

Town of Huntington — Selectboard Meeting

Monday, January 05, 2015—6:30 pm

Town Office (downstairs)

RECEIVED

APPROVED MINUTES

DATE

January 13, 2015



<p>Agenda</p>	<ul style="list-style-type: none"> • Public Comment • Administration & Planning <ul style="list-style-type: none"> ○ Highway Update: Driveway permit application/740 Bert White Road; Request for road discontinuance and/or quitclaim deed on the property @ 1865 Happy Hollow Road ○ Administration: Warrants; Minutes; General Updates; Correspondence & Communications (Humane Society Animal Control Intake Agreement; Legislative Round Table Preparation; Other/New Business • Commissions, Boards & Committees <ul style="list-style-type: none"> ○ Conservation Commission: Request for fund criteria change approval related to potential funds for Friends of Gillette Pond ○ Planning Commission: Request for contract approval for the Municipal Planning Grant consultant ○ HR Subcommittee: Request for charter approval and appointments • Budget Wrap-up/Approval <ul style="list-style-type: none"> ○ Note: departments can request time at the 1/5 and 1/12 Selectboard meetings to discuss finalization of their budgets
<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>Barbara Elliott (Town Administrator), Heidi Racht (Town Clerk)</p>
<p>Others present</p>	<p>Ruth Blodgett (Times Ink reporter), Margaret Fowle, Duncan Keir, Ryan Koloski, Sheri Lynn, Darlene Palola, Julia Preston (Richmond), Wright Preston (Richmond), Rebecca Ryan, Mark Smith, Linda St. Amour, Jenna Whitson, Aaron Worthley, Meadow Worthley</p>
<p>Call to order</p>	<p>Christiansen called the meeting to order at 6:30 pm.</p>
<p>Public Comment</p>	<p>No members of the public offered comment.</p>
<p>Highway & Administration</p> <p><i>Follow-Up: Application to be reviewed by DRB</i></p> <p><i>Follow-Up: Barton to draft modification to the Driveway Permit Application</i></p>	<p><u>Driveway Permit Application – 740 Bert White Road</u></p> <ul style="list-style-type: none"> • No action requested as the application is still in review by the DRB. It may be that there is an existing drive for a business that is currently in questionable compliance, because it was not clear from the sketch diagram provided by the applicant which side of the road the proposed driveway cut would be on. • Barton offered to help develop proposed modifications to the Driveway Permit Application so that the information that is provided is more complete. • The Road Foreman signed off on the sketch that was provided. DRB and Selectboard sign-off is pending. <p><u>Request for Road Discontinuance or Quitclaim – 1865 Happy Hollow Road</u></p> <ul style="list-style-type: none"> • Linda St. Amour presented documents to the Selectboard regarding the property that is being sold to Ryan Koloski and Jenna Whitson. Deeds for the property make it unclear whether or not there is an abandoned road on the property (dating back to a time when it was unclear in which town the property resided).

<p>MOTION: PROPOSED QUITCLAIM/DISCONTINUANCE</p>	<ul style="list-style-type: none"> • MOTION: Livak moved and Stoddard seconded that after perusal and approval by Huntington's Town Attorney Jim Carroll, and at the expense of Linda St. Amour for both her and the Town's legal fees, that the Town sign a quit claim deed and/or other documentation approved by Carroll in order to remove the parcel from Town ownership. Passed unanimously with 5 members present and voting. • Selectboard requested Elliott contact Attorney Carroll regarding this matter.
<p><i>Follow-Up: Elliott to contact Attorney Carroll</i></p> <p>MOTION: MINUTES APPROVAL</p>	<p><u>Signing of Warrants</u></p> <ul style="list-style-type: none"> • 1 warrant was signed as presented. <p><u>Approval of Minutes</u></p> <ul style="list-style-type: none"> • MOTION: Livak moved and Hendrickson seconded to approve the draft minutes from the 12/30/2014 Selectboard meeting. Passed with 4 members voting in favor and one abstention (Barton, who had been unable to attend).
<p>MOTION: ANIMAL CONTROL INTAKE AGREEMENT</p> <p><i>Follow-up: Elliott to contact Sens & Reps re: 1/19 Round Table Topics</i></p>	<p><u>Humane Society Animal Control Intake Agreement</u></p> <ul style="list-style-type: none"> • MOTION: Livak moved and Hendrickson seconded that the Huntington Selectboard authorize the Town Administrator to sign the proposed 2015 Humane Society Animal Control Intake Agreement. Passed unanimously with all members present and voting. <p><u>Legislative Round Table Topics</u></p> <ul style="list-style-type: none"> • Elliott will contact our Senators and Representatives with possible topics including an update on cell coverage; importance of full funding for highway infrastructure programs; feedback on the Open Meeting Law; overview of the committees on which they serve; and how their work impacts Huntington.
<p>Committees, Boards & Commissions</p> <p><i>Follow-up: HCC to draft article for Town Meeting</i></p>	<p><u>Conservation Commission</u></p> <ul style="list-style-type: none"> • The Conservation Commission (HCC) has been approached by members of the Friends of Gillette Pond regarding possible funding for the dam project. Since the dam in question resides in Richmond, it is unclear whether the current Conservation Fund Criteria allows for funds to be used for property that is not in Huntington. The HCC wanted to discuss with the Selectboard whether the Selectboard would entertain an application; whether the Selectboard can make an exception to the wording "within Huntington"; or if this should go before town residents as an article at Town Meeting. • By consensus it was determined that this should be brought forward at Town Meeting in the form of an article. The Selectboard will put an article on the warning (rather than requiring the HCC to submit a petition for an article). • The HCC will present a draft article for Selectboard consideration at the January 12 Selectboard meeting. <p><u>Planning Commission</u></p> <ul style="list-style-type: none"> • The HPC submitted a request for the Selectboard to approve a contract for the Municipal Planning Grant consultant, Tom Bailey, who has been working with the HPC on revisions to the zoning and subdivision regulations. The HPC will get additional information and clarification on the contract terms and amounts so that a decision can be made at the 01/12/15 Selectboard meeting. • Livak discovered that by statute, Selectboard members are ex-officio, non-voting members of the Planning Commission and as such, is attending HPC meetings.

<p>MOTION: HR SUBCOMMITTEE CHARTER & APPOINTMENTS</p>	<p><u>HR Subcommittee</u></p> <ul style="list-style-type: none"> • Stoddard, Barton and Livak put forward a draft charter for the HR Subcommittee outlining the purpose, process and products for the group. • The modified purpose is: To create human resource (HR) systems and processes for the Town of Huntington in a way that brings clarity, simplicity, equity, and developmental opportunities for the municipality's employees so that the Town's human resources can continue to contribute, feel valued, be treated equitably, and develop professionally. • MOTION: Livak moved and Hendrickson seconded that the Huntington Selectboard approve the HR Subcommittee charter as amended and that the following members be appointed to the committee: <ul style="list-style-type: none"> ▪ Nancy Stoddard, Chair and Point of Contact ▪ Dori Barton, Selectboard ▪ Roman Livak, Selectboard ▪ Barbara Elliott, Staff <p>Passed unanimously with all members present and voting.</p>
<p>Budget Working Session</p> <p><i>Follow-up: Elliott to contact Listers, Auditors, Fire Chief & Library</i></p>	<p><u>Listers Budget</u></p> <ul style="list-style-type: none"> • Selectboard requested Elliott solicit additional information from the Listers on how the proposed annual contract amount of \$12,000 was established for the Appraiser and additional information on the services that would be provided. <p><u>Town Clerk – Request for NEMCI Scholarship Endorsement</u></p> <ul style="list-style-type: none"> • Racht presented the Selectboard with a draft letter supporting her request for a New England Municipal Clerk Institute scholarship based on money not being included in the budget for her participation in the 3rd year of the program. • Barton moved and Livak seconded that the Selectboard authorize the Selectboard Chair to sign the Town Clerk's draft letter of endorsement for her NEMCI scholarship request. Passed unanimously. <p><u>Line Item Review</u></p> <ul style="list-style-type: none"> • Christiansen, Stoddard, Alger and Elliott met to make final recommendations for the Highway Budget. Christiansen expressed appreciation for Alger's work on both his operations and capital budgets. • The Selectboard reviewed the full budget and identified a couple outstanding issues to be researched and departments to be contacted for follow-up. • The revised spreadsheet will be sent out and each Selectboard member is asked to do a thorough review to determine that there are no additional open items, or mistakes in calculations or formulas. <p><u>January 12 Finalization</u></p> <ul style="list-style-type: none"> • The Selectboard will complete the budget process on 1/12/2015 and approve the FY 2015-2016 Budget that is to be presented to the voters.
<p>MOTION: ADJOURNMENT</p>	<p>MOTION: Livak moved and Hendrickson seconded to adjourn the meeting at 9:27pm. Passed unanimously.</p>
	<p>01/05/15 – Meeting date 01/09/15 – Draft/unapproved minutes distributed and posted on website. 01/12/15 – Final/approved minutes approved 01/13/15 – Approved minutes sent to Town Clerk for recording & website posting</p>