

Town of Huntington — Selectboard Meeting

Monday, June 01, 2015—6:00 pm

6pm @ Gillett Pond (for site visit with VEC)

7pm @ Town Office – Downstairs (for regular meeting)



RECEIVED

DATE June 16, 2015

APPROVED MINUTES

<p><b>Agenda</b></p>	<ul style="list-style-type: none"> <li>• Pond Road Site Visit (meet at parking lot just south of Gillett Pond)</li> <li>• Highway Department             <ul style="list-style-type: none"> <li>○ VEC Gillett Pond line relocation site visit recap &amp; next steps</li> <li>○ Bridges: 2014 Bridge inspection reports; Bridge 8 project update</li> <li>○ Sand Shed Addition project update</li> <li>○ Lower Village Scoping Study research update</li> <li>○ General updates (FEMA, Other/new business)</li> </ul> </li> <li>• Public Comment</li> <li>• Committees, Boards, Commissions &amp; Departments             <ul style="list-style-type: none"> <li>○ Conservation Commission request for Town Forest easement</li> <li>○ General updates (Issues being addressed by Animal Control Officer, Issue being addressed by Health Officer; Other/new business)</li> </ul> </li> <li>• Administration &amp; Planning             <ul style="list-style-type: none"> <li>○ Correspondence &amp; communications (Notices of Violation issued by Zoning Administrative Officer, 2015 Executive Salary Survey report)</li> <li>○ Administrative Items: Town Office budget &amp; basement repair project; Minutes &amp; warrants; General updates; Other /new business</li> </ul> </li> </ul>
<p><b><u>SITE VISIT</u></b>  <b>SB Members present:</b>  <b>Staff Present:</b>  <b>Others Present:</b></p> <p><b><u>REGULAR SB MEETING</u></b>  <b>SB Members present:</b>  <b>Staff Present:</b>  <b>Others Present:</b></p>	<p>Dori Barton (Chair), Andrew Hendrickson, Helen Keith, Roman Livak, Nancy Stoddard (Vice-Chair)</p> <p>Clinton 'Yogi' Alger (Road Foreman), Barbara Elliott (Town Administrator)</p> <p>Isaac Gillen (VEC), Bill Johnson (VEC), Duncan Keir, Aaron Worthley, Meadow Worthley</p> <p>Dori Barton (Chair), Andrew Hendrickson, Helen Keith, Roman Livak, Nancy Stoddard (Vice-Chair)</p> <p>Clinton 'Yogi' Alger (Road Foreman), Barbara Elliott (Town Administrator)</p> <p>Ruth Blodgett, Dean Grover, Amy Kelsey, Sheri Lynn, Rebecca Ryan, Jenna Whitson</p>
<p><b>Call to order</b></p>	<p>Barton called the site visit to order at 6:10 pm; Barton called the regular Selectboard meeting to order at 7:04 pm.</p>
<p><b>Pond Road Site Visit – VEC Line Relocation Proposal</b></p>	<ul style="list-style-type: none"> <li>• The Selectboard, staff, and members of the general public (noted above) met with VEC representatives at the Pond Road site of the proposed VEC power line relocation. VEC staked out the wetland delineation, proposed underground power line placement, and the existing and proposed structures.</li> </ul>
<p><b>Highway Department</b></p>	<p><b><u>VEC Gillett Pond Line Relocation Recap</u></b></p> <ul style="list-style-type: none"> <li>• VEC will confirm the DEC (Department of Environmental Conservation) permit requirements and prepare an Underground Line Permit document for Selectboard and Town Attorney review and approval.</li> <li>• Construction duration is anticipated to be no longer than one week. Only minor traffic delays are expected, as one lane will remain open for traffic during construction.</li> </ul>

<p><i>Follow-up: See individual bridge action items as noted</i></p>	<ul style="list-style-type: none"> <li>Alger reported that since the line relocation will be along the road shoulder (and not interfere with road fabric) he is fine with the proposed plans.</li> <li>Once finalized, the permit and updated maps would be filed in the land records.</li> </ul> <p><b><u>Bridge Inspection Reports</u></b></p> <ul style="list-style-type: none"> <li>Alger has reviewed the State inspection reports. Comments/plans are noted below. <ul style="list-style-type: none"> <li>Bridge 9H (Main Road @ Texas Hill Road): Alger stated that replacing these guardrails is critical. He plans to replace them prior to the end of the current fiscal year.</li> <li>Bridge 8 (Sheldrake—Main Road just south of Moody Road): Given the upcoming replacement plans for the bridge, no funds will be allocated to interim repairs.</li> <li>Bridge 10 (Main Road @ Beane Road): Livak noted concern regarding needed maintenance.</li> <li>The cost of bridge maintenance and guardrail replacement will be added to the Highway General Fund operating budget for FY16-17.</li> <li>Alger will schedule site visits for the Selectboard with Tim Parent to view a bridge in good condition and one with significant deficiencies.</li> <li>Keith noted that the guardrails at Bridge 32 (Camels Hump Road @ her house) are mangled. Alger stated that he plans to fix these and the guardrails at the Moody Road bridge this summer.</li> <li>Alger noted that Richmond hires a sweeper at \$800/day for bridge maintenance. He proposed to do this for 2 days this year – and will build ongoing costs for this into his yearly operating budget.</li> </ul> </li> </ul>
<p><i>Follow-up: Elliott to contact VTrans Bridge 8 project engineer</i></p>	<p><b><u>Bridge 8 (Main Road just south of Moody Road) Plan Review</u></b></p> <ul style="list-style-type: none"> <li>Livak requested that comments be submitted to VTrans requesting cost estimates for installing underground power lines (that would run along the bridge rather than overhead). Given that the road will be torn up, it would be most cost efficient to do this at the time of construction.</li> <li>Elliott will request cost estimates and a determination of whether the added cost for this can be built into the project from the VTrans project engineer versus the Town having to cover the total cost.</li> </ul>
<p><i>Follow-up: Alger - Line striping and borrowing speed humps</i></p>	<p><b><u>Lower Village Traffic Alternatives</u></b></p> <ul style="list-style-type: none"> <li>Alger will get cost estimates and arrange for line striping. The lines will remain in the current location. Narrowing the lanes is not practical since trucks would wear the lines out within a few months.</li> </ul>
<p><i>Follow-up: Alger to ask VTrans about removable humps</i></p>	<ul style="list-style-type: none"> <li>Alger will contact Dick Hosking and Randy Snelling to see if the State has any removable speed humps that the Town can borrow for testing in the Lower Village.</li> </ul>
<p><i>Follow-up: Alger/Elliott to contact Jericho &amp; Colchester</i></p>	<ul style="list-style-type: none"> <li>Alger/Elliott will contact Jericho to solicit feedback from their Road Crew on plowing their speed humps. They will also contact Colchester about the temporary humps they have at their town beach.</li> </ul>
<p><i>Follow-up: Keith will request prioritization of a Lower Village</i></p>	<ul style="list-style-type: none"> <li>Grover asked what the timeframe is for getting temporary speed humps. Barton explained that there is not a specific date and funds for this are not in either the current or the FY15-16 budget.</li> <li>Keith requested an action plan be developed for the Lower Village. Stoddard recommended this be requested for prioritization as part of the strategic work planning process.</li> </ul>

<p><i>plan</i></p> <p><i>Follow-up: Elliott/Alger will prepare FEMA reporting</i></p>	<p><b><u>Other Highway Updates</u></b></p> <ul style="list-style-type: none"> <li>• Construction of the sand shed addition is complete. Alger is planning to get a fire marshal permit to run electrical to the addition for lights and plug-ins.</li> <li>• FEMA debris removal will be completed by the June 6 deadline. Elliott and Alger will prepare and submit reporting documentation.</li> </ul>
<p><b>Public Comment</b></p>	<ul style="list-style-type: none"> <li>• Rebecca Ryan thanked the Selectboard for proclaiming May 10-16 as Women’s Lung Health Week. She received feedback from community members as a result of the Front Porch Forum educational postings. Hendrickson commented that as a result of Ryan’s postings, he obtained and received a free radon testing kit.</li> </ul>
<p><b>Committees &amp; Communication</b></p> <p><b>MOTION - EASEMENT</b></p> <p><b>MOTION - EASEMENT</b></p> <p><i>Follow-up: Elliott to forward easement to Town Attorney</i></p>	<p><b><u>Huntington Conservation Commission (HCC)</u></b></p> <ul style="list-style-type: none"> <li>• HCC voted at their April meeting to request the Selectboard pursue a Town Forest easement for the Catamount Trail Association (CTA), as recommended in the 2009 State of the Forest report, for use of existing trails.</li> <li>• Ryan noted that it does not appear that the effort to purchase land in the Lower Village/north will be successful and so the HCC is looking at ways to enhance the existing Town Forest.</li> <li>• Keith asked why the proposed easement would be for use only 6 months of each year. Amy Kelsey, from CTA, explained that CTA’s easements with other property owners is for just the winter months and so an easement for full-year use would require them to secure permission from the other landowners.</li> <li>• Livak noted that philosophically he is opposed to perpetual easements.</li> <li>• <b><u>MOTION – EASEMENT:</u></b> Livak moved and Hendrickson seconded that the Huntington Selectboard, in accordance with the recommendation of the Huntington Conservation Commission and recommendations in the 2009 State of the Forest Report, pursue an easement on the exiting trails in the Town Forest and that the Selectboard pursue the process needed to finalize the agreement between the Town and the Catamount Trail Association. <b>MOTION DEFEATED</b> with one member in favor (Livak) and 4 members opposed.</li> <li>• <b><u>MOTION – EASEMENT:</u></b> Stoddard moved and Livak seconded that the Huntington Selectboard, in accordance with the recommendation of the Huntington Conservation Commission and recommendations in the 2009 State of the Forest Report, pursue a perpetual easement on the existing trails in the Town Forest and that the Selectboard pursue the process needed to finalize the agreement between the Town and the Catamount Trail Association. <b>MOTION PASSED UNANIMOUSLY</b> with all members present and voting.</li> <li>• Elliott will forward the draft easement to the Town Attorney for review.</li> </ul>
<p><b>Administration &amp; Planning</b></p> <p><i>Follow-up: Elliott to contact Town Treasurer for tax bill</i></p>	<p><b><u>Listers Request for Extension</u></b></p> <ul style="list-style-type: none"> <li>• The Listers requested the Selectboard approve a request for a seven (7) day extension of the time in which to file the 2015 abstract of individuals (preliminary grand list). All Selectboard members signed the extension request.</li> <li>• Stoddard noted concern that the extension not impact the schedule for setting the Tax Rate. Elliott reported that according to the Town’s appraiser, Kermit Blaisdell, the schedule would not be impacted.</li> <li>• Keith noted that the tax bills will be much more complicated this year.</li> <li>• Hendrickson stated that since the Selectboard is responsible for sending out tax notices, he would like to volunteer to help with the mailing. Other Selectboard members concurred. Elliott will contact the Town Treasurer to</li> </ul>

<p><i>schedule</i></p>	<p>request the Selectboard be notified as soon as the mailing date is set so that they can try to adjust their schedules accordingly.</p> <p><b><u>Animal Control Officer (ACO)</u></b></p> <ul style="list-style-type: none"> <li>Elliott updated the Selectboard on two issues being handled by ACO Pam Alexander. One was regarding alleged dog abuse, which Alexander's investigation determined was not abuse. The other was regarding a home with an excessive number of cats, which Alexander and the county Animal Cruelty Investigator are resolving with the homeowner. No Selectboard action is required for either case at this time.</li> </ul>
<p><i>Follow-up: Alger to investigate culvert on Bert White Road</i></p>	<p><b><u>Health Officer</u></b></p> <ul style="list-style-type: none"> <li>Elliott reported that Health Officer Stefan Jacobs has been addressing a water quality issue on Bert White Road. He is working with Alger on claims that the driveway culvert needs work, and that road runoff is contaminating the homeowners' well water. Elliott will request that Alger investigate this matter.</li> </ul> <p><b><u>Zoning Administrative Officer (ZAO) – Notices of Violation</u></b></p> <ul style="list-style-type: none"> <li>ZAO Ed Hanson copied the Selectboard on a Notice of Violation he sent to a property owner for failure to obtain the necessary zoning and access permits for construction of a 2-story duplex dwelling at the corner of Hinesburg Hollow Road and Main Road. The necessary permit paperwork was subsequently submitted. Elliott forwarded the driveway access permit to the DRB for review and will then submit it to the Road Forman for review and preliminary approval.</li> <li>ZAO Ed Hanson copied the Selectboard on a letter of notification of complaint he sent to a property owner regarding parking in excess of the approved number of allowable parked vehicles at an automotive business on Main Road. No action required from the Selectboard at this point.</li> </ul> <p><b><u>2015 Executive Summary Survey</u></b></p> <ul style="list-style-type: none"> <li>A copy of this VLCT survey is available for review at the Town Administrator's office.</li> </ul> <p><b><u>Town Office Budget Summary</u></b></p> <ul style="list-style-type: none"> <li>Elliott presented a summary of the Town Office budget, expenses, and anticipated expenses for the current year. She projects deficit spending of approximately \$6,000 due to the cost of repairs related to the downstairs drainage problem (which have been approved by the Selectboard).</li> </ul>
<p><b>MOTION: MINUTES APPROVAL</b></p>	<p><b><u>Approval of Minutes</u></b></p> <ul style="list-style-type: none"> <li><b><u>MOTION:</u></b> Livak moved and Stoddard seconded to approve the minutes from the 05/18/2015 Selectboard meeting as presented. Passed unanimously.</li> </ul> <p><b><u>Signing of Warrants</u></b></p> <ul style="list-style-type: none"> <li>4 warrants were signed as presented.</li> </ul>
<p><b>Upcoming Agenda Items</b></p>	<p><b><u>Sat. June 6<sup>th</sup> 1pm to 5pm: Annual Retreat Agenda Items</u></b></p> <ul style="list-style-type: none"> <li>Interactive exercise on principles of behavior (how we engage at meetings, with employees &amp; with the public; norms, operating guidelines, etc.)</li> <li>Town Meeting review: learnings &amp; follow-up items</li> <li>Annual calendar &amp; work plan</li> </ul> <p><b><u>DRAFT Agenda Items for Monday. June 15<sup>th</sup> 7-9pm</u></b></p>

	<ul style="list-style-type: none"> <li>• Professional Audit Contract</li> <li>• Unregistered Dogs – list of dogs that are not registered</li> <li>• Driveway Permit Application – Hinesburg Hollow Road</li> <li>• Salary Approvals</li> </ul> <p><b><u>Annual Tax Bill Preparation Process</u></b>  06/04 – Lodge Grand List (NOTE: 7-day extension has been requested)  06/18 – Begin Listers’ Grievance Period  06/25 – Completion of Listers’ Grievance Period  <b>06/29 – Special Selectboard Meeting to Set the Tax Rate</b>  07/14 – Final Deadline for Tax Bills to be in the mail</p>
<b>MOTION: ADJOURNMENT</b>	<b><u>MOTION:</u></b> Livak moved and Stoddard seconded to adjourn the meeting at 8:55pm. Passed unanimously.
	06/01/15 – Meeting date 06/05/15 – Draft/unapproved minutes distributed and posted on website. 06/15/15 – Final/approved minutes approved 06/16/15 – Approved minutes sent to Town Clerk for recording & website posting