

Town of Huntington — Selectboard Meeting

Monday, May 18, 2015—7:00 pm

Town Office - Downstairs



RECEIVED

DATE

APPROVED MINUTES

<p>Agenda</p>	<ul style="list-style-type: none"> • Highway Department <ul style="list-style-type: none"> ○ VEC Gillett Pond Line Relocation ○ Lower Village Bike/Pedestrian Meeting ○ Grant Updates: FEMA; Bridge Inspection reports; Bridge 8 ○ Other/New Business • Public Comment • Administration & Planning: <ul style="list-style-type: none"> ○ Chittenden Solid Waste District (CSWD) FY 2016 Budget ○ Monthly General Fund Budget and Capital Projects Review ○ Correspondence & Communications: CCRPC request for Transportation Advisory Committee alternate; Other ○ General Updates: Town Office basement repair project ○ Administrative Items: Signatures (Monthly Budget & Capital Plan Review approved 5/4, Proclamation Request Policy, Guidelines & Procedures approved 5/4); Minutes & Warrants; Strategic Planning Session; Other/new business
<p>Members present:</p>	<p>Dori Barton (Chair), Andrew Hendrickson, Helen Keith (via FaceTime from 7:00pm to 7:50pm), Roman Livak, Nancy Stoddard (Vice-Chair)</p>
<p>Staff/Officials present</p>	<p>Clinton 'Yogi' Alger (Road Foreman), Kathleen Clark (Town Treasurer), Barbara Elliott (Town Administrator)</p>
<p>Others present</p>	<p>Ruth Blodgett, Isaac Gillen (VEC), Bill Johnson (VEC), Duncan Keir</p>
<p>Call to order</p>	<p>Barton called the meeting to order at 7:00 pm.</p>
<p>Highway Department</p>	<p><u>VEC Gillett Pond Line Relocation</u></p> <ul style="list-style-type: none"> • Isaac Gillen and Bill Johnson from Vermont Electric Cooperative (VEC) attended to discuss VEC's proposal and request for an easement for relocation of their power line along Gillett Pond Road from the west side to the east (pond) side of the road. This is being requested based on the difficulty in maintaining the lines from both a safety and a customer service perspective, as evidenced during the December 2014 storm. Locating the power lines on the west side of the road is not possible due to the ledge. • Documents shared included a synopsis of the project, a detailed staking map and a letter from VHB (Vanasse Hangen Brustlin) engineers outlining recommendations to ensure protection of wetland resources and water quality during construction. • Comments shared included: <ul style="list-style-type: none"> ○ Agreement that the current power line location is difficult for line workers ○ Agreement that underground lines are preferable to overhead lines on the east side—especially from an aesthetic perspective ○ Concern for disturbance of and impact to the wetlands ○ Concern for the integrity of the fabric on the roadway ○ There are places along the Town ROW where the bank drops off into

<p><i>Follow-up: VEC to prepare draft easement</i></p> <p><i>Follow-up: A site visit will be held on 6/1/2015 at 6pm</i></p> <p>MOTION – LOWER VILLAGE MINTUES</p> <p><i>Follow-up: Action items for cost estimates (Elliott), line striping (Alger), and checking out Skunk Hollow (all)</i></p> <p><i>Follow-up: Alger to review & provide comment on the 7 bridge inspection reports for 6/1 meeting</i></p> <p><i>Follow-up: Alger to schedule a bridge inspection report site visit for Selectboard members</i></p>	<p>the wetlands</p> <ul style="list-style-type: none"> ○ Concern that all the VHB recommendations and wetlands requirements need to be addressed <ul style="list-style-type: none"> ● Livak offered a motion for conceptual approval for VEC to locate underground power lines on the east side of Pond Road. No second to the motion was made. Selectboard members then concurred that underground power lines are preferable to overhead lines, and that additional information and detail is needed before proceeding with a motion on the project. ● VEC will need an easement from the Town in order to move the lines as they have proposed. VEC will prepare a draft easement for Selectboard review. ● VEC will stake out the proposed pole & power line locations and conduct a site visit with the Selectboard, Road Foreman and other interested parties on Monday, June 1, 2015 at 6:00pm – meeting at the parking lot by the Town Line on Pond Road. <p><u>Lower Village Bike/Pedestrian Meeting Follow-up</u></p> <ul style="list-style-type: none"> ● MOTION – MINUTES: Livak moved and Stoddard seconded to approve the draft minutes from the 5/13/2015 Lower Village Public Input Meeting as presented. Passed unanimously with 5 members present and voting. ● Barton expressed appreciation that the full Selectboard attended the meeting. ● Selectboard members concurred that it is important, at a minimum, to implement some short term tests to address concerns that have been raised. ● Action items: <ul style="list-style-type: none"> ○ Elliott will check on the cost of the “little green people” signs Jericho uses near the store and Fire Station in Jericho Center ○ Elliott will check on the cost of the temporary/movable speed tables used in Charlotte near the ferry ○ Elliott will check to see if VTrans or any towns have temporary/movable speed tables or bumps that we can borrow/rent ○ Elliott will check on the cost for installing permanent speed bumps, (outside of an overall paving project) ○ Alger will check on line striping for July <p><u>FEMA Work</u></p> <ul style="list-style-type: none"> ● Alger anticipates 2 weeks of additional work is needed to complete the roadside debris clean up from the December 2014 storm. Alger and Elliott will then prepare and submit all the reimbursement paperwork to FEMA. <p><u>Bridge Inspection Reports</u></p> <ul style="list-style-type: none"> ● Copies of the inspection reports for the 7 bridges inspected by the State were distributed to the Selectboard. ● Alger will review the reports and report back to the Selectboard on June 1. ● It was noted that guardrails are mentioned in some of the reports. Additionally, Livak noted that there is a washout near 8900 Main at the guardrail. ● Alger will schedule a bridge visit for Selectboard members for an upcoming Monday morning from 8am – 9am. Alger will select a bridge in good condition and a bridge that requires work for the site visit. <p><u>Bridge 8 (Main Road just south of Moody)</u></p> <ul style="list-style-type: none"> ● As part of the preparation for using Moody Bridge for the detour route during the temporary 8-week Bridge 8 closure scheduled for the summer of 2016 or
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<p><i>Follow-up: Livak & Alger will review the updated plans and provide comments for Selectboard review on 6/1</i></p>	<p>2017, Alger reported that he has discussed moving the power pole at Moody Bridge with VEC. It looks like he will be able to get the pole moved at no cost to the Town other than Alger taking care of digging for the phone lines with the Town backhoe. The project will necessitate a 2-week bridge and road closure.</p> <ul style="list-style-type: none"> • Robert Johnson, Structures Project Engineer for Bridge 8 has requested comments on the updated Bridge 8 plans by June 5. This will be on the Selectboard June 1 agenda. • Livak and Alger will review the plans together and prepare comments for the June 1 Selectboard meeting. All Selectboard members are welcome to stop by the downstairs office and review the plans (located on top of Elliott's table-top bookcase) ahead of time.
<p>Public Comment</p>	<ul style="list-style-type: none"> • No members of the public offered comment(s).
<p>Administration & Planning</p> <p><i>Follow-up: Elliott to prepare Town Office budget summary</i></p> <p>MOTION – CSWD BUDGET FY 2016 APPROVAL</p> <p>MOTION – CCRPC TAC APPOINTMENT</p>	<p><u>Monthly General Fund Budget & Capital Plan Review</u></p> <ul style="list-style-type: none"> • The Selectboard officially welcomed Kathleen Clark to her position as Town Treasurer and thanked her for attending the meeting. • No department/committee heads submitted comments on their budgets. • It was noted that Library expenditures are over budget – however each year a journal entry is done to zero out the Library's General Fund overage by debiting their special revenue account(s). • Clark noted that transfers to reserve accounts happen quarterly. The fourth quarter transfers have not been done. • Elliott will prepare a Town Office budget summary for the Selectboard. <p><u>Chittenden Solid Waste District (CSWD) FY 2016 Budget</u></p> <ul style="list-style-type: none"> • Brian Wright, CSWD Distribution Engineer & Facilities Manager presented copies of the detailed CSWD FY 2016 budget proposal. He noted that towns have not had a tax levied since 1987 to support CSWD. Key revenue sources are tipping fees, sale of materials (scrap and recycling), and a solid waste management fee of \$27/ton. As income from tipping fees continues to decline, CSWD may need to look at alternates such as per household fees. By 2020, mandatory food scrap composting will be in effect. In Chittenden County it has been mandatory for all large institutions to do this since the 1990s. Wright indicated that the key is education, not enforcement. CSWD will be providing education and will be asking haulers to do the same. • <u>MOTION – CSWD BUDGET:</u> Stoddard moved and Hendrickson seconded that the Huntington Selectboard approve the Chittenden Solid Waste District's proposed FY 2016 budget as presented. Passed unanimously with 4 members present and voting. <p><u>Appointments</u></p> <ul style="list-style-type: none"> • CCRPC TAC <ul style="list-style-type: none"> ○ Chittenden County Regional Planning Commission (CCRPC) has requested appointment of a representative and alternate to the Transportation Advisory Committee (TAC) for the period of July 1, 2015 – June 30, 2017. Elliott was appointed as the representative for this term at the Selectboard's March 16, 2015 meeting. ○ <u>MOTION – CCRPC TAC APPOINTMENT:</u> Livak moved and Stoddard seconded that the Huntington Selectboard appoint Andrew Hendrickson to serve as the alternate to the CCRPC Transportation Advisory Committee effective from May 18, 2015 until June 30, 2017.

<p><i>Follow-up: Elliott to ask Keith about serving as alternate to CSWD Board of Commissioners</i></p> <p><i>Follow-up: Elliott to secure signatures from Livak & Keith</i></p> <p>MOTION: MINUTES APPROVAL</p> <p><i>Follow-up: Retreat action item list</i></p>	<p style="text-align: center;">Passed unanimously with 4 members present and voting</p> <ul style="list-style-type: none"> • CSWD Alternate <ul style="list-style-type: none"> ○ Livak serves as the Huntington Representative to the CSWD Board of Commissioners. ○ Elliott will check with Keith to see if she is willing to serve as alternate. <p>Signatures</p> <ul style="list-style-type: none"> • Selectboard members were asked to sign the Monthly Budget & Capital Plan Review policy and the Proclamation Request Policy, Guidelines & Procedures which were adopted by the Selectboard on May 4, 2015. • Elliott will hold the documents for signature by Livak and Keith. <p>Approval of Minutes</p> <ul style="list-style-type: none"> • MOTION: Livak moved and Stoddard seconded to approve the revised draft minutes from the 05/04/2015 Selectboard meeting. Passed unanimously with 4 members present and voting. <p>Signing of Warrants</p> <ul style="list-style-type: none"> • 3 warrants were signed as presented. <p>Strategic Planning Session NEW DAY/TIME</p> <ul style="list-style-type: none"> • The Strategic Planning Session has been rescheduled to Saturday, June 6 from 1pm to 5pm (location will still be the Stoddard's at 1335 East Street). • Previous action items include: <ul style="list-style-type: none"> ○ Barton, Stoddard & Elliott will flesh out the agenda, the process to be used, and any preparation work to be requested of Selectboard members prior to the planning session. ○ Keith requested Elliott provide an updated list of all elected and appointed officials. ○ All Selectboard members are asked to review the Strategic Planning spreadsheet from last year to which Stoddard added updated statuses for various items. ○ Elliott will send out a sign-up email so Selectboard members can pick what refreshments they want to bring to the planning session.
<p>Upcoming Agenda Items</p>	<p><u>DRAFT: June 1 Selectboard Meeting</u></p> <p>SITE VISIT – POND ROAD</p> <ul style="list-style-type: none"> • 6:00 pm – Site visit for VEC Gillett Pond line relocation project: meet at the town line parking area on Pond Road <p>REGULAR MEETING – TOWN OFFICE</p> <ul style="list-style-type: none"> • Highway Department <ul style="list-style-type: none"> ○ Lower Village alternatives research (Elliott) ○ Bridge Inspection Reports – summary & site visit schedule (Alger) ○ Bridge 8 Comments (Livak/Alger) • Committees & Communications <ul style="list-style-type: none"> ○ Conservation Commission – potential for Town to provide an easement to CTA (Catamount Trail Association) on existing trails within the Town Forest • Administration & Planning <ul style="list-style-type: none"> ○ Town Office Budget Summary ○ Animal Control Issues

	<p>Sat. June 6th 1pm to 5pm: Annual Retreat Agenda Items</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>Annual Tax Bill Preparation Process</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>
MOTION: ADJOURNMENT	<p>MOTION: Livak moved and Stoddard seconded to adjourn the meeting at 8:57pm. Passed unanimously with 4 members present and voting.</p>
	<p>05/18/15 – Meeting date 05/22/15 – Draft/unapproved minutes distributed and posted on website. 06/01/15 – Final/approved minutes approved 06/04/15 – Approved minutes sent to Town Clerk for recording & website posting</p>