

Town of Huntington — Selectboard Meeting

Monday, August 04, 2014—7:00 pm

Town Office - downstairs

APPROVED MINUTES

RECEIVED *[Signature]*  
DATE August 20, 2014

<p><b>Agenda</b></p>	<ul style="list-style-type: none"> <li>• Highway Department             <ul style="list-style-type: none"> <li>○ Culvert replacement for Sherman Hollow Road; Conceptual plans Bridge 8; VTrans Bike/Pedestrian Study for Lower Village</li> </ul> </li> <li>• Commissions-Boards-Committees             <ul style="list-style-type: none"> <li>○ Town Hall Committee - VHCB grant</li> <li>○ Finance Committee - Capital Improvement Program</li> <li>○ HR - succession planning; pay ranges</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>○ Correspondence &amp; Communications (Bike for the Barn; CUSI; Merit Pool)</li> </ul> </li> </ul>
<p><b>Members present:</b></p>	<p>Jim Christiansen (Chair), Doug Graver, Roman Livak, Nancy Stoddard</p>
<p><b>Members absent:</b></p>	<p>Dori Barton (Vice-Chair)</p>
<p><b>Staff/Officials present</b></p>	<p>Barbara Elliott (Town Administrator), Heidi Racht (Town Clerk), Dan Stoddard (Town Treasurer)</p>
<p><b>Others present</b></p>	<p>Ruth Blodgett (Times Inkl Reporter), Patti Baumann, Kerry Cullinan, Barbara Felitti, Linda Fickbaum, Gary Kessler (Green Mt. Stage Race), Ernie Palola, Erin Talmage</p>
<p><b>Call to order</b></p>	<p>Christiansen called the meeting to order at 7:00 pm</p>
<p><b>Highway Department</b></p>	<p><b>Sherman Hollow Culvert Replacement</b></p> <ul style="list-style-type: none"> <li>• Elliott requested, on behalf of the Road Foreman, approval to replace a culvert on Sherman Hollow Road (0.9 miles from the Main Road intersection). Estimated cost is \$3,500 for the culvert and \$400-\$500 for the concrete for the headwalls. This expense can be covered within the current budget.</li> <li>• Erin Talmage, Director of Birds of VT Museum, explained the museum's streambed restoration project and ADA compliant bridge for access to the museum. This project is dependent upon the Town replacing the culvert as the run-off causes problems for the restoration and bridge area of their property.</li> <li>• Selectboard agreed that the Road Foreman should proceed with the Sherman Hollow Road culvert project.</li> </ul> <p><b>Bridge 8 (Main Road – just south of Moody Road)</b></p> <ul style="list-style-type: none"> <li>• Public input meeting is scheduled for 09/15/2014 @ 6:30pm at the Community Church of Huntington annex. Conceptual plans are available on the VTrans website.</li> <li>• Elliott will update the website with the new information.</li> </ul> <p><b>Lower Village Bike/Pedestrian Study</b></p> <ul style="list-style-type: none"> <li>• The PowerPoint presentation and minutes from the public concerns meeting are available on the Town Website (under Selectboard → Lower Village Scoping Project).</li> </ul>

<p><b>Public Comment</b></p> <p><b>MOTION: GMSR 8/31 RACE</b></p> <p><i>Follow-up: Elliott to research vote on expenses &gt; \$10,000</i></p>	<p><b>Green Mountain Stage Race</b></p> <ul style="list-style-type: none"> <li>• Gary Kessler, from Green Mountain Stage Race (GMSR), requested Selectboard approval and signature for the 'Statement of Consent to Use Public Roads'. GMSR has the necessary certificate of insurance and traffic control measures in place for the August 31, 2014 race.</li> <li>• <b>MOTION:</b> Graver moved and Livak seconded to authorize the Selectboard Chair to sign Green Mountain Stage Race's 'Statement of Consent to Use Public Roads'. Passed unanimously with 4 members present and voting.</li> </ul> <p><b>Bridge 8 Re-alignment(Main Road just south of Moody Road)</b></p> <ul style="list-style-type: none"> <li>• Kerry Cullinan attended to express concern with the alternative chosen by the Selectboard (following the public input meeting) for realigning Bridge 8. His primary concern is that straightening or reducing the curved approaches to the bridge by altering the alignment will result in an increase in traffic speed. He noted that traffic speed is already a significant safety problem in the area.</li> <li>• Cullinan asserted that at Town Meeting a number of years ago it was voted that any expense over \$10,000 has to be voted on at a Town Meeting, and that this would apply to bridge expenses. Graver stated that road maintenance falls under the purview of the Selectboard and that the overall budget as well as bonds must be voted on by the voters – but that specific major capital expenses would not necessarily and/or categorically be subjected to a town vote. Elliott will research the specific language and ramifications of the Town Meeting article or floor motion when this was addressed at a Town Meeting.</li> </ul>
<p><b>Commissions-Boards-Committees</b></p> <p><i>Follow-up: Easement review by Town Attorney and Selectboard approval is pending</i></p> <p><i>Follow-up: Felitti will submit the contract for Selectboard review and approval</i></p>	<p><b>Town Hall Committee</b></p> <ul style="list-style-type: none"> <li>• <b>Vermont Housing &amp; Conservation Board (VHCB) grant:</b> Felitti and Fickbaum attended to address the special conditions VHCB noted on the grant contract agreement that has been prepared for Selectboard signature. <ul style="list-style-type: none"> <li>▪ Contribution of \$2,000 toward documentation for and stewardship of the easement will be covered with funds from the Huntington Conservation Fund awarded for the Town Hall.</li> <li>▪ Developing the management plan for the property is in process, with site visits being made by the Committee to collect data from other towns. The anticipated completion date for the management plan is September.</li> <li>▪ Assembling documentation regarding the parking availability is in process.</li> <li>▪ The easement from VHCB has not been received. When it is received, Elliott will forward it to the Town Attorney for review. Felitti distributed copies of the 'Draft Historic Preservation Easement Clauses'.</li> </ul> </li> <li>• <b>Vermont Community Development Program (VCDP) grant:</b> The Town Hall Committee is ready to award the building renovation contract. Only one bid was submitted – from a contractor who has done other work for the Town. <ul style="list-style-type: none"> <li>▪ Selectboard will sign the \$96,200 contract after a final review. Felitti will get the completed contract to the Selectboard for review and signature.</li> <li>▪ The Selectboard authorized the Town Administrator to review and sign the \$18,500 contract for the lift equipment on behalf of the Town.</li> </ul> </li> </ul> <p><b>Finance Committee</b></p> <ul style="list-style-type: none"> <li>• N. Stoddard, Finance Committee Chair, requested Selectboard feedback from the homework assignments related to the proposed Capital Program &amp; Budget Policy, the overall Capital Improvement Program (CIP), assumptions used by the Committee (documented in the CIP spreadsheet), and on the rationale outlined for specific items included in the CIP (also included as comments in the spreadsheet).</li> </ul>

<p><i>Follow-up: N Stoddard will send homework assignments for completion prior to the 8/18 Selectboard meeting</i></p>	<ul style="list-style-type: none"> <li>• Discussion points included the purpose of having a documented policy, guiding principles, additional information needed, and specific questions on items included in the CIP.</li> <li>• The Selectboard identified the need for a long term vision for various departments which, in turn, would guide the CIP.</li> <li>• N. Stoddard will forward draft guiding principles for the Selectboard review and any other 'homework' requests for action.</li> <li>• Target date for approving the CIP is September 22, in order that an approved CIP is in place prior to the kick-off of the operating budget planning process.</li> </ul> <p><b>HR Committee</b></p> <ul style="list-style-type: none"> <li>• Two HR priorities were previously identified by the Selectboard: pay ranges for all positions, and succession plans for all positions. The initial positions identified were for the Treasurer and Highway departments.</li> <li>• Livak has started working on a draft proposal for highway department pay ranges based on Towns of similar size and topographical challenges. He noted that metrics or measurements could be attached to different pay ranges based on the equipment operated and other skills/responsibilities.</li> <li>• N Stoddard has started working on a draft succession plan for the Town Treasurer position. She noted that Westford recently went through a similar process.</li> </ul>
<p><b>Administration &amp; Planning</b></p> <p><i>Follow-up: Elliott to contact the Committee again regarding the certificate of insurance</i></p> <p><i>Follow-up: Elliott to contact CUSI and State Senators &amp; Reps regarding CUSI funding</i></p> <p><b>MOTION: MERIT AWARD</b></p>	<p><b>Warrants</b></p> <ul style="list-style-type: none"> <li>• 3 warrants were signed as presented.</li> </ul> <p><b>MOTION: Minutes</b></p> <ul style="list-style-type: none"> <li>• N. Stoddard moved and Livak seconded to approve the minutes as presented for July 21, 2012. Passed unanimously with 4 Selectboard members present and voting.</li> </ul> <p><b>Bike for Barn</b></p> <ul style="list-style-type: none"> <li>• The Selectboard reiterated their enthusiasm for the August 24 'Bike for the Barn' event at Jubilee Farm-with bicycle tours of other local food producers. The organizing committee will handle traffic safety signs and procedures. One open item is that the committee must still submit a certificate of insurance to the Town prior to the event. Elliott will follow up.</li> </ul> <p><b>Chittenden County Unit for Special Investigations (CUSI)</b></p> <ul style="list-style-type: none"> <li>• CUSI has submitted an agreement for Selectboard signature that requires an annual contribution amount to be set by CUSI, which is currently an amount that is in excess of the Town's annual contribution.</li> <li>• The Selectboard is not in favor of signing this and believes that CUSI should be funded by the State, not individual towns. Elliott was asked to follow up with CUSI and with our State Senators and Representatives.</li> </ul> <p><b>Merit Pool</b></p> <ul style="list-style-type: none"> <li>• <b>MOTION:</b> Graver moved and N. Stoddard seconded that the Huntington Selectboard allocate two awards from the Merit Pool budget line item in the amount of \$100 each to Clinton 'Yogi' Alger for having achieved Level 3 in the Roads Scholar Program and for having achieved the Master Roads Scholar Level—which is the highest level of certification available from the Vermont Local Roads Program. Passed unanimously with 4 Selectboard members present and voting.</li> </ul>

	<ul style="list-style-type: none"> <li>N. Stoddard asked for clarification regarding the purpose of the Merit Pool budget line item. Christiansen stated that it is a small amount of money to be used by the Selectboard as 'thank you' recognition for Town Employees.</li> </ul> <p><b>Liquor Control</b></p> <ul style="list-style-type: none"> <li>Racht submitted a report summarizing the catering permits she authorized from 06/16/2014 through 07/28/2014.</li> </ul>
<b>Adjournment – MOTION</b>	<b>MOTION:</b> Livak moved and Graver seconded to adjourn the meeting at 9:27pm. Passed unanimously with 4 members present and voting.
	08/04/14 – Meeting date 08/08/14 – Draft/unapproved minutes sent to Town Clerk for website posting 08/18/14 – Final/approved minutes approved 08/20/14 – Approved minutes sent to Town Clerk for recording & website posting