

Town of Huntington — Selectboard Meeting

Monday, April 06, 2015—7:00 pm

Town Office - Downstairs

RECEIVED

DATE *April 23, 2015*



APPROVED MINUTES

<p>Agenda</p>	<ul style="list-style-type: none"> • Fire Department: repeater/antenna pole on Bert White Road • Highway Department: road crew hiring process, pay range and interview team; truck update; grant updates; other/new business • Facilities: Town Office repairs • Public Comment • Administration & Planning: <ul style="list-style-type: none"> ▪ Town Hall easement ▪ Minutes, Warrants, Appointments ▪ Correspondence & Communications: update on Main Road notice of violations for unpermitted construction of a building; follow up on public comment on schools; Lower Village scoping study; other/new business ▪ Committee updates: Selectboard sub-committees & liaison roles; update on ex-officio members of the planning commission; other/new business ▪ Strategic Planning ▪ Other/New Business
<p>Members present:</p>	<p>Dori Barton (Chair), Andrew Hendrickson, Helen Keith, Roman Livak, Nancy Stoddard (Vice-Chair),</p>
<p>Staff/Officials present</p>	<p>Clinton 'Yogi' Alger (Road Foreman), Barbara Elliott (Town Administrator)</p>
<p>Others present</p>	<p>Terry Boyle, Tate Jeffrey (Fire Chief), Barbara Felitti, Linda Fickbaum</p>
<p>Call to order</p>	<p>Barton called the meeting to order at 7:03 pm.</p>
<p>Fire Department</p> <p>MOTION: CONTRACT REVIEW</p> <p><i>Follow-up: Elliott to contact Town Attorney Jim Carroll</i></p>	<p><u>Fire Department/VELCO 49' Pole on Bert White Road</u></p> <ul style="list-style-type: none"> • In 2002, the Fire Department entered into a lease agreement with Nils Smith for the installation of a pole for 2 repeaters. Fire Chief Jeffrey has proposed the Town enter into an agreement whereby VELCO will construct a new 49' pole at the same location, install a stand-by generator, and assume utility payments in exchange for having use of the pole. The pole would have the VELCO repeater, a FD repeater, a FD-Dispatch repeater, and the possibility for installing a 4th repeater for the Highway Department. Currently the \$3,000-4,000 cost for a Highway repeater is not in the budget. • Keith noted that this is an example of an opportunity that may exist to enhance BPSM radio communication capabilities and is an example of the type of synergy that can happen with increased coordination of resources. • <u>MOTION – CONTRACTS:</u> Livak moved and Stoddard seconded to authorize Fire Chief Tate Jeffery to contact the Town's attorney to review the VELCO contract and to update the Nils Smith lease agreement. Passed unanimously. • Elliott will follow-up with Town Attorney Jim Carroll.
<p>Highway Department</p>	<p><u>HR Subcommittee Report: Road Crew Hiring</u></p> <ul style="list-style-type: none"> • An updated road crew job description, application, applicant review form and timeline were disseminated to the Selectboard.

<p>MOTION: HIRING PROCESS</p> <p><i>Follow-up: Stoddard will update the flow diagram</i></p> <p>MOTION: ROAD CREW PAY RANGES</p> <p>MOTION: ROAD CREW INTERVIEW TEAM</p> <p>MOTION: RETIREMENT RECOGNITION</p>	<ul style="list-style-type: none"> • Stoddard presented a process flow diagram of the proposed Town of Huntington Hiring Process and a pay range for the Road Crew position as proposed by the HR Subcommittee. • <u>MOTION – HIRING PROCESS FLOW:</u> Livak moved and Stoddard seconded that the Selectboard adopt the Hiring Process Flow proposed by the HR Subcommittee, with amendments. Passed unanimously. • Stoddard will update and disseminate a new flow diagram. • <u>MOTION – ROAD CREW PAY RANGES:</u> Livak moved and Stoddard seconded that the overall CDL Road Crew pay range be established at \$15 to \$20 per hour, with a pay range of \$15 to \$18 for entry level positions, and \$17 to \$20 per hour for the CDL Road Crew person who is designated and trained to be the back-up person for the Road Foreman. Passed unanimously. • <u>MOTION – ROAD CREW INTERVIEW TEAM:</u> Livak moved and Keith seconded that Road Foreman Yogi Alger, Town Administrator Barbara Elliott, and Selectboard Members Roman Livak and Dori Barton be designated to serve as the Road Crew Hiring Team. Passed unanimously. <p><u>One-Ton Truck Update</u></p> <ul style="list-style-type: none"> • Alger reported that orders for the new one-ton truck (a 2016 F550) are not being accepted by the dealer until April 16th and there is a 3-month delivery timeframe. The truck will then need to be sent out for the dump body. • The most recent repair bill for our current one-ton truck was \$2,800. <p><u>Town Highway Grants</u></p> <ul style="list-style-type: none"> • Alger and Elliott submitted 5 Town Highway grant proposals: STRUCTURES GRANTS <ul style="list-style-type: none"> ▪ Priority 1: TH 5 / Culvert 9 (Sherman Hollow Road) Structures Grant – Estimated @ \$23,500 ▪ Priority 2: TH 1 / Culvert 25A (Main Road south of Trapp) Structures Grant – Estimated @ \$28,000 ▪ Priority 3: TH 11 / Culvert 4 (Texas Hill Circle) Structures Grant – Estimated @ \$44,000 CLASS 2 ROADWAY PAVING GRANTS <ul style="list-style-type: none"> ▪ Priority 1: TH 2 Hinesburg Hollow Road (1.6 miles) – Estimated @ \$248,500 ▪ Priority 2: TH 1 Main Road (0.7 miles) – Estimated @ \$117,500 <p><u>Request for Merit Pool</u></p> <ul style="list-style-type: none"> • <u>MOTION – RETIREMENT RECOGNITION:</u> Livak moved and Keith seconded that the Selectboard authorize an allocation of \$100 from the Selectboard budget toward an appreciation event in recognition of Steve Barron’s retirement after 10 years of service to the Town. Passed unanimously.
<p>Facilities</p>	<p><u>Town Office Building Drainage & Window Replacement Project</u></p> <ul style="list-style-type: none"> • Quotes to repair the Town Office building basement water and foundation problems and to install new windows were submitted by New Leaf Design (\$11,500) and Polli Construction (3 options: \$16,032, \$16,277 and \$18,411).

MOTION - APPOINTMENTS

Signing of Warrants

- 6 warrants were signed as presented.

Appointments

- **MOTION – APPOINTMENTS:** Stoddard moved and Livak seconded that the Selectboard make the following appointments:
 - Everett Marshall, All-Hazards Mitigation Plan Update Committee (CCRPC), indefinite term
 - Helen Keith, Americans with Disabilities Coordinator, 1 yr term ending March 2016
 - John 'JB' Bryan, Conservation Commission, 4 year term ending March 2019
 - Andrew Hendrickson, Roman Livak & Nancy Stoddard, Fence Viewers, 1 year term ending March 2016
 - Nancy Stoddard, Inspector of Shingles, 1 year term ending March 2016
 - Dori Barton, Weigher of Coal, 1 year term ending March 2016Passed unanimously.

Notices of Zoning Violations

- **Livak – Main Road Unpermitted Structure:** Livak reported that he applied for a permit to construct a yurt which was denied by Zoning Administrative Officer Ed Hanson. Livak appealed Hanson's denial to the DRB, who subsequently ruled that combining separate parcels for tax purposes does not necessitate or mandate combining a property owner's contiguous parcels for zoning purposes. Based on this decision, Livak resubmitted his zoning permit application. The ZAO determined the new application was not complete, that the structure is still in violation, and notified the Selectboard that the statutory seven-day cure period has passed without remedial action or appeal. Livak stated he will respond to the ZAO's letter of March 24, 2015. Barton has requested the ZAO connect with the Town Attorney on this matter and stressed that the objective would be to resolve this matter without litigation. Livak volunteered to reimburse the Town for legal expenses that are incurred for this consultation.
- **White – Notice of Violation for Failure to Obtain Certificate of Occupancy:** No action required by the Selectboard pending the seven-day cure/appeal period.

Follow-up on Public Comment regarding Schools

- Keith reported that she met with Rahul Kushwaha regarding concerns he raised about our schools at the last Selectboard meeting. Kushwaha is interested in starting a community group/committee and will be meeting with the Planning Commission and the School Board to explore possibilities. Keith also reported that Megs Keir (BPMS School Board Chair) has appointed Tara Fowler as a liaison to the Selectboard. Fowler has been added to the distribution list for Selectboard minutes.
- Keith noted the value of increasing communication between boards and proposed that a barbeque social for committees could be helpful as well as a meeting where each board would exchange their top 3 issues/projects for the coming year. Hendrickson noted that St. George does this annually.

	<p><u>Lower Village Scoping Study</u></p> <ul style="list-style-type: none"> The next public meeting on the scoping study to address bicycle/pedestrian safety in the Lower Village will be held on Wednesday, May 13 at the Huntington Public Library at 6:30pm. <p><u>Correspondence & Communications</u></p> <ul style="list-style-type: none"> <u>Auditors:</u> The Auditors submitted invoices for their work which detail the amount to be remitted for hours worked and what is being donated to the Town. Auditors receive an annual stipend and do not receive an hourly rate of pay. Barton discussed this with Auditor Chair Lucinda Hill and recommended this issue be referred to the HR Subcommittee. <p><u>SubCommittees; Liaison Roles and Ex-Officio Members to the Planning Commission – TABLED</u></p> <p><u>Strategic Planning Session: Saturday May 30, 9am to 1pm</u></p>
<p>Upcoming Agenda Items</p>	<p><u>DRAFT: April 20 Selectboard Meeting Agenda Items</u></p> <ul style="list-style-type: none"> Liquor Control Board (10 minutes) Highway Department <ul style="list-style-type: none"> Birds of VT Museum request for Sherman Hollow culvert work Better Back Roads Grant – approval & authorized agent(s) FEMA update Lower Village Bike/Ped Public Information Meeting (May 13 @ 6:30pm) Committees & Communications <ul style="list-style-type: none"> Budget Status Review (monthly) Notice of Violations update Administration & Planning <ul style="list-style-type: none"> Adopt LEOP (Local Emergency Operations Plan) – to be signed by ICS100 Certified official/staff (Elliott) Selectboard sub-committees & liaison roles Agenda items for the Strategic Planning Session (May 30 @ 9am to 1pm) <p><u>May 30 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><u>Annual Tax Bill Preparation Process</u></p> <p>06/04 – Lodge Grand List 06/18 – Begin Listers’ Grievance Period 06/25 – Completion of Listers’ Grievance Period 06/29 – Special Selectboard Meeting to Set the Tax Rate 07/14 – Final Deadline for Tax Bills to be in the mail</p>
<p>MOTION: ADJOURNMENT</p>	<p><u>MOTION:</u> Livak moved and Stoddard seconded to adjourn the meeting at 9:10pm. Passed unanimously.</p>
	<p>04/06/15 – Meeting date 04/09/15 – Draft/unapproved minutes distributed and posted on website. 04/20/15 – Final/approved minutes approved 04/22/15 – Approved minutes sent to Town Clerk for recording & website posting</p>