

Town of Huntington — Selectboard Meeting

Monday, March 16, 2015—6:00 pm

Town Office & Community Church Annex

RECEIVED

DATE

April 8, 2015

APPROVED MINUTES

Agenda	<ul style="list-style-type: none"> • Annual Organizational Session: Oaths of Office; Election of Chair/Vice-Chair; Appointment of Clerk/Recorder; Establish meeting schedule & annual retreat • Informational Meeting: Conveyance of Historic Easement for the Town Hall • Public Comment • Administration & Planning: Minutes & warrants; Correspondence & committee updates; Highway (Town Highway Grants); Admin (Rules of Procedures; Town Meeting Follow-up; Appointments; Calendar & Work plan); Other Business
PART 1 ATTENDEES	<p><u>General Public:</u> Larry Detweiler, Lucinda Hill, Rahul Kushwaha <u>Selectboard:</u> Dori Barton, Andrew Hendrickson, Helen Keith, Roman Livak, Nancy Stoddard <u>Staff/Officials:</u> Barbara Elliott (Town Administrator), Heidi Racht (Town Clerk)</p>
Oaths of Office	<p>Town Clerk Heidi Racht administered Oaths of Office to newly elected Selectboard members Andrew Hendrickson and Helen Keith.</p>
Call to order	<p>Town Clerk Heidi Racht called the meeting to order at 6:00pm having sworn in the new Selectboard members.</p>
ELECTION: Chair & Vice-Chair	<p><u>ELECTION OF CHAIR:</u> Racht called for nominations for the position of Selectboard Chair. Stoddard moved and Keith seconded the nomination of Dori Barton as Selectboard Chair. Passed unanimously.</p> <p><u>ELECTION OF VICE-CHAIR:</u> Racht called for nominations for the position of Selectboard Vice-Chair. Hendrickson moved and Keith seconded the nomination of Roman Livak as Selectboard Vice-Chair. Barton moved and Keith seconded the nomination of Nancy Stoddard as Vice-Chair. Livak received 2 votes (Hendrickson, Livak). Stoddard received 3 votes (Barton, Keith, Stoddard).</p> <p>Racht congratulated the new officers—Barton as Chair and Stoddard as Vice-Chair, and turned the meeting over to Barton.</p>
ELECTION: Clerk/Recorder	<p><u>ELECTION OF SELECTBOARD CLERK/RECORDER:</u> Livak moved and Stoddard seconded to appoint Town Administrator Barbara Elliott as Selectboard Clerk/Recorder. Passed unanimously.</p>
MOTION: Adoption of Meeting Schedule	<p>Livak moved and Keith seconded to continue the regular meeting schedule of the Selectboard for the first and third Mondays of every month, commencing at 7:00pm. Passed unanimously. The goal will be to have the meetings last no more than 2 hours.</p>
MOTION: Annual Strategic Planning Retreat	<p>Livak moved and Stoddard seconded to hold the annual Strategic Planning Retreat for the purpose of developing the annual calendar/work plan and other administrative planning items on Saturday May 16, 2015 from 9:00am to 1:00pm, to be held at the home of Nancy Stoddard (1335 East Street). Passed unanimously.</p>
MEETING MOVED TO THE	<p>Meeting was moved at 6:25pm to the Community Church Annex for the Public</p>

CHURCH ANNEX	Information portion of the meeting on the Town Hall Easement.
PART 2: Information Meeting: Conveyance of Historic Easement for the Town Hall	The Selectboard held an informational meeting on the proposed conveyance of an historic easement for the Town Hall as an opportunity for the public to learn more about the details of the conveyance and to inform the Selectboard about the opinions of Town residents regarding the conveyance.
Informational Meeting Attendees	<p><u>General Public:</u> Ruth Blodgett, Edmund Booth, Jim Christiansen, Alison Forrest, Lucinda Hill, Duncan Keir, Eliot Lothrop, Rick Moulton, Rahul Kushwaha, Robin Worn, Debbie Worthley, Meadow Worthley</p> <p><u>Selectboard:</u> Dori Barton, Andrew Hendrickson, Helen Keith, Roman Livak, Nancy Stoddard</p> <p><u>Staff:</u> Barbara Elliott</p> <p><u>Town Hall Committee:</u> Terry Boyle, Barbara Felitti, Linda Fickbohm, Mariah Riggs, Aaron Worthley</p> <p><u>VT Housing & Conservation Board:</u> Elizabeth Eagan, Karen Freeman</p>
Informational Meeting Discussion Points	<p><u>Presentations and Discussion included:</u></p> <ul style="list-style-type: none"> • Barbara Felitti presented an overview PowerPoint presentation on the history of the Town Hall building and the Town Hall project – including the Town Hall Committee’s (THC) responsibilities for the maintenance and development of the building for community and municipal use. • Karen Freeman & Elizabeth Eagan outlined an overview of the Vermont Housing & Conservation Board (VHCB) and Preservation Trust of Vermont (PVT), the easement details, the Town’s responsibilities and contribution, and a list of other properties in Vermont with similar historic easements. They invited anyone to contact them with further questions. • Duncan Keir asked for clarification on what kinds of changes to the building would require permission and what the turn-around-time would be for getting back to the Town for approval regarding proposed changes. He also noted that PVT is very ‘user friendly’. • Rahul Kushwaha noted the importance of public access to the building and asked for clarification on restrictions related to fundraising. • Roman Livak asked whether there were examples of properties that have similar easements that have been sold or transferred to other entities. Livak also noted that the ‘perpetual’ terms seem excessive relative to the amount of money that is being granted. • Rick Moulton spoke about the easement being like a cultural historic insurance policy for the Town. He noted that it is exciting to see this resource come back to the community in the form of a usable space. • Jim Christiansen asked about the process for easement monitoring. • Dori Barton asked about the relationship of the easement to the ability to secure further funding for the building. • Alison Forrest spoke about the importance of the building to the community as a great space, an important resource, and an opportunity for indoor recreation. She believes there will be many opportunities for raising funds that will provide self-support for the building. • Terry Boyle spoke on behalf of the Huntington Historical & Community Trust (HHCT) in support of the project. HHCT has seen an up-tick in contributions specifically earmarked for the Town Hall. • Elliott read letters of support for the easement from Gary Starecheski, Sharon & Dwight Mohn, and Andrew Carlo.
MEETING MOVED BACK TO	The information meeting concluded at 7:35. The Selectboard moved the business

TOWN OFFICE	portion of their meeting to the Town Office (downstairs).
PART 3: Attendees	<p><u>General Public:</u> Ruth Blodgett, Rahul Kushwaha <u>Selectboard:</u> Dori Barton, Andrew Hendrickson, Helen Keith, Roman Livak, Nancy Stoddard <u>Staff/Officials:</u> Barbara Elliott (Town Administrator), Heidi Racht (Town Clerk)</p>
Public Comment	<p><u>Rahul Kushwaha – Status of our School</u> Kushwaha attended to follow up on comments he made during Town Meeting regarding the status of our school. He is interested in having the Town explore options for the future. He advocated for discussion among the Selectboard, School Board and the rest of the Town on what the options are.</p> <p>Barton noted that working through committees is an effective way to advance change, and noted that while there may be a role for the Selectboard on a committee to address this issue, it seems the School Board should take the lead on this issue. Livak noted that it would be appropriate to involve the Planning Commission on this topic. Stoddard noted that she has offered to help the School Board with their capital plan. Keith offered to spend time outside the Selectboard meeting with Kushwaha to explore options for next steps.</p> <p><i>Follow-up: Keith will contact Kushwaha</i></p>
<p>Administration</p> <p>MOTION: MINUTES APPROVAL</p> <p><i>Follow-up: Elliott will confirm all employees received their notices</i></p> <p><i>Follow-up: Report back on 4/6 on Notice of Violation</i></p> <p>MOTION: TOWN HIGHWAY GRANTS</p>	<p><u>Approval of Minutes</u></p> <ul style="list-style-type: none"> • <u>MOTION:</u> Livak moved and Hendrickson seconded to approve the draft minutes from the 03/02/2015 Selectboard meeting with no corrections. Passed unanimously. <p><u>Signing of Warrants</u></p> <ul style="list-style-type: none"> • 4 warrants were signed as presented. <p><u>Correspondence</u></p> <ul style="list-style-type: none"> • <u>ROVER:</u> Scheduled to come to Huntington on October 3 from 9am – 1pm. • <u>BC/BS:</u> Received notice that one or more of our covered members were within the Anthem database that had a security breach. All employees have been notified. • <u>Public Hearing Notice - Property Inspection:</u> This notice is not related to our listers, but rather to home inspectors for building and banking purposes. • <u>Zoning Administrative Officer’s Notice to William White to remove mobile homes:</u> Ed Hanson has issued a notice that mobile homes must be removed from the property before a certificate of occupancy can be issued. • <u>Zoning Administrative Officer’s Notice of Violation to Roman Livak for unpermitted construction:</u> Ed Hanson has issued a formal Notice of Violation to Livak citing the unpermitted construction of a building on his property. <ul style="list-style-type: none"> ▪ Barton asked Livak if the Town could expect to incur legal expenses as a result of this notice. Livak will report back at the 4/6 Selectboard meeting. <p><u>Highway & Administration</u></p> <ul style="list-style-type: none"> • <u>Town Highway Grant Applications:</u> Livak moved and Hendrickson seconded that the Selectboard authorize the Town Administrator and Road Foreman to submit the FY 2016 Municipal Highway Grant Applications for Structures Grants for Sherman Hollow Road Culvert (at Birds of Vermont Museum) TH#3/Culvert #9, Main Road Culvert (just south of Trapp Road) TH#1/Culvert #25A, and Texas Hill Circle Culvert TH#11/Culvert#4; and for a Town Highway Class 2 Roadway Grant for one mile of Main Road Paving (from 1000 Main

<p><i>Follow-up: Elliott will confirm priority for Paving grants and adjust the grants accordingly</i></p> <p><i>Follow-up: Elliott will research Town-wide historical grant listing</i></p>	<p>Road to Blackbird Swale) and that the Town Administrator be designated as the authorized agent for these grants. Passed unanimously. Elliott will confirm the paving plan against the Capital Plan and confer with Alger as to whether the grant will be submitted for mile 2 of Main Road or in accordance with the Capital Plan.</p> <ul style="list-style-type: none"> ○ Town-wide Grant Listing: Keith asked if there was a history of grants the Town has received. Elliott will research if there is a consolidated listing.
<p>MOTION: ANNUAL FINANCIAL PLAN</p>	<ul style="list-style-type: none"> • Annual Financial Plan: Livak moved and Hendrickson moved that the Selectboard sign the Annual Financial Plan – Town Highways Document (VTrans TA-60) as prepared by the Town Administrator for the Fiscal Year 2015-2016. Passed unanimously.
<p>MOTION: ONE-TON TRUCK</p>	<ul style="list-style-type: none"> • One-Ton Truck: Livak moved and Hendrickson seconded that the Selectboard grant authorization to Road Foreman Clinton ‘Yogi’ Alger to proceed with the purchase of a new one-ton truck in accordance with Article 7 as passed at Town Meeting 2015 for an amount which shall not exceed \$85,000. Passed unanimously.
<p>MOTION: DRIVEWAY PERMIT</p>	<ul style="list-style-type: none"> • Driveway Permit – William White: Livak moved and Hendrickson seconded that the Selectboard approve and sign the Driveway Permit Application submitted by William White on 12/23/2014 for access from Bert White Road, which has been approved by both the Road Foreman and the DRB, with conditions that this new driveway cut will be the new residential access to 740 Bert White Road, and that the existing driveway cut to the mobile home now used for storage will no longer be a legal residential access. Passed unanimously.
<p><i>Follow-up: Elliott to schedule public meeting on Lower Village study findings</i></p>	<ul style="list-style-type: none"> • Lower Village Bike/Ped Study: Elliott reported that Lucy Gibbons of Dubois & King is ready to hold the next public informational meeting on Lower Village alternatives. Possible evening dates noted by the Selectboard are: April 29, April 30, May 5, or May 6. Elliott will schedule the meeting.
<p>MOTION: RULES OF PROCEDURE</p>	<ul style="list-style-type: none"> • Conflict of Interest: Selectboard members signed the annual conflict of interest agreement forms. • Rules of Procedure: Livak moved and Hendrickson seconded that the Selectboard re-adopt the Selectboard Rules of Procedure Policy, as required annually by the policy, and as a re-affirmation that the Selectboard will continue to follow the policy with the addition of statutory requirements for the posting of agendas and minutes. Passed unanimously.
<p>MOTION: SIGNATORY AUTHORITY</p>	<ul style="list-style-type: none"> • Signatory Authority: Livak moved and Hendrickson seconded that the Selectboard authorize the Selectboard Chair and/or Vice-Chair to sign warrants, grants, or other documents on behalf of the Selectboard in the event they determine that it is not judicious and/or in the best interest of the Town to postpone such authorization until the next scheduled Selectboard meeting. Passed unanimously. • Appointments: Livak moved and Hendrickson seconded that the Selectboard make the following appointments:

<p>MOTION: APPOINTMENTS</p> <p><i>Follow-up: Elliott to prepare appointment paperwork</i></p>	<ul style="list-style-type: none"> ○ Barbara Elliott, CCRPC Board Representative, 2 years ending 6/20/17 ○ Everett Marshall, CCRCP Planning Advisory Rep., 2 years ending 5/31/17 ○ Barbara Elliott, CCRPC Board Representative, 2 years ending 6/30/17 ○ Everett Marshall, CCRCP Planning Advisory Rep., 2 years ending 5/31/17 ○ Barbara Elliott , CCRPC Planning Advisory Alt., 2 years ending 5/31/17 ○ Barbara Elliott, CCRPC Transportation Advisory Rep., 2 years ending 6/30/17 ○ Mark Smith, Development Review Board, 1 year, ending 03/16 – <i>appointed as Liaison Member representing the Planning Commission on the DRB</i> ○ Deborah Worthley, H.E.R.O. Committee, 3 years ending 03/18 ○ Donna Lewis, Brett Lindemuth, Paul Stevens, Shirley Stevens & Heidi Racht, Recreation Committee, 2 years ending 03/17 ○ Terry Boyle & Barbara Feilitti, Town Hall Committee, 3 years ending 03/18 ○ Mariah Riggs, Town Hall Committee , 2 years ending 03/15 ○ Larry Detweiler, Town Service Officer, 1 year ending 4/14/16 ○ Nate Sands, Tree Warden, 1 year ending 03/16 <p>Passed unanimously.</p> <ul style="list-style-type: none"> ● Selectboard members signed up for the following one-year appointments: Fence Viewers—Hendrickson, Livak & Stoddard; Americans with Disabilities—Keith; Weigher of Coal—Barton; Inspector of Shingles—Stoddard. Elliott will prepare this appointment paperwork for the 4/6 Selectboard meeting.
<p>New/Other Business</p> <p><i>Follow-up: Elliott to research Selectboard as Ex-Officio members of Planning Commissions</i></p>	<p><u>Ex-Officio Roles</u></p> <ul style="list-style-type: none"> ● Barton noted she has been asked for clarification on the role Selectboard members have as ex-officio members of Planning Commissions. This question arose following Livak’s decision to attend HPC meetings as an ex-officio member. Elliott was asked to research this with VLCT and report back at the 4/6 Selectboard meeting.
<p>Upcoming Agenda Items</p>	<p><u>April 6 Selectboard Meeting</u></p> <ul style="list-style-type: none"> ● Appointment paperwork ● Selectboard sub-committees & liaison roles ● Notice of Violation citing unpermitted construction of a building ● Final decision: conveyance of historic easement for the Town Hall <p><u>April 20 Selectboard Meeting</u></p> <ul style="list-style-type: none"> ● Signing of the Town Hall Easement will happen on or about April 20th <p><u>May 16 Annual Retreat Agenda Items will include:</u></p> <ul style="list-style-type: none"> ● Interactive exercise on principles of behavior (how we engage at meetings, with employees & with the public; norms, operating guidelines, etc.) ● Town Meeting review: learnings & follow-up items ● Annual calendar & work plan
<p>MOTION: ADJOURNMENT</p>	<p>MOTION: Livak moved and Hendrickson seconded to adjourn the meeting at 9:18pm. Passed unanimously.</p>
	<p>03/16/15 – Meeting date 03/20/15 – Draft/unapproved minutes distributed and posted on website. 04/06/15 – Final/approved minutes approved 04/08/15 – Approved minutes sent to Town Clerk for recording & website posting</p>