

<p>MOTION: RULES OF PROCEDURE POLICY</p> <p><i>Follow-up: Elliott to prepare updated policy document for Selectboard signature</i></p> <p><i>Follow-up: Elliott to prepare updated Conflict of Interest policy for Selectboard signature</i></p> <p>MOTION: MEETING PARTICIPATION GUIDELINES</p>	<ul style="list-style-type: none"> • It was noted that the Planning Commission has changed their regular meeting schedule to the 1st and 3rd Tuesday of every month at 7:00pm. <p><u>Adoption of Rules of Procedure & Conflict of Interest Policies</u></p> <ul style="list-style-type: none"> • Livak moved and Stoddard seconded that the Huntington Selectboard re-adopt the Selectboard Rules of Procedure, as originally adopted by the Selectboard on March 15, 2010 and to have Elliott prepare the policy document for Selectboard signature at the April 7, 2014 Selectboard meeting. Passed unanimously. • All individual Selectboard members signed Conflict of Interest Statements in accordance with the Conflict of Interest Policy as originally adopted by the Selectboard on March 15, 2010. Elliott will prepare an updated policy (with no changes except for typographical, formatting and grammatical corrections) for Selectboard signature. • Livak moved and Graver seconded that the Huntington Selectboard adopt the Selectboard Meeting Participation Guidelines. <p><u>Other Organizational Items</u></p> <ul style="list-style-type: none"> • Selectboard Orientation: Christiansen noted that he and Elliott had met with Stoddard earlier in the day for a Selectboard orientation session. • Selectboard Resource Manuals: Elliott provided Selectboard members with updates for their Selectboard Resource Manuals. • Meeting Minutes: Graver noted that a request had been made at Town Meeting for Selectboard meetings to be audio recorded. Christiansen stated that this will be addressed under the Town Meeting Recap agenda item. Graver stated that a related matter is a discussion regarding the 'style of minutes' for Selectboard meetings. Selectboard consensus was that the format of minutes should remain the same as Elliott has been preparing. If members of the public have concerns regarding the content of minutes, they can present these under the Public Comment section during subsequent meetings and their comments will be incorporated into the minutes of that meeting. The Selectboard will not make amendments to minutes that have already been approved by the Selectboard.
<p>Highway Department</p> <p><i>Follow-up: Elliott to invite the Johnson's to the 4/7 Selectboard meeting</i></p>	<p><u>Town Highway 9 (Class 4)</u></p> <ul style="list-style-type: none"> • Alger presented estimates from Parent Construction that ranged from \$50,000-60,000 for a bridge similar to the Moody Bridge replaced in 2010, to \$120,000 for a 50' long x 142" wide x 91" high arch with concrete headwalls. • Andy Carlo presented the option of the Jones Trust constructing a temporary crossing for the sole purpose of timber harvest at an anticipated cost to the Trust for installation and removal of \$10,000-15,000. The temporary crossing would be removed after 2 years and the bank would be reseeded and mulched. The Jones Trust property is 220 acres. • Jones Trust is looking for access to be in place this coming summer (2014). • Rye Johnson, who owns the 1.2 acre property and camp on TH9 needs to be brought into the conversation. The Selectboard requested Elliott invite Johnson to the April 7th Selectboard meeting. • Concern was raised that the Town historically has not maintained Class 4 roads, and that doing so for TH9 would set a precedent. Concern was also raised that the Town should not invest funds in constructing a new stream crossing on TH9 and then 'throw' the road up afterwards.

MOTION: APPROVAL FOR JONES TRUST TO CONSTRUCT TEMPORARY SILVICULTURE ACCESS ON TH9

- Livak moved and Graver seconded that the Selectboard grant approval for the Jones Trust to construct/provide temporary silviculture access on Town Highway 9, with all necessary permit acquisition, costs and liability to be the sole responsibility of the Jones Trust. Passed unanimously with 5 members present and voting.

Certification of Compliance – Town Roads & Bridge Standards

- The Selectboard members, Road Foreman and Town Administrator signed the Certification of Compliance for Town Road and Bridge Standards, as required annually by VTrans, stating that they have reviewed, understand and comply with the standards as adopted by the Selectboard on February 18, 2013.

General Updates

- **Appreciation:** Graver expressed sincere appreciation for the Road Crew's long and hard work this winter. All Selectboard members concurred.
- **Road Postings:** All main roads have been posted through May 15 and remaining dirt roads will be posted by close of business March 18.
- **Sand/Salt:** Alger is almost out of sand and salt. Selectboard concurred that Alger should bring in material as needed, recognizing that with roads being posted, Alger would need to bring material in ahead of possible thaws.
- **Bridge 8 (on the Main Road just south of Moody Road) Public Information Meeting:** Public meeting is scheduled for 4/7 at 6:30pm. Elliott prepared a notification letter to all adjacent and nearby property owners which was signed by Christiansen. Elliott has put a notice (with a link to the scoping report) on the website and will submit a notice of the public meeting (with a link to the scoping report) on Front Porch Forum.

Public Comment

Duncan Keir

- **Bridge Street:** Keir expressed concern regarding ongoing problems with the first 200 yards of Bridge Street (from Spaghetti Hill to the Backyard Bakery), stating that given the extensive problems something is clearly wrong. Alger stated he believes there was a problem with the plant mix used that year and that the remedy will be for the Crew to dig down to the fabric and redo the road bed. Alger plans to address this problem this summer.
- **School Merger:** Keir raised concerns regarding implications the proposed merger could have on the future of the BPMS school board, oversight of Huntington elementary school education, and possible loss of control and decision making regarding future utilization of the BPMS school facility and property. He encouraged the Selectboard to investigate what is going on.
- **Gillette Pond:** Keir gave a heads-up to the Selectboard that the Friends of Gillette Pond are considering the possibility of submitting an application for Huntington Conservation Funds to assist with legal work, survey work, etc. While the pond is primarily located in Richmond, Keir stated that a small portion of the pond and adjacent wetlands are located in Huntington. He stated that loss of the pond would have a significant impact on Huntington. Livak noted that the criteria for utilization of Conservation Funds states that grants are restricted for property located in Huntington.

<p><i>Follow-up: Selectboard to consider and respond to questions raised by Taylor</i></p>	<p><u>Dawn Taylor</u></p> <ul style="list-style-type: none"> • Status of Questions Raised at 3/3 Selectboard Meeting: Taylor asked if the Selectboard had updates on the questions she raised at the 3/3 Selectboard meeting. Christiansen stated that this meeting was primarily an organizational meeting and that the Board had not had an opportunity to discuss the concerns she had raised.
<p>Minutes (03/03/2014) - MOTION</p>	<p>Livak moved and Graver seconded to approve the draft minutes of 03/03/2014 as presented. Passed with 4 members voting in favor and 1 abstention (Stoddard).</p>
<p>Warrants</p>	<p>3 warrants were signed as presented.</p>
<p>Administration & Planning</p> <p>MOTION: TO REDUCE THE NUMBER OF PLANNING COMMISSION MEMBERS</p> <p><i>Follow-up: Elliott - invite the Committee to 4/28 meeting</i></p> <p><i>Follow-up: Elliott -research Energy Committee charter</i></p>	<p><u>Resolution to Reduce Number of Planning Commission Members</u></p> <ul style="list-style-type: none"> • Graver moved and Barton seconded that in accordance with advisory Article 9 of the Town Warning for the 2014 Annual Huntington Town Meeting and as approved by the voters at Town Meeting, effectively immediately the number of Huntington Planning Commission members is reduced from seven (7) to five (5) commissioners and that the Selectboard sign the resolution establishing the number of members at five (5). Passed unanimously with 5 members present and voting. • It was noted that this action has no impact on the terms for any seated Planning Commissioner as currently there are only 4 seats filled on the Commission. <p><u>Town Meeting Recap</u></p> <ul style="list-style-type: none"> • Article 1 – Australian Ballot – no comments/follow-up. • Article 2 – Reports <ul style="list-style-type: none"> ○ Article 6 Committee: Comments from the floor at Town Meeting had been made by the regarding the Article 6 Committee report, however the Selectboard determined no follow up is required from the Selectboard. ○ Energy Committee: Concern was raised from the floor at Town Meeting regarding the status of the Energy Committee. A letter expressing this concern had also been sent to the Selectboard just prior to Town Meeting. The Selectboard had requested Elliott contact the Energy Committee Chair for a committee update. Elliott spoke briefly with the Chair and has followed up with a couple of emails. Selectboard requested Elliott invite the Energy Committee to the April 28th Selectboard meeting. Stoddard asked for information on the charter/purpose of the Energy Committee. • Article 3 – Pay Taxes to Treasurer – no comments/follow-up. • Article 4 – Borrow Money when needed – no comments/follow-up. • Article 5 – Sand Shed Addition – Concern had been raised from the floor regarding the Purchasing Policy. Copies of the policy are in the Selectboard Resource Manual. The policy will be followed in accordance with standard practice by the Road Foreman. • Article 5 & 6 – Fund Balance <ul style="list-style-type: none"> ○ Follow-up was requested on developing a plan for future surplus funds

Follow-up: Stoddard will draft Purpose, Process, Products for Finance Sub-Committee

Follow-up: Town Report 2014 needs to incorporate special notation on Library salaries

Follow-up: Elliott to send copies of Library policies to the Selectboard

Follow-up: Selectboard needs to schedule a public hearing on moving from a ZBA to a DRB.

Follow-up: Need vote on whether or not to audio record Selectboard meetings

including the philosophy, how the funds are dealt with, implications for capital expenditures, and the need to include a report on the fund balance in each year's Town Report.

- Stoddard recommended establishing a Finance Sub-Committee and offered to develop a draft of the proposed sub-committee's 3 Ps: Purpose, Process, Products. Graver would also like to sit on the sub-committee. It was noted that sub-committees with just 2 Selectboard members would not require warned meetings.
 - Stoddard recommended a capital planning process to be developed by a Finance Sub-Committee. The Capital planning process would consider current and long-term needs and how those needs will be met over a period of 5 – 10 years.
 - The Finance Committee could also look at the overall budgeting process, how decisions are made regarding the Capital Plan, and taking a look at all reserve accounts – which total some \$400,000.
 - It was noted that the professional Audit Report can only be included in the Town Report if it is included in its entirety (not just a subset).
- **Article 7 – General Fund Budget**
 - Need to remember that next year's Town Report needs to have notations regarding line item #279, which was the 1.5% increase the Selectboard meant to include for salaries.
 - The overall budget was increased by \$1,777 for the intended purpose of increasing the library allocation (2.5% salary increases & paying compensation to volunteer substitutes).
 - Stoddard asked if there is a way we can better facilitate dialogue with other boards such as the Library Trustees. A goal could be to further develop relationships through the budgeting process.
 - Graver stated that it would be good to have a policy on how positions are added into the general fund budget. Additionally, the Selectboard could allocate only a lump sum amounts for the Library and the Trustees could determine outside of the budget process how those funds get allocated. Lucinda Hill commented that prior to NEMRC, the Library budget was not broken out by individual line items.
 - Livak noted that the Library is a separate entity that operates under a separate personnel policy from the Town.
 - Elliott was asked to send a full set of the Library Policies to the Selectboard.
 - **Article 8 – Order of Town / School Meeting – no comments/follow-up.**
 - **Article 9 – Reducing the number of Planning Commission members**
 - Action required will be taken during this meeting.
 - **Article 10 – Moving from a ZBA to a DRB**
 - Action will be required by the Selectboard to address this issue. Selectboard will need to schedule a public hearing on this matter.
 - **Article 11 – Other Business**
 - **Audio Recording of Selectboard meetings** – during the previous discussion of meeting minutes, Selectboard members expressed reluctance to record meetings. Final determination on the audio

MOTION: RE-APPOINTMENTS TO TOWN POSITIONS, BOARDS & COMMITTEES

Follow-up: Elliott to request HPC comments/recommendation on HPC Appointments

Follow-up: Selectboard to vote on Planning Commission appointment on 4/7

Follow-up: Correspondence from Energy Coordinator needs to be discussed

recording of meetings was tabled until all Selectboard members are present to vote on this matter.

- **Capital Fund** – Initial Selectboard consensus is to not create an additional special/reserve capital fund, however this issue will be reviewed by the proposed Selectboard Finance Sub-committee.
- **Salaries & Expanded Clerk Office Hours** – Stoddard noted that additional work in this area would be beneficial and offered to assist with a Human Resources (HR) Sub-Committee that could address salary ranges, evaluations, recognition, people development, etc. Livak noted that Richmond has salary ranges established for their positions and posted on their website. Stoddard offered to take the lead on salary ranges. Livak would like to be involved as well.

Appointments

- **Re-appointments:** Elliott presented the Selectboard a summary of all current vacancies on Town boards, committees, commissions and individual positions. Livak moved and Stoddard seconded that the Selectboard make the following appointments, as outlined on the Appointments list prepared for Selectboard signature at the March 17, 2014 meeting. Passed unanimously with 4 members present and voting. All Selectboard members signed the Appointments document (Barton having signed prior to leaving the meeting).
 - Ken Russin – Fire Warden – 5 year term ending March 2019
 - Boy Scout Troop 645 – Green Up Day Chair – indefinite term
 - Paula Kelly – HERO – 3 year term ending March 2017
 - Lorraine Rigutto – HERO – 3 year term ending March 2017
 - Don Sheldon – HERO – 2 year term ending March 2016
 - Barbara Winters – HERO – 2 year term ending March 2016
 - Linda Fickbohm – Town Hall Committee – 3 year term ending March 2017
 - John Altermatt – ZBA – 2 year term ending March 2016
 - Gordon Miller – ZBA – 2 year term ending March 2016
- **Planning Commission Opening**
 - Selectboard received a letter from Dawn Taylor requesting appointment to the Planning Commission (HPC). Per the Appointments Procedure this has been sent to the HPC for their comments/recommendation. The Selectboard asked Elliott to request HPC comments by April 4, 2014.
 - Selectboard will make a decision on the Planning Commission appointment at their April 7, 2014 meeting.
- **Conservation Commission Openings**
 - Livak reported that the HCC is continuing recruitment efforts. There is also interest in exploring a combined Conservation/Energy Commission. The HCC is also looking at changing their meeting time.
- **Energy Coordinator**
 - Selectboard received correspondence from Brett Hamilton expressing dissatisfaction with the lack of Town responsiveness (with the sole exception of the Road Foreman) to the Energy Coordinator position.

<p><i>Follow-up: Each Selectboard member to review Work Plan & Calendar and determine areas they want to address</i></p> <p>MOTION: LETTER OF SUPPORT FOR TOWN CLERK SCHOLARSHIP APPLICATION</p>	<ul style="list-style-type: none"> ○ The Selectboard decided to hold response until after meeting with the Energy Committee. <p><u>Annual Calendar & Work Plan</u></p> <ul style="list-style-type: none"> • Elliott presented the Selectboard with a draft of the Annual Selectboard Calendar as well as a comprehensive listing of work plan projects / activities that could be addressed, organized under the topics of: Facilities; Financial; Highway; Personnel; and Planning. • Christiansen requested all Selectboard members review the draft work plan and calendar so that each Selectboard member can determine areas that they are interested in working on/addressing. <p><u>Correspondence</u></p> <ul style="list-style-type: none"> • Town Clerk Request for Letter Endorsing Request for Scholarship: Racht requested the Selectboard sign a letter stating that funds were not included in this year's Town Clerk budget in order for her to attend the New England Municipal Clerks Institute. This would enable her to be eligible to apply for scholarship funds. Livak expressed concern that the funds should have been included in her budget as it was a known expense. Elliott reminded the Board that they had approved this same request for the first year of this 3-year program. Stoddard asked if there was additional cost to the Town for Racht to attend the course, such as office coverage. Racht agreed that there was an additional cost for the added hours during the conference week that Keller-Butler would be providing in order to staff the Clerk Office during Racht's regular shifts. Barton moved and Stoddard seconded that the Selectboard Chair sign the letter requesting scholarship funds for Racht. Passed with four (4) members in favor and one (1) opposed (Livak). • Energy Committee: As follow up to previous correspondence regarding the status of the Energy Committee and concerns raised at Town meeting, the Selectboard requested Elliott contact the committee and invite them to the April 28th Selectboard meeting for the purpose of providing a summary of last year's activities and their work plan for the coming year. • Appreciation for Everett Lewis Jr.: Selectboard signed a letter and a certificate of appreciation for Everett Lewis' participation on the Selectboard and service to the Town.
<p>Adjournment – MOTION</p>	<p>Graver moved and Livak seconded to adjourn the meeting at 9:05pm. Passed unanimously with 4 members present and voting (Barton having left the meeting at 8:15pm).</p>
	<p>03/17/14 – Meeting date 03/22/14 – Preliminary draft minutes to Selectboard / Clerk, Treasurer & Auditors 04/07/14 – Final minutes approved by Selectboard 04/14/14 – Approved minutes sent to Town Clerk</p>