhood. The crew will ditch both sides of the street, and will evaluate whether or not any culverts need to be replaced.</li> </ul> <p><b>Other Updates</b></p> <ul style="list-style-type: none"> <li>The Selectboard requested that Alger post a notice on Front Porch Forum that comes directly from him requesting residents clear the debris from their culverts this fall in order to avoid flooding and washouts in the spring from culverts being plugged with leaves and other debris.</li> <li>Crew replaced the cracked plastic culvert on the Main Road just north of Brace Bridge and created a settlement pond.</li> <li>Most of the work on Taft Road has been completed for the Better Back Roads grant.</li> <li>Alger is pleased with the work on Bridge Street and is confident that after an additional 3 to 4 yards of material is applied near the bridge and the full stretch is graded again and packed down, issues with dust control will have been addressed to the satisfaction of the residents.</li> <li>Alger is having Barron, Liberty, and Thompson attend a Local Roads supervisory class. He noted that Barron is close to receiving his Vermont Local Roads Supervisory Level.</li> </ul> <p><b>Master Roads Scholar Award</b></p> <ul style="list-style-type: none"> <li>Barton presented a framed Master Roads Scholar award to Alger for having completed the highest certification level from Vermont Local Roads (VLR), representing over 213 hours of training. To accompany the VLR certificate recognition, the Selectboard presented Alger with merit awards in the amount of \$100 each for having received his Supervisory and Master level achievements.</li> </ul>
<p><b>Public Comment</b></p>	<p><b>No public comment was offered.</b></p>
<p><b>Commissions-Boards-Committees</b></p> <p><b>MOTION: ZONING PERMIT APPLICATION FEE WAIVER</b></p> <p><b>MOTION: TOWN HALL RENNOVATION CONTRACT</b></p> <p><i>Follow-up: Felitti will forward the contract for signature when all permits are in place.</i></p>	<p><b>Town Hall Committee</b></p> <ul style="list-style-type: none"> <li><b>Application for Zoning Permit:</b> The Zoning Administrative Officer, Ed Hanson, proposed that it is customary for the Selectboard to waive permit fees for zoning permit applications that are granted for municipal projects. <ul style="list-style-type: none"> <li><b>MOTION:</b> Livak moved and N. Stoddard seconded that the Huntington Selectboard waive the Application for Zoning Permit fee for the Town Hall construction work which includes the new ADA ramp, rear exit, 2<sup>nd</sup> floor lift, and bathroom. Passed unanimously with 4 members present and voting.</li> </ul> </li> <li><b>Contract for Building Renovation:</b> Felitti requested the Board hold off on signing the contract with New Leaf Design until all permits are in place. <ul style="list-style-type: none"> <li><b>MOTION:</b> Livak moved and Stoddard seconded that the Huntington Selectboard authorize the Selectboard Chair and/or Vice-Chair to sign the Town Hall Committee's contract for the ADA ramp, rear exit, 2<sup>nd</sup> floor lift, and bathroom renovation work with New Leaf Design for an amount not to exceed \$96,222. Passed unanimously with 4 members present and voting.</li> </ul> </li> <li><b>Vermont Housing &amp; Conservation Board (VHCB) grant:</b> Felitti has requested that VHCB incorporate the easement conditions into the final easement document presented to the Selectboard for consideration. Livak reiterated concerns with the Town agreeing to an easement in perpetuity, and also with the provision that the Town pay an amount toward the monitoring of the easement. Felitti will communicate these concerns to VHCB.</li> </ul>

*Follow-up: Elliott to research how other Towns handle clerk appointments/hiring*

**MOTION: DRB CLERK**

*Follow-up: The Selectboard will vote on the Capital Plan and Budget Policy on 09/08/2014*

#### Development Review Board

- The DRB received one response to their advertisement for the DRB clerk position and requested the Selectboard appoint Heidi Racht to fill that opening. After proposing and withdrawing an initial motion stating that the clerk be appointed to an indefinite term, Graver and Stoddard made a 'friendly amendment' to their motion so that the final motion read as noted below. It was also suggested that research be done on how other towns handle hiring or appointing the clerks of their boards and commissions.
  - **MOTION:** Graver moved and N. Stoddard seconded that in accordance with the recommendation approved at the August 12, 2014 Development Review Board (DRB) meeting, the Huntington Selectboard authorize the DRB to hire Heidi Racht as their Clerk and that the compensation amount for the position be determined annually as part of the General Fund budget process. Passed unanimously with 4 members present and voting.

#### **Finance Committee**

- **Capital Improvement Program:** N. Stoddard, Finance Committee Chair, gave a PowerPoint presentation on the Capital Improvement Program, the Capital Program & Budget Policy, Guiding Principles, and Debt Load recommendations. D. Stoddard reviewed the comprehensive Capital Plan spreadsheet he developed for the Selectboard as well as research he conducted on town debt. He reported that total debt owed debt service should not exceed 5% of the Grand List (the Town is currently within this range) and should not be more than 1.5 times the Town's assets (the Town is currently within this range). In addition, total debt service (principal + interest payments in a given year) should not be more than 10% of the Town's total revenues (the Town currently has debt service obligations greater than this amount). While there may be some flexibility in having a debt service amount of up to 15% of the Town's total revenue, doing so could preclude the Town from being able to secure a loan in the event of an emergency. It was agreed that a guiding principle be established specifying that the General Fund fund balance should be approximately \$125,000 (one month of operating expense). N. Stoddard will update the Capital Program & Budget Policy document with the changes recommended at the meeting and the final policy will be presented for adoption at the September 8 Selectboard meeting. N Stoddard and Christiansen will meet with Fire Chief Tate Jeffrey and Road Foreman Yogi Alger on the capital plan.
- **Capital Plan Inclusion in the Town Report:** The Finance Committee stated that based on feedback at last year's Town Meeting, additional financial and capital plan information needs to be included in the Town Report. Concern had previously been expressed by the Auditors that including the CIP documents in the Annual Report (if it was an addition) would increase the cost of printing and would need to be planned as part of the Auditor budget. Ideas for 'freeing up space' for additional financial worksheets for the debt load and tax rate, as well as the Capital Program and Budget Policy which includes the budget process overview, guiding principles, and utilization of the General Fund fund balance were discussed. Auditor Pam Hart stressed that the financial information is much more important to share with Townspeople than having photographs or lengthy reports. Ideas for creating more space in the Annual Report included eliminating the Grand List, and shortening committee, department, legislative, and other reports. It was noted that many towns do

<p><i>Follow-up: Elliott to research whether inclusion of the Grand List in the Annual Report was voted on at Town Meeting</i>  <i>Follow-up: Hill will investigate the cost of expanding the Annual Report</i></p> <p><i>Follow-up: Elliott to send out budget letters on behalf of the Selectboard</i></p>	<p>not include the Grand List in their annual reports and/or have their Grand List available on their Town websites. Elliott will research whether there was an article or vote taken at Town Meeting in the past specifying that the Grand List be included in the Annual Report. All agreed that it is essential to have additional financial information included in the report. Lucinda Hill will investigate how much more expensive it would be to expand the current report.</p> <ul style="list-style-type: none"> <li>• <b>FY2015-2015 Budget Season Kick-off:</b> Elliott reviewed drafts of the emails to be sent to all commission, board, committee, and department heads who receive General Fund support regarding the timeline for the FY15-16 budget season. Lucinda Hill will confirm that the proposed calendar will line up with the dates required by the Auditors in order to complete the Annual Report. Elliott will send the initial email at the end of the week, and the follow-up budget worksheets before September 1. The budget season is kicking off one month earlier than last year so that there is more time for collaboration with stakeholders.</li> </ul>
<p><b>Public Comment</b></p>	<p><b>No public comment was offered.</b></p>
<p><b>Administration &amp; Planning</b></p> <p><i>Follow-up: N. Stoddard to draft resolution</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 N. Stoddard seconded to approve the minutes as presented for August 4, 2012. Passed with 3 Selectboard members voting in favor (Graver, Livak, N. Stoddard) and one abstention (Barton, who had not been able to attend that meeting).</li> </ul> <p><b>Education Property Tax &amp; Funding Reform Conference</b></p> <ul style="list-style-type: none"> <li>• N. Stoddard attended this conference in South Burlington along with some 200 other participants. Municipalities across the state feel squeezed by the high cost schools place on local property taxes. N. Stoddard recommended that the Selectboard propose a resolution at Town Meeting that the Legislature make it a priority to find alternate methods for funding education. She will draft a resolution for Selectboard review.</li> </ul> <p><b>Bike for Barn</b></p> <ul style="list-style-type: none"> <li>• The certificate of insurance has been received for the August 24 'Bike for the Barn' event at Jubilee Farm. The event includes bicycle tours of other local food producers.</li> </ul> <p><b>Chittenden County Unit for Special Investigations (CUSI)</b></p> <ul style="list-style-type: none"> <li>• Elliott contacted Kristine Bickford, CUSI Executive Director, to share that the Town will not be signing the intergovernmental agreement, but will make the annual contribution amount approved at Town Meeting. Bickford noted that legislative discussions are occurring regarding funding alternatives to the current municipal property tax model.</li> </ul> <p><b>Expenditures in excess of \$10,000</b></p> <ul style="list-style-type: none"> <li>• Elliott has contacted VLCT (but has not yet received a response) regarding a 1990 Town Meeting amendment stating "that no more than \$10,000 could be spend on any one item or expenditure that had not appeared in proposed budget, or as a separate article on warning." It is unclear: a) whether this</li> </ul>

	<p>would apply to just the year that the motion was passed or if it applies to future years as well; and b) whether this is a 'legally binding' article given the Selectboard's obligation of maintaining highways per state statute.</p> <p><b>Potential Selectboard Vacancy</b></p> <ul style="list-style-type: none"> <li>In light of Selectman Doug Graver's announcement that he intends to move to Colorado, attendees expressed appreciation for his service to the Town. Once Graver submits his resignation, the Selectboard will advertise the opening and make an appointment to fill the vacancy until Town Meeting.</li> </ul>
<b>Adjournment – MOTION</b>	<b>MOTION:</b> Livak moved and N. Stoddard seconded to adjourn the meeting at 9:25pm. Passed unanimously with 4 members present and voting.
	<p>08/18/14 – Meeting date  08/21/14 – Draft/unapproved minutes sent to Town Clerk for website posting  09/08/14 – Final/approved minutes approved  09/09/14 – Approved minutes sent to Town Clerk for recording &amp; website posting</p>