

Town of Huntington — Selectboard Meeting

Monday, April 20, 2015—7:00 pm

Town Office - Downstairs RECEIVED

APPROVED MINUTES

DATE

April 29, 2015



<p>Agenda</p>	<ul style="list-style-type: none"> • Highway Department: Sherman Hollow culvert project; Structures grants; CCRPC grants; Better Back Roads grant; FEMA update; Lower Village Bike/Pedestrian Scoping Study – Public Info Meeting May 13th; Road crew hiring process; other/new business • Liquor Control Board • Richmond Rescue • Public Comment • Committees, Correspondence & Communication: Conservation Commission member update; Finance budget review; Request for Town Proclamation: Women’s Lung Health Week; State Education Funding’s local implication; VEC Power Lines on Gillett Pond Road; Town Hall Easement correspondence • Administration & Planning: <ul style="list-style-type: none"> ▪ Minutes & Warrants approvals; Annual tax bill schedule; Special Selectboard meeting 6/29; Local Emergency Operations Plan; Notices of violation; Strategic Planning session May 30th; Other/new business
<p>Members present:</p>	<p>Dori Barton (Chair), Andrew Hendrickson, Helen Keith, Roman Livak, Nancy Stoddard via FaceTime (Vice-Chair)</p>
<p>Staff/Officials present</p>	<p>Clinton ‘Yogi’ Alger (Road Foreman), Barbara Elliott (Town Administrator)</p>
<p>Others present</p>	<p>Ruth Blodgett, Allison Gergley, Dean Grover, Luke Jackson, Duncan Keir, Rahul Kushwaha, Bill Menning, Mike Ramsey, Rebecca Ryan, Erin Talmage, Brian Valentine, Taylor Yates</p>
<p>Liquor Control Board Call to Order</p>	<p>Barton called the Liquor Control Board meeting to order at 6:58pm.</p>
<p>Liquor Control Board License Renewals</p>	<ul style="list-style-type: none"> • MOTION – LIQUOR CONTROL: Livak moved and Hendrickson seconded that the Selectboard approve the 2015 Liquor License Renewal Applications submitted by Beaudry’s Store for a Second Class License to sell malt and vinous beverages and a Tobacco License to sell tobacco, and the application submitted by Huntington River Vineyards for an Outside Consumption Permit. Passed unanimously with all members present and voting. • Elliott shared an updated list of approved event licenses for the Selectboard’s review submitted by Town Clerk Heidi Racht. (No action required.) • MOTION – ADJOURNMENT: Livak moved and Stoddard seconded to adjourn the Liquor Control Board Meeting at 7pm. Passed unanimously.
<p>Selectboard Meeting Call to Order</p>	<p>Barton called the Selectboard meeting to order at 7:02 pm.</p>
<p>Highway Department</p>	<p><u>Culvert Project on Sherman Hollow Road at the Birds of Vermont Museum / Structures Grants</u></p> <ul style="list-style-type: none"> • Erin Talmage and Dean Grover spoke about the severe damage to the Birds of Vermont museum access that was caused during the July 2013 storm. The restoration work planned by the museum is dependent on the Town replacing the Town culvert across Sherman Hollow Road at that location. They stressed

<p><i>Follow-up: Elliott/Alger to contact District 5 about options for changing the grant approval from Priority 3 to Priority 1 & 2</i></p> <p>MOTION: BBR GRANT</p> <p><i>Follow-up: Elliott to contact the State Bridge 30 Project Manager</i></p> <p><i>Follow-up: Alger/Elliott to post debris notice on FPF</i></p>	<p>that due to the damage, the museum is currently not ADA accessible.</p> <ul style="list-style-type: none"> • The Highway work plan (which informed the budgeting process) listed this project with proposed funding that included reliance on receiving a VTrans Structures Grant for the project. • Alger reported that funds are not built into his budget for replacing the Sherman Hollow culvert without receipt of the Structures Grant. He further reported that additional Main Road culverts are failing (near Lerner Road, near Moody Road, and near the Spence property). • Elliott reported that the Town was notified 4/20 that VTrans District 5 has approved funding for only our 3rd priority Structures Grant project - \$44,000 for restoration of a Texas Hill Circle culvert. The 1st priority submitted was the \$23,500 application for the Sherman Hollow culvert. The 2nd priority submitted was \$28,000 for a Main Road culvert (just south of Trapp Road). • Alger noted that the culvert on Texas Hill Circle could probably last another 1-2 years before it fails. • The Selectboard requested Elliott and Alger contact Dick Hosking, VTrans District 5, to see if it is possible to change the grant approval to match the priority order submitted by the Town. Since the \$44,000 approved is not enough to cover both our 1st and 2nd priority, Elliott will suggest the option of full funding for the 1st priority project and partial funding of the 2nd priority project. <p><u>Better Back Roads (BBR) Grant</u></p> <ul style="list-style-type: none"> • Elliott & Alger have completed a \$10,000 Better Back Roads grant application for Taft Road ditching and culvert work—as was planned in the FY15-16 Highway Projects spreadsheet reviewed by the Selectboard as part of the budget planning process. The matching funds for this project are included in the General Fund highway budget. The total project cost is \$35,678: \$12,048.40 for materials; \$13,840 for equipment (Town equipment except for excavator rental which is part of the General Fund highway budget); and \$9,789.60 in Town labor costs. • <u>MOTION – BBR GRANT:</u> Livak moved and Hendrickson seconded that the Selectboard approve submitting a Better Back Roads grant in application for the Taft Road Water Quality Protection/Erosion Control project and that Town Administrator Barbara Elliott be designated as the authorized agent for the grant. Passed unanimously. <p><u>Bridge 30 Request for Contract Amendment</u></p> <ul style="list-style-type: none"> • Elliott will contact the State Bridge 30 Project Manager to request additional information on why an amendment is being proposed to our Finance and Maintenance Agreement for Bridge 30. The amendment changes the municipality cost specified in Section 17 from 2.5% to 10%. <p><u>FEMA Work</u></p> <ul style="list-style-type: none"> • Alger reported that the crew is working on debris cleanup from the December storm. Alger will get a burning permit to burn brush behind the Town Garage as the debris is too mixed with dirt and stone to be able to be chipped in place. At this point it appears that if the Town is approved for the FEMA pilot project, only expenses incurred through June 7th will be eligible for reimbursement. • Alger/Elliott will post a notice on Front Porch Forum requesting that debris from outside the Town ROW not be put into ditches, as it can prevent drainage and clog culverts which could cause flooding and road erosion.
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<p>MOTION: VACATION PAYMENT</p>	<p><u>Lower Village Bike Pedestrian Scoping Study</u></p> <ul style="list-style-type: none"> The public information meeting will be held Wednesday, May 13 at 6:30pm at the Library. <p><u>CCRPC Grant Status</u></p> <ul style="list-style-type: none"> CCRPC will hold a public hearing on May 20 for input on their annual work plan. The CCRPC Board of Commissioners' proposed plan includes funding for a Huntington culvert inventory, a Huntington sign inventory, and CCRPC staff assistance with the Planning Commission's Zoning Regulation changes. <p><u>Road Crew Hiring</u></p> <ul style="list-style-type: none"> The hiring process is on target with the proposed timeline. First interviews have been completed by Alger and Elliott. The Selectboard interview team will meet with the finalists this week. The Selectboard will hold a special meeting on Monday April 27 for the purpose of approving an employment offer to the finalist. Alger noted that retiring crew member Steve Barron has 5 weeks of vacation time available. Alger noted that Section 11.2.3 (h) of the Personnel Policy states: "For employees who terminate in good standing, as defined in the relevant section of this personnel policy, unused vacation leave may be paid out to the employee at the discretion of the Selectboard". Given the substantial amount of work that needs to be done prior to the FEMA deadline, Alger requested that the Selectboard approve payment at the time of Barron's retirement for unused vacation time. <u>MOTION – VACATION PAYMENT:</u> Livak moved and Stoddard seconded that, in accordance with Section 11.2.3(h) of the Huntington Personnel Policy, the Selectboard approve payment for unused vacation time accrued by Steve Barron at the time of his retirement on June 1st. Passed unanimously.
<p>Richmond Rescue: Paramedic Ambulance Service Application</p> <p>MOTION: ENDORSEMENT OF PARAMEDIC LEVEL OF SERVICE</p> <p><i>Follow-up: Elliott to prepare letter of support</i></p>	<ul style="list-style-type: none"> Luke Jackson and Tayler Yates from Richmond Rescue presented an overview of their proposal to become a paramedic ambulance service. There are many additional interventions and medications that a paramedic can provide over that of an EMT or Advanced EMT (AEMT). The increased expense of paramedicine has already been built into Richmond Rescue's budget for the next 5 years, and they do not expect increased costs to towns as a result of achieving the paramedic designation. Equipment necessary for this level of support, which is the highest level of support that can be provided outside of the hospital, has already been purchased in order to support the department's AEMT services. Richmond Rescue has requested a letter of support from the Town. Mike Ramsey asked if this level of service would result in a longer response time for Huntington residents if Richmond Rescue is out on a paramedic call. Jackson and Yates indicated that they do not expect an increase in response time. The Selectboard expressed appreciation for the plan Richmond Rescue has put in place. <u>MOTION – SUPPORT OF PARAMEDIC PLAN:</u> Livak moved and Keith seconded that the Selectboard write a letter of support for Richmond Rescue's plan to expand to the paramedic level of service. Passed unanimously. Elliott will prepare a letter of support for Selectboard signature at the May 4th Selectboard meeting.
<p>Public Comment</p>	<p>No members of the public offered public comment.</p>

**COMMITTEES,
CORRESPONDENCE &
COMMUNICATIONS**

**MOTION – PROCLAMATION
FOR WOMEN’S LUNG HEALTH
WEEK**

*Follow-up: Elliott will compile
draft criteria for future
proclamations*

*Follow-up: Elliott to draft a
letter from the Selectboard for
Barton’s review*

*Follow-up: Elliott to contact
VEC.
Follow-up: Elliott to contact
VLCT.*

Request for Town Proclamation: Women’s Lung Health Week

- Rebecca Ryan, who has worked for the American Lung Association for 14 years, proposed that the Selectboard designate the second full week in May as “Women’s Lung Health Week”. Ryan noted that less than ½ of the women diagnosed with lung cancer each year will be alive 1 year after their diagnosis. Ryan proposes to provide public education (such as: how to obtain free radon home-testing kits since radon is the 2nd leading cause of lung cancer, information on quitting smoking, etc.) Keith asked if the Lung Association has a position on e-cigarettes. Ryan stated that they have acknowledged the health dangers of e-cigarettes.
- **MOTION – WOMEN’S LUNG HEALTH WEEK PROCLAMATION:** Livak moved and Keith seconded that the Huntington Selectboard pass the proposed resolution designating the 2nd full week in May as “Women’s Lung Health Week” and that the Selectboard sign the proposed proclamation.
- Elliott will compile draft criteria for the Selectboard’s consideration that will help inform decision making for future requests for proclamations of this nature.

State Education Funding’s Local Implication: Request for Town/School Collaboration

- Rahul Kushwaha submitted a letter to the Selectboard, Planning Commission and School Board requesting Town leadership governance structures collaboratively consider opportunities and threats that the independent status of Brewster Pierce Memorial School affords the Town and the financial opportunities and/or threats it presents.
- Selectboard members suggested that the impetus for this should start with the School Board and that the Selectboard would not be the appropriate body to form the committee.
- Elliott will draft, for Barton’s review, a letter from the Selectboard to the School Board and Planning Commission recognizing the important and unique opportunity that exists and stating that the Selectboard would be interested in participating in a discussion that may result in the formation of such a committee.

VEC Power Lines on Gillett Pond Road

- Duncan Keir raised concern about the power lines VEC has proposed moving on Gillett Pond Road, which would relocate the power to the east side of the road. Concern was expressed about the impact power poles would have on the view, and the impact buried power would have on the road.
- Elliott will contact VEC to determine where this project stands and contact VLCT regarding the authority the Town may or may not have in determining or approving matters related to moving the power lines. Based on the outcome of this research, the Selectboard can determine whether to write a letter to VEC or take any other further action on this matter.

Conservation Commission

- Elliott reported that Margaret Fowle has resigned from the Conservation Commission. Fowle served many years as a member, co-chair and chair of the Commission. The Selectboard signed a letter of appreciation for Fowle’s service to the Town.
- Jenna Whitson has posted notice of openings on the Commission on Front Porch Forum.

	<p>of detail should be reviewed; when additional information would be requested of department heads; and how information from department heads would be provided.</p> <ul style="list-style-type: none"> • The Selectboard would like to meet with the Town Treasurer at a future meeting. • The Selectboard will review a synopsis of the Highway budget on May 4th.
<p>Upcoming Agenda Items</p>	<p><u>DRAFT: April 27 Special Selectboard Meeting Agenda Items</u></p> <ul style="list-style-type: none"> • Executive Session – Highway hiring <p><u>DRAFT: May 4 Selectboard Meeting Agenda Items</u></p> <ul style="list-style-type: none"> • Highway <ul style="list-style-type: none"> ▪ Grant Updates (FEMA, BBR, Structures) ▪ Highway Budget Review: Synopsis of year-to-date and end-of-year status • Administration & Planning <ul style="list-style-type: none"> ▪ Budget Review Process ▪ Notice of Violations update ▪ Agenda items for the Strategic Planning Session (May 30 @ 9am to 1pm) <p><u>Wednesday May 13: Lower Village Scoping Study Public Informational Meeting— 6:30pm at the Library</u></p> <p><u>DRAFT: May 30 Annual Retreat Agenda Items</u></p> <ul style="list-style-type: none"> • Interactive exercise on principles of behavior (such as how we engage at meetings, with employees & with the public; norms; operating guidelines) • Town Meeting review: learnings & follow-up items • Annual calendar & work plan • Subcommittees • Liaison Roles with other boards/committees/commissions • Role of Ex-Officio Members <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>04/20/15 – Meeting date 04/23/15 – Draft/unapproved minutes distributed and posted on website. 04/27/15 – Final/approved minutes approved 04/28/15 – Approved minutes sent to Town Clerk for recording & website posting</p>