

Town of Huntington — Selectboard Meeting

Monday, July 20, 2015—7:00 pm

Town Office – Downstairs

APPROVED MINUTES



<p>Agenda</p>	<ul style="list-style-type: none"> • Public Comment • Approval of Warrants & Minutes • Selectboard SubCommittee Reports: Charters, Prioritized Work Plans & Timelines (Highway, HR, Finance, Buildings & Grounds, Lower Village Traffic Calming, Selectboard Top Level & Special Projects) • Administration <ul style="list-style-type: none"> ○ Correspondence (Huntington Conservation Commission request for Clerk appointment; MS Society Gateway bike ride Aug 2; 7/16 Dog Bite) • Correction of Tax Rate Document • Meeting Schedules • Other/New Business
<p>SB 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>Dave Clark, Bill Menning</p>
<p>Call to order</p>	<p>Barton called the meeting to order at 6:59 pm.</p>
<p>Public Comment</p> <p><i>Follow-up: Alger / Livak to notify Clark re: schedule changes</i></p>	<p><u>Huntington Woods Road Work Project – Dave Clark</u></p> <ul style="list-style-type: none"> • Clark (President of Huntington Fire District #1 which serves Roberts Park and Huntington Woods) inquired about the status of the planned ditching and culvert work for Huntington Woods. They have a bank stabilization project to protect their water source scheduled for early September and feel it is important for the Town work to get completed prior to the work they do. Alger stated that the current plan is to start the Town’s Huntington Woods road work on August 3 (depending on the weather). Clark said that the association would appreciate having any fill from the ditching work that is done dumped at the top of the hill above the water source. Alger expressed concern about the fill washing down the bank or interfering with drainage at the new house nearby, and stated that the Town will not be responsible if the fill causes damage or drainage problems. Clark indicated that he thinks the fill will create a berm which will protect the area. • Alger or Livak will contact Clark if the schedule for Huntington Woods changes from August 3 to a new date.

<p><i>Follow-up: Menning to email details on his proposed study; Elliott to add this to the 8/3 Selectboard agenda</i></p> <p><i>Follow-up: Elliott/ Alger to contact Stewardship Forester Jason Nerenberg</i></p>	<p><u>Offer to Conduct Camels Hump Traffic Calming Study – Bill Menning</u></p> <ul style="list-style-type: none"> • Menning, who has lived on Camels Hump Road for 20 years, volunteered to conduct, at no-cost to the Town, a traffic study from the road junction of Camels Hump Road and Fielder Road to the end of Camels Hump Road at the Burrows Parking lot. He is willing to analyze site distances, stopping distances and speed. About 10 years ago Menning conducted traffic counts on the road and estimates that the traffic volume has now approach a year-round level that is equivalent to what the traffic volume had been during ‘foliage season’ . • In response to a question as to whether the speeders are local residents or visitors to the State Park, Menning stated he believes the speeders are primarily the hikers. • Menning will follow up with an email proposal for the traffic study he is offering to conduct for the Selectboard’s consideration. • Stoddard suggested that perhaps the State could help with traffic calming since the problems seem to be related to State Park visitors. Elliott or Alger will contact Stewardship Forester Jason Nerenberg to investigate possibilities, such as help with signage, enforcement, or other traffic calming measures.
<p>General Highway Updates</p>	<ul style="list-style-type: none"> • <u>One-Ton Truck:</u> The truck has come in and is now getting fit up with the dump body. • <u>Work Schedule:</u> <u>7/20-24:</u> replace Main Road culverts in Hanksville & Huntington Center <u>7/27-31:</u> replace culverts at Main Road / Camels Hump Road intersection <u>8/3-19:</u> Huntington Woods ditching and culvert project <u>8/20-25:</u> culvert replacement on Camels Hump Road, Pond Road, and Texas Hill Circle <u>September:</u> Structures Grant work on the Main Road culvert near Trapp Road and the culvert on Sherman Hollow Road near the Birds of Vermont museum will be contracted out. Roadside mowing and touch-up work with the grader is ongoing. • <u>Communication:</u> Stoddard reported that the Highway Subcommittee hopes to have the Road Crew’s project schedule available and regularly updated on the Town website in order to help inform residents of the status of road work projects.
<p>Warrants & Minutes</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 minutes from the 07/06/2015 Selectboard meeting as presented. Passed unanimously. <p><u>Signing of Warrants</u> 5 warrants were signed as presented.</p>
<p>Subcommittees: Charters & Work Plans</p>	<ul style="list-style-type: none"> • <i>NOTE: Each Committee has approved charters and work plans that outline the purpose, process, products and milestones. Listed below are just a few highlights for each subcommittee.</i>

- **Buildings & Grounds Subcommittee (Andrew Hendrickson, Chair)**
 - Provide data, analysis and recommendations for projected buildings and grounds capital, operational and maintenance/ repair expenditures
 - Update the standardized building evaluation measurement tool; revise as needed
 - Solicit updates on completed and pending projects and additional data to feed into the municipal capital plan
 - Act as the property steward for areas/buildings that do not have a designated steward (old firehouse, village green, etc.)
- **Finance Subcommittee (Helen Keith, Chair)**
 - Support the development of the annual Capital Plan and General Fund Budget
 - Develop recommendations for the updated Capital Plan with inputs from Highway, Fire Department and Buildings & Grounds
 - Review, monitor and make recommendations regarding current Capital Plan and General Fund budget status & processes
- **Highway Subcommittee (Roman Livak, Chair)**
 - Through proactive planning, provide quality and cost effective highway services to the Town of Huntington
 - Key activities include: documenting and annual and 3-year-rolling work plan, updating the 7-year capital plan, and outlining Best Management Practices (BMP) as practiced in Huntington
- **Human Resources Subcommittee (Nancy Stoddard, Chair)**
 - Create HR systems and processes that bring clarity, simplicity, equity and developmental opportunities for municipal employees so that they can continue to contribute, feel valued, be treated fairly, and develop
 - Key activities include: clear job descriptions; review and propose upgrades to compensation processes and systems (pay, benefits, etc.); propose recognition and personal development systems
- **Lower Village Traffic Calming Ad-Hoc Committee (Helen Keith & Dean Grover, Co-Chairs)**
 - Develop and implement, in conjunction with the Highway Subcommittee, traffic calming tests for the Lower Village to help determine effective short-term and longer-term interventions
 - Develop medium-term traffic calming plans for the Lower Village that are approved by the Selectboard and built into the FY16-17 operations and/or capital plan budgets
 - Phase 2 is to develop a longer-term traffic calming, pedestrian, bicycle and vehicular traffic plan for the Town that encompasses village centers, main commuter roads, and back roads
- **Selectboard 'Sweep List' (Dori Barton & Barbara Elliott)**
 - Manage the annual Selectboard calendar and address baseline, top-level & special projects to ensure the Town meets statutory legislative, administrative, and quasi-judicial responsibilities
 - Review and respond to Selectboard-related questions, concerns, and recommendations in a timely way

<p>Subcommittees: MOTION</p>	<ul style="list-style-type: none"> • <u>MOTION: Funds for Traffic Calming Tests</u> <ul style="list-style-type: none"> ○ Livak moved and Hendrickson seconded to authorize up to a total of \$5,000 in expenditures for traffic calming devices and interventions as part of conducting traffic calming tests this summer and fall in the Lower Village to be expended in conjunction with the Highway Subcommittee. Passed unanimously.
<p>Subcommittee Action Item / Follow-up List</p>	<ul style="list-style-type: none"> • Keith will contact Jericho and Hinesburg for details about the traffic calming measures they have undertaken. • Stoddard will forward Hendrickson the Buildings and Grounds evaluation tool used in 2013. • Hendrickson will review the Capital Planning policy regarding buildings and grounds guidelines for classifying items as capital items vs operational items. Criteria can be based on a dollar figure (eg: \$10,000); a percentage of the value of the building or property; how the dollar amount is going to impact the budget; whether or not a reserve fund should be recommended. • Hendrickson will communicate to stewards of Town buildings and grounds that efforts to seek grant funding will need to be demonstrated. Keith offered to be a resource for stewards on how to research potential funding opportunities and the Town Hall Committee could be a resource for the grant possibilities they have pursued. • Need to develop an index of grants that have been awarded to the Town (Elliott?). • Need to develop an index of highway-related inventories and studies that have been done for the Town (Elliott to work with Highway Subcommittee?) • Elliott will update the committee charters and work prioritization spreadsheet tabs and send them to each subcommittee chair. • In April, July, October and January (by the 10th of the month) each committee will email the Selectboard Chair and Town Administrator an updated work plan spreadsheet and a brief summary outlining the highlights of their committee's activities and accomplishments for the last quarter.
<p>Administrative Items</p> <p><i>Follow-up: HR Subcommittee to add clerk compensation to their work plan</i></p> <p>MOTION: HCC CLERK APPOINTMENT</p>	<p><u>Huntington Conservation Commission (HCC) Clerk Appointment</u></p> <ul style="list-style-type: none"> • The HCC approved general fund budget reflects \$480 for compensation for a clerk to produce minutes at a flat rate of \$40 for 12 meetings per year. The HCC has finally found someone willing to step in and provide this service. It was noted that this compensation process is not consistent with how clerks of other boards are compensated. It was also noted that there are boards/commissions that are not supported by a clerk. It was requested that the HR Subcommittee address commission/board/committee clerk compensation inconsistencies as part of their work plan. • <u>MOTION – HCC CLERK:</u> Livak moved and Hendrickson seconded that, as requested by the Huntington Conservation Commission, the Selectboard appoint Terry Ryan as the Huntington Conservation

<p><i>Follow-up: Livak to research State processes for addressing dog-bite incidents; Livak & Elliott to meet with Jacobs & Alexander to document the Town process</i></p>	<p>Commission clerk, with compensation in accordance with the approved HCC budget at \$40 per meeting for up to 12 meetings per fiscal year. Passed unanimously.</p> <p><u>MS Society Green Mountain Gateway Bicycle Ride August 2</u></p> <ul style="list-style-type: none"> • Reminder: The MS bike ride along the Main Road and Hinesburg Hollow Road will take place Sunday, August 2 between 8:30am and 11:00 am. Fire Chief Tate Jeffrey approved setting up a water station in the fire station parking lot. Elliott has the Certificate of Insurance on file. <p><u>Dog Bite Incident</u></p> <ul style="list-style-type: none"> • Elliott provided the Selectboard with the information she had received from Health Officer Stefan Jacobs and Animal Control Officer Pam Alexander regarding the dog bite incident on July 16. • Livak asked what process was being used to follow up on incidents and offered to research what the process should be, as outlined in the Health Officer Manual. It was recommended that Livak and Elliott work with Jacobs and Alexander to document the process used in town in order to understand who is responsible for doing what and within what timeframe. • The Selectboard requested an update on the process, as well as an update on this specific bite incident.
<p>MOTION: TAX RATE DOCUMENT</p>	<p><u>Revised Tax Rate Document</u></p> <ul style="list-style-type: none"> • It was decided that the official tax rate document that is reported in the Town Report be consistent with the format used in previous years. • NOTE: this does NOT change the tax rate set on 6/29/2015. • <u>MOTION – TAX RATE:</u> Livak moved and Stoddard seconded that that for the purpose of clarity and consistency the Huntington Selectboard adjust the FY 2015-2016 municipal tax rate document to reflect the Grand List at its total value and not as the amount per \$100 of assessed value, which in no way modifies the tax rate that was set and approved by the Selectboard on June 29th, 2015. Passed unanimously. • <u>The document signed reflects the following:</u> <ul style="list-style-type: none"> 1,559,604 FY15-16 Budget Approved at Town Meeting (281,000) less Estimated Non Tax Income 1,278,604 Total Required from Taxes <p>214,323,300 Grand List Lodged on June 25, 2016</p> <p>0.5966 15-16 Tax Rate (per \$100 of assessed value)</p>
<p>MOTION: RECOGNITION OF HEIDI RACHT</p>	<p><u>Town Clerk Racht Completes NEMC Institute</u></p> <ul style="list-style-type: none"> • <u>MOTION: RECOGNITION OF HEIDI RACHT:</u> Livak moved and Stoddard seconded that, on behalf of the Town of Huntington, the Selectboard extend congratulations to our Town Clerk, Heidi Racht, for successfully completing the three-year Town Clerk program at the New England

<p>MOTION: SELECTBOARD VCDP PUBLIC HEARING</p>	<p>Municipal Clerks Institute and Academy. Passed unanimously.</p> <ul style="list-style-type: none"> The Selectboard signed a congratulatory letter recognizing this significant accomplishment and commending Racht on her initiative and dedication in participating in this comprehensive training and on having successfully completed the educational requirements for her Certified Municipal Clerk (CMC) certification. <p><u>Selectboard Public Hearing on the Town Hall VCDP Grant</u></p> <ul style="list-style-type: none"> <u>MOTION: SELECTBOARD VCDP PUBLIC HEARING 9/28:</u> Livak moved and Keith seconded that the Huntington Selectboard hold a Public Hearing on September 28, 2015 at 7pm to obtain the views of citizens on community development, to furnish information concerning the range of community develop activities that have been undertaken under the VCDP grant program, and to give affected citizens the opportunity to examine a statement of the use of the VCDP funds. Passed unanimously.
<p>Recognition Event</p>	<p><u>Save the Date: Monday September 28, 2015 @ 7pm</u> <u>Recognition Dessert</u> <u>For Committees, Boards, Commissions, Departments & Officials</u></p> <ul style="list-style-type: none"> The Selectboard is planning to hold a 'Dessert Celebration' at 7pm at the Town Hall to recognize the tremendous efforts and contributions made by the Town's various boards, committees, commissions, departments, officials, etc. Stay tuned for more details.
<p>MOTION: ADJOURNMENT</p>	<p><u>MOTION:</u> Livak moved and Stoddard seconded to adjourn the meeting at 9:02pm. Passed unanimously.</p>
	<p>07/20/15 – Meeting date 07/23/15 – Draft/unapproved minutes distributed and posted on website. 08/17/15 – Final/approved minutes approved 08/18/15 – Approved minutes sent to Town Clerk for recording & website posting</p>