

Town of Huntington — Selectboard Meeting

Monday, November 03, 2014—6:30

Town Office (downstairs)

RECEIVED

DATE

November 3, 2014



APPROVED MINUTES

<p>Agenda</p>	<ul style="list-style-type: none"> • Public Comment • Highway, Administration & Planning <ul style="list-style-type: none"> ○ Highway: Sand Shed addition; Proposed modification for Moody Road bridge access alignment; Other/new business ○ Administration: Warrants; Minutes; Correspondence and communications; Other/new business • Community Groups and Commissions-Boards-Committees <ul style="list-style-type: none"> ○ Our Community Cares Camp: Update and request for support ○ Energy Committee: Special revenue account and budget support proposals ○ Friends of Gillett Pond: Request for letter of endorsement supporting efforts to negotiate to retain current dam ○ Town Hall Committee: Presentation of Town Hall Business Plan; Request for approval of VHCB grant/easement • Chittenden Country Regional Planning Commission: Update on projects in Huntington; Update on draft Public Engagement Plan • FY2015-2016 Budget Planning: Draft operational budget review
<p>Members present:</p>	<p>Jim Christiansen (Chair), Dori Barton (Vice-Chair), Andrew Hendrickson, Roman Livak, Nancy Stoddard</p>
<p>Staff/Officials present</p>	<p>Clinton 'Yogi' Alger (Road Foreman), Barbara Elliott (Town Administrator), Dan Stoddard (Town Treasurer)</p>
<p>Others present</p>	<p>Charlie Baker (CCRPC), Ruth Blodgett, Michele Boomhower (CCRPC) Terry Boyle, Barbara Felitti, Linda Fickbohm, Helen Keith, Ross Ogilvie, Mariah Riggs, Phoebe Riggs, Aaron Worthley, Meadow Worthley, Rob Zimmerman</p>
<p>Call to order</p>	<p>Christiansen called the meeting to order at 6:30 pm.</p>
<p>Public Comment</p>	<p>No public comment was offered.</p>
<p>Highway Department</p> <p>MOTION: SAND SHED ADDITION</p> <p><i>Follow-up: Alger to notify those who bid on the addition and secure necessary permits</i></p> <p><i>Follow-up: Alger to secure cost</i></p>	<p>Sand Shed Addition</p> <ul style="list-style-type: none"> • Alger presented the three (3) bids received for construction of a 20'x100' cold storage addition to the Town sand shed: Steve Orvis (\$40,000), Little Mule (\$38,450), and Youngman Construction (\$36,800). Alger recommended the Selectboard approve Youngman Construction's bid. Youngman has built local projects including buildings for Richmond Home Supply, Conant's Farm, and Taft's Farm. • MOTION: Livak moved and Hendrickson seconded to accept the bid proposal from Youngman Construction, Inc. for construction of the new 20'x100' equipment storage addition to the Town sand shed in an amount not to exceed \$36,800. Passed with 4 members present and voting (note: Barton abstained, as she was not in attendance for the discussion). • Alger will notify those who submitted bids of the decision to go with Youngman and will proceed with securing the necessary permits from the Town and State (including the building permit and the fire/safety construction permit). • Alger proposed that the Selectboard approve adding approximately \$3,200

<p><i>estimates for adding electrical plug-ins and lighting</i></p> <p><i>Follow-up: Selectboard members to visit Moody Bridge</i></p> <p><i>Follow-up: Alger to secure cost estimates for altering bridge alignment and for purchasing movable stoplights.</i></p>	<p>worth of electrical work to the project in order to provide lights and equipment plug-in for the winter. This would keep the total project cost within the \$40,000 projected cost approved at Town Meeting. The Selectboard will consider the addition of electrical work to the Sand Shed addition after Alger secures cost estimates.</p> <p><u>Moody Road Bridge Access Alignment & Lights</u></p> <ul style="list-style-type: none"> • Alger recommended the Selectboard reconsider a proposal he made a number of years ago to relocate the northern access to Moody Road Bridge to the easterly side of Shawn Chambers' property. This would allow for 2-way traffic, better visibility, and improve the traffic flow—especially during the proposed detour when Bridge 8 (on Main Road just south of Moody Road) increases traffic on Moody/Carse. This proposal was discussed and agreed upon previously with the property owner. • Alger would also like the Selectboard to consider purchasing movable traffic lights that could be used instead of flaggers (who are increasingly hard to find) and to use during the Bridge 8 detour. • Next steps: <ul style="list-style-type: none"> ○ Selectboard members will visit the area to familiarize themselves with the current and proposed Moody Bridge access alignment. ○ Alger will secure cost estimates for the proposed bridge access realignment work (culverts and other materials), for moving the power pole(s), and for purchasing movable stoplights.
<p>Administrative Items</p> <p><i>Follow-up: Elliott to summarize hiring policies for the Selectboard</i></p> <p>MOTION: MINUTES APPROVAL</p>	<p><u>Signing of Warrants</u></p> <ul style="list-style-type: none"> • 3 warrants were signed as presented. • Elliott was asked to summarize the requirements, as outlined in the Personnel Manual and the Purchasing Policy, on the protocol/policy for hiring temporary workers.. <p><u>Approval of Minutes</u></p> <ul style="list-style-type: none"> • <u>MOTION:</u> Livak moved and Barton seconded to approve the draft minutes as amended from the October 20, 2014 Selectboard meeting. Passed unanimously with 5 members present and voting.
<p>Community Groups & Commissions-Boards-Committees</p> <p><i>Follow-up: Selectboard will consider OCCC funding as part of the budget planning process.</i></p>	<p><u>Our Community Cares Camp (OCCC)</u></p> <ul style="list-style-type: none"> • Marie Thomas, Board president of OCCC, submitted correspondence regarding services the Camp has provided Huntington kids over the past 6 years. This last summer, 22 Huntington children participated in the OCCC and Leadership Adventure Camp—children who otherwise would not have had the benefit of healthy summer meals and enrichment activities. Thomas requested the Selectboard consider adding a \$100 contribution to OCCC as part of the operational budget. It was noted that this nominal 'good faith' contribution could help OCCC leverage additional funds. • The Selectboard will consider the request as part of their budget planning. <p><u>Energy Committee</u></p> <ul style="list-style-type: none"> • Ross Ogilvie (Chair) and Dan Stoddard (member) of the Energy Committee updated the Selectboard on the Committee's activities and progress, including discussions held with Duncan McDougall of Waterbury in order to learn what their Energy Committee has done to become successful. • The Huntington Energy Committee is holding their first forum since reorganizing: a solar & heat pump program. Their goal is to do several things well, versus trying to do a lot of haphazard activities. Other ideas include

MOTION: CREATION OF ENERGY COMMITTEE SPECIAL REVENUE ACCOUNT

Follow-up: Selectboard will consider Energy Committee funding as part of the budget planning process.

MOTION: LETTER OF SUPPORT FOR FRIENDS OF GILLETT POND

Follow-up: Elliott to forward letter of support to State of VT Dam Safety Program

creating a community solar array that residents could buy into, and distributing energy efficient light bulbs.

- The Energy Committee's charter is available on the Town website.
- The Committee requested the Selectboard create a Special Revenue Account to be used for special programming funds that are raised through grants and fundraising activities. Ogilvie is in the process of submitting a \$1,000 grant for Energy Committee funding. It was noted that providing even nominal operational budget funding could help the Committee leverage additional outside funding.
- **MOTION:** Livak moved and Hendrickson seconded that the Huntington Selectboard establish a special revenue account for the Energy Committee in order to create a financial mechanism for the facilitation of their fundraising activities and special programming/projects. Passed unanimously with 5 members present and voting.
- The Committee requested operational budget funds to support the development of a logo (\$300), a banner (\$300) and for program advertising/marketing (\$900) for forums and other outreach activities. A motion to create a budget line item was withdrawn pending determination as to whether or not to include financial support in the upcoming operational budget.
- N Stoddard thanked Ogilvie for his leadership in reactivating the Energy Committee.

Friends of Gillett Pond

- Rob Zimmerman presented a draft letter of endorsement for the Selectboard's consideration, requesting the State hold off on issuing the permit for the dam removal in order to provide additional time for negotiating alternatives that would preserve the pond. Livak noted that the pond is not a natural resource, as the dam is manmade.
- **MOTION:** Barton moved and Hendrickson seconded that the Huntington Selectboard submit a letter of endorsement from the Town supporting the Friends of Gillett Pond's efforts to pursue an agreement with the Girl Scouts to preserve the existing dam until it can be replaced, to purchase the land beneath and adjacent to the dam, and to encourage the State to deny the initial request from the Girl Scouts for a demolition permit. Passed with 4 members in favor and 1 member (Livak) opposed.
- Elliott will forward the letter, which was signed by Barton, Christiansen, Hendrickson, and N Stoddard to Steven Hanna, State of Vermont Dam Safety Program.

Town Hall Committee (THC)

- The THC presented the Selectboard their October 2014 Business Plan which outlines the building use, research, site visit information from other towns, renovation strategy, funding and capital needs, financial viability analysis, and the management and operations plan. The Committee noted that they were conservative in the financial revenue projections included in the plan.
- It was noted that once the building is in use it is likely that the cost of insurance will rise dramatically (currently noted at \$900 per year and projected by Christiansen to increase to a \$5,000 per year range).
- The THC noted that while edits to the easement to correct factual information (e.g.: regarding the historic characteristics of the existing structure) can be expected to be corrected, changes to other requirements of the easement will

<p>MOTION: VHCB GRANT SUPPORT AND INTENT TO SIGN BUILDING EASEMENT</p> <p><i>Follow-up: Elliott to get electronic copy of 2014 Annual Report and forward to Town Auditors</i></p> <p><i>Follow-up: Elliott to coordinate proposed UPWP project submissions to CCRPC from the Selectboard and Planning Commission</i></p> <p><i>Follow-up: Elliott to coordinate survey responses to CCRPC on shared and regional services from the Selectboard and Planning Commission</i></p> <p><i>Follow-up: Elliott will forward CCRPC energy related information to the Energy Committee</i></p>	<p>not be considered by VHCB.</p> <ul style="list-style-type: none"> • MOTION: N Stoddard moved and Hendrickson seconded that the Huntington Selectboard endorse the Town Hall Committee’s grant to the Vermont Housing and Conservation Board and to further state that it is the Selectboard’s intent to sign the easement, which is a VHCB requirement for awarding the grant, after factual corrections have been made to the easement wording regarding the building’s historic characteristics. Passed with 4 members in favor and 1 member (Livak) opposed. • Town Hall building renovations are expected to begin this week. <p><u>Chittenden County Regional Planning Commission (CCRPC) Update</u></p> <ul style="list-style-type: none"> • Executive Director Charlie Baker and Assistant Director Michele Boomhower attended to review CCRPC’s projects in Huntington such as work on the Town Plan, migrating to the DRB, mapping, the Science Action project, emergency management, support of Transportation Improvement Projects, etc. Since 1966, CCRPC has been working on transportation, land use, economic development, erosion, emergency management and other issues impacting Chittenden County municipalities. • The Selectboard received a copy of the FY2014 Annual Report to the Town of Huntington. Elliott will get an electronic version of the report to forward to the Town Auditors for inclusion in the Annual Town Report. • In the next couple of weeks, CCRPC will be sending out a questionnaire to municipalities soliciting input for Unified Planning Work Projects. Elliott will give a heads up to the Planning Commission about the questionnaire. Requests for project consideration are due January 23. CCRPC staff members are available to help develop applications for projects. • A survey is forth coming for inputs on shared and regional services in order to understand how we may be able to better share efficiencies between towns. • The Public Participation plan, a federal requirement, is being worked on. • The Climate Action Guide may be of help to the Planning Commission and Energy Committee. Other assistance for the Energy Committee may be available such as the regional energy forum and the energy action network. A limited amount of funds (mini-grants) are available for transportation reduction projects. • New permitting requirements for roads are forthcoming that are related to storm water. • River corridor base maps will be available in January. CCRPC will be working to assist towns in securing higher ERAF (emergency relief) fund reimbursements. • CCRPC’s Legislative Breakfast is being held December 18th. Baker will invite our representatives and senators. • Information on Neighbor Rides was distributed – a program aimed to improve efficiencies of transportation assistance systems by utilizing volunteer drivers to lower the average cost per trip.
<p>FY 2015-2016 Operations Budget Working Session</p> <p><i>Follow-up: Elliott to research and update Selectboard on: Cemetery mowing HCC Purchased Services Information Technology Zoning Administrator Salary</i></p>	<p><u>FY 2015-2016 Operations Budget Working Session</u></p> <p>The Selectboard reviewed the latest version of the operational budget. Follow up items include:</p> <ul style="list-style-type: none"> • <u>Cemeteries:</u> Elliott will send the Selectboard a summary of the Cemetery Trustee’s contract procurement process for mowing as well as feedback from the Trustees on mowing frequency. • <u>Conservation Commission:</u> Elliott will request additional information on the

<p><i>DRB/HPC Clerk Salary Tree Pruning</i></p> <p><i>Follow-up: Selectboard will consider funding requests from Energy Committee OCCC</i></p>	<p>Purchased Services line item including what portion is not related to the proposed Mayo Road Town Forest.</p> <ul style="list-style-type: none"> • Information Technology: Elliott will contact D Stoddard to develop a realistic figure for IT support, given that D Stoddard has not charged the Town for all hours he invests in help desk support and computer systems maintenance, and since he does not charge the fair market rate for the hours that he does submit for reimbursement. With D Stoddard leaving his Town Treasurer position, the succession strategy for 'in-house' IT support needs to be addressed. • Zoning Administrator Salary: Elliott to confirm the requested salary amount and adjust salary worksheet accordingly. • DRB/Planning Commission: Elliott to report back on the previous split in clerking hours and salary numbers for the HPC and the ZBA, and confirm how this translates to the proposed 2015-2016 budget request for the HPC and DRB. • Tree Pruning: Elliott to contact Tree Warden Nate Sands regarding tree pruning on Town property (e.g.: Village Green, Town Office Complex, etc.). • Energy Committee: Selectboard will consider the request from the Energy Committee to include \$1,500 in operational funds in the upcoming budget. • Our Community Cares Camp: Selectboard will consider the request from OCCC to include \$100 in operational funds in the upcoming budget.
<p>Adjournment – MOTION</p>	<p>MOTION: Livak moved and Hendrickson seconded to adjourn the meeting at 9:17pm. Passed unanimously.</p> <p>NOTE: For the November 17, 2014 Selectboard Meeting, the 6:30pm – 8:00pm timeslot will be reserved for a working session on the operations budget.</p>
	<p>11/03/14 – Meeting date 11/08/14 – Draft/unapproved minutes distributed and posted on website. 11/17/14 – Final/approved minutes approved 11/18/14 – Approved minutes sent to Town Clerk for recording & website posting</p>