

Town of Huntington Selectboard Meeting

Monday, April 25, 2016  
7:00 pm – Town Office (downstairs)

APPROVED MINUTES



<p>Agenda</p> <p style="text-align: center;">RECEIVED DATE May 5, 2016</p>	<ul style="list-style-type: none"> <li>• <b>Appointments</b> (Selectboard; Board of Auditors; Conservation Commission)</li> <li>• <b>Proclamation</b> (Designation of Women’s Lung Health Week)</li> <li>• <b>Public Comment</b></li> <li>• <b>Highway</b> (Moody Rd realignment project; work calendar; general updates)</li> <li>• <b>Administration, Finance &amp; Planning</b> <ul style="list-style-type: none"> <li>• <b>Admin</b> (minutes &amp; warrants approval)</li> <li>• <b>Buildings &amp; Grounds</b> (Fire Dept. lighting; Town Hall asbestos)</li> <li>• <b>Correspondence, Communications &amp; Committees</b> (dental plans; HCC Town Forest Meeting update; VSP meeting agenda items)</li> <li>• <b>Finance</b> (set maximum bond rate; 3<sup>rd</sup> quarter budget review)</li> <li>• <b>Strategic Planning</b></li> <li>• <b>Other/New Business</b></li> </ul> </li> </ul>
<p><b>SB Members present:</b></p> <p><b>SB Members absent:</b></p> <p><b>Staff / Officials Present:</b></p> <p><b>Others Present:</b></p>	<p>Andrew Hendrickson, Roman Livak, Nancy Stoddard (Vice-Chair). Chris Norris joined the voting membership of the board after his appointment and oath of office.</p> <p>Dori Barton (Chair)</p> <p>Clinton ‘Yogi’ Alger (Road Foreman), Barbara Elliott (Town Administrator), Heidi Racht (Town Clerk)</p> <p>Ruth Blodgett (Times Ink), Terry Boyle, Barbara Felitti, Lucinda Hill, Marilyn Hinsdale, Todd Hobson, Rebecca Ryan</p>
<p><b>Call to Order</b></p>	<p>Stoddard called the meeting to order at 7:00 pm.</p>
<p><b>Appointments</b></p> <p><b>MOTION – SELECTBOARD APPOINTMENT</b></p> <p><b>MOTION – AUDITOR APPOINTMENT</b></p>	<p><b><u>Selectboard Appointment</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>MOTION – SELECTBOARD APPOINTMENT:</u></b> Livak moved and Hendrickson seconded that the Huntington Selectboard appoint Chris Norris to fill the current opening on the Huntington Selectboard until Town Meeting 2017, at which time the remainder of this 3-year term ending 2018 will be placed on the official election ballot. Passed unanimously with 3 members present and voting (Hendrickson, Livak and Stoddard). Stoddard thanked Norris for stepping forward to join the Selectboard.</li> <li>• Town Clerk Heidi Racht administered the Oath of Office to Norris, at which point he became a voting member of the Selectboard.</li> </ul> <p><b><u>Auditor Appointment</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>MOTION – BOARD OF AUDITORS:</u></b> Livak moved and Hendrickson seconded that, in accordance with the recommendation from the Board of Auditors, the Huntington Selectboard appoint Marilyn Hinsdale to fill the current opening on the Huntington Board of Auditors until Town</li> </ul>

<p><b>MOTION – CONSERVATION COMMISSION APPOINTMENT</b></p>	<p>Meeting 2017, at which time the remainder of this 3-year term ending 2019 will be placed on the ballot. Passed unanimously with 4 members present and voting. The Selectboard thanked Hinsdale for stepping forward to join the Board of Auditors.</p> <p><b><u>Conservation Commission Appointment</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>MOTION – CONSERVATION COMMISSION:</u></b> Livak moved and Norris seconded that in accordance with the recommendation from the Huntington Conservation Commission, the Huntington Selectboard appoint Guthrie Smith to fill the current opening on the Huntington Conservation Commission for a 4-year term ending 2020. Passed unanimously with 4 members present and voting.</li> <li>• Note: The Conservation Commission requested the Clerk appointment be postponed until 5/16.</li> </ul>
<p><b>Proclamation – Women’s Lung Health Week</b></p> <p><b>MOTION - PROCLAMATION</b></p>	<p><b><u>Women’s Lung Health Week</u></b></p> <ul style="list-style-type: none"> <li>• Rebecca Ryan, Senior Director of Health, Education and Public Policy for the America Lung Association of the Northeast, requested the Selectboard designate the 2nd full week in May as “Women’s Lung Health Week”. This proclamation was made last year. At that time, the Selectboard developed and adopted the “Proclamation Request Policy, Guidelines &amp; Procedures”.</li> <li>• <b><u>MOTION – PROCLAMATION:</u></b> Livak moved and Hendrickson seconded that the Huntington Selectboard pass the proposed resolution designating the 2nd full week in May 2016 as “Women’s Lung Health Week” and that the Selectboard sign the proposed proclamation. Passed unanimously with 4 members present and voting.</li> <li>• The Proclamation will be filed with the Town Clerk for recording and Ryan will handle publicity regarding the proclamation.</li> </ul>
<p><b>Public Comment</b></p>	<ul style="list-style-type: none"> <li>• <b><u>Town Forest Public Meeting:</u></b> Rebecca Ryan (co-chair of the Conservation Commission) noted that the public meeting was very informative. She was glad the Selectboard had recommended the HCC hold the session, and wishes HCC had held the forum when the issue of selling the forest was first presented to the HCC.</li> <li>• <b><u>Appreciation for Service:</u></b> Town Auditor Lucinda Hill expressed appreciation and recognition for the 8 years of dedicated service Pam Hart gave the Town as Town Auditor. The Selectboard sent a certificate of appreciation to Hart as a token of their appreciation for her dedicated service to the Town. The Selectboard expressed appreciation for Hart’s service to the Town.</li> </ul>
<p><b>Highway</b> <i>Follow-up: Elliott to contact Westford</i></p> <p><b>MOTION – TRAFFIC DEVICES</b></p>	<p><b><u>Traffic Calming:</u></b></p> <ul style="list-style-type: none"> <li>• Elliott will contact the Town of Westford to inquire about what traffic calming action they have taken.</li> <li>• <b><u>MOTION – TRAFFIC DEVICE PURCHASES:</u></b> Hendrickson moved and Livak seconded that the Huntington Selectboard authorize the purchase of a pole mounted, moveable, solar Safe Pace Radar Feedback Sign with data recording software and a 15’ moveable Superior Speed Hump for a combined amount not to exceed \$5,000, and the purchase, at</li> </ul>

<p><b>MOTION – MOODY ROAD SURVEY</b></p>	<p>additional cost, of any required MUTCD signage needed for the installation of these devices. Passed unanimously with 4 members present and voting.</p> <p><b><u>Moody Road Realignment Project</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Survey Quote:</u></b> Quotes were received from Button Professional Land Surveyors (\$4,875) and LaRose Surveys (\$2,100). Albert Harris was unable to meet the timeline and declined to submit a quote. Our Town Attorney had previously advised us that the anticipated cost for survey work would be \$1,000 - \$2,000 barring any unforeseen complications.</li> <li>• <b><u>MOTION – ROAD REALIGNMENT SURVEY:</u></b> Livak moved and Norris seconded that the Huntington Selectboard authorize the Town Administrator to contract with LaRose Surveys (located in Bristol, VT) to conduct the required survey work for the Moody Road Realignment Project, and to request that the surveyor notify the Town in the event unanticipated complexities are uncovered that will require cost to exceed \$2,500. Passed unanimously with 4 members present and voting.</li> </ul> <p><b><u>Work Updates:</u></b></p> <ul style="list-style-type: none"> <li>• Alger reported that with the pending snow storm, the crew is putting the plows back on the trucks. The crew has been hauling 6-12" stone out of Pike in New Haven and grading roads. Alger has been working with Elliott on grant applications. Next week Thompson and Poland will be attending OSHA heavy equipment training for 2 days. Alger and Elliott will be attending a ditching Best Management Practices workshop and submitting a VLCT PACIF safety equipment grant application.</li> </ul>
<p><b>Administration</b> <b>MOTION – MINUTES</b></p> <p><b>WARRANTS APPROVAL</b></p> <p><i>Follow-up: Elliott to secure updated lighting quotes &amp; contract for the work</i></p>	<p><b><u>Minutes</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>MOTION - MINUTES:</u></b> Hendrickson moved and Livak seconded that the Huntington Selectboard approve the minutes from the 4/4/16 Selectboard Meeting as amended and the minutes from the 4/9/2016 Selectboard Strategic Planning Session as presented. Passed unanimously with 4 members present and voting. <ul style="list-style-type: none"> <li>• The following addition was made to the 4/4/2016 minutes: <b><u>New Business</u></b> Chris Norris attended the meeting in order to learn more about the possibility of serving as a member of the Selectboard. The board had an informal discussion with Norris about the Selectboard's role and responsibilities.</li> </ul> </li> </ul> <p><b><u>Warrants Approval:</u></b></p> <ul style="list-style-type: none"> <li>• 4 warrants were approved and signed as presented.</li> </ul> <p><b><u>Fire Department Lighting</u></b></p> <ul style="list-style-type: none"> <li>• Fire Chief Tate Jeffrey presented his recommendations for full cut-off 52 watt LED lights for the front of the Fire Station building. Elliott will secure updated quotes from Reliant and Fargo Electric and proceed with getting the work done based on the lowest bid.</li> </ul>

- Concern was expressed that we want to make sure the lights do not create a disturbance for neighbors.

### **Town Hall Asbestos Abatement**

- Felitti, from the Town Hall Committee (THC) and Todd Hobson, from Clay Point Associates (environmental consultants working with the THC) attended to discuss alternatives for addressing the asbestos problems uncovered at the Town Hall. The THC contacted funders but has not been successful in finding money to assist with the cleanup. The cost of removal will be between \$12,635 (base option plan) and \$19,388 (or the more comprehensive plan). While we are not currently in violation (no report of violation has been filed with the Health Department) the asbestos cleanup must be addressed. The Selectboard concurred that the base option plan was an acceptable solution.
- It was noted that the Clean Air Act requires that owners and operators of buildings do inspections prior to renovations. Surprisingly, this was not required or pointed out by any of the Town Hall renovation funders or through the environmental permitting process.
- Livak will confirm whether CSWD funds are available for asbestos removal (which cannot be taken to the Casella Waste disposal site).
- Felitti and Livak will investigate funding alternatives including the use of Conservation Funds. While there are current funds in the Town Hall Fund (some of which came from a grant from the Town's Conservation Fund) and Town Hall Insurance Fund, the THC has earmarked these funds to be used as local match dollars in order to leverage additional grant funds for continued building renovations.
- The THC will come back with funding recommendation on 5/2.

### **Correspondence & Communications**

- **Dental:** Elliott distributed a flyer from VLCT regarding Northeast Delta Dental's Individual Direct Plans which are available to a broader audience. Prior to distribution, she wanted to confer with the Selectboard as this could be perceived as advertising for a specific business. Stoddard plans to investigate further.
- **Town Forest Meeting:** Livak reported that the meeting was attended by about 20 townspeople, and that the majority were in favor of keeping the Town Forest. The general consensus was that the funds that would be recouped by selling the forest would not be significant compared to the benefits of continued conservation and Town ownership.
- **Vermont State Police:** The Williston Barracks Station Commander will be attending the 5/2 Selectboard meeting.
  - Livak requested that we research whether our signage is MUTCD compliant – especially relative to the recommendation that Sgt. Bob Lucas had given us regarding posting signs at ½ mile intervals. Elliott will research the regulations.
- **Tax Sale:** The Town Attorney has advised that we not include any properties for tax sale that may be under current litigation. This has been communicated to the Delinquent Tax Collector.

*Follow-up: Livak will work with the TCH on possible funding alternatives*

*Follow-up: Stoddard to investigate the dental plan*

*Follow-up: Elliott will research MUTCD Speed Limit Sign regulations*

*Follow-up: 6/2 presentation*

<p><i>by Stoddardon HR Law workshop</i></p> <p><i>Follow-up: Elliott to forward WSCC flyer to the Board.</i></p> <p><i>Follow-up: HR Committee to develop list of approved 'handymen' for emergency &amp; small repairs</i></p> <p><b>MOTION: BOND RATE APPROVAL FOR BRIDGE CONSTRUCTION COSTS &amp; PURCHASE OF NEW FIRE TRUCK</b></p> <p><i>Follow-up: HR Committee will look at expense reimbursement guidelines</i></p> <p><i>Follow-up: Norris, Hendrickson &amp; Elliott to review IT support</i></p>	<ul style="list-style-type: none"> <li>• <b><u>VLCT Human Resources Law Workshop 6/2:</u></b> Stoddard is planning to attend the session and will provide an update for the Selectboard at the 6/6 Selectboard meeting.</li> <li>• <b><u>Whole School, Whole Community, Whole Child (WSCC):</u></b> MMUSD is holding a meeting on 4/28 from 4-6 pm at Camels Hump School. 3 times per year they will be pulling representatives of the community together to provide input. Elliott will forward the information received 4/25 inviting a representative of the Selectboard to join these meetings.</li> <li>• <b><u>Town Office Emergency Repairs:</u></b> Elliott reported that Alger had identified that the toilet in the downstairs wash room is not repairable and needs to be replaced. He hired Ryan Elliott to replace the unit. Out of concern regarding potential conflict of interest and/or nepotism, Elliott requested that the HR Committee look at compiling a list of potential 'handymen' who have certificates of insurance and who can be on a list to call for emergency repair.</li> </ul> <p><b><u>Finance</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Bond Rate Approval:</u></b> <ul style="list-style-type: none"> <li>○ <b>MOTION – BOND RATE:</b> Livak moved and Hendrickson seconded that the Huntington Selectboard authorize the Huntington Town Treasurer to secure a bond for a rate not to exceed 2.2% to support the articles approved by the voters (March 1, 2016 Australian Ballot) for financing bridge work and acquiring a replacement fire engine, for a bond amount not to exceed \$393,000. Passed unanimously with 4 members present and voting.</li> </ul> </li> <li>• <b><u>Q3 Budget Review:</u></b> Elliott presented findings she and Town Treasurer Kathleen Clark noted from their third quarter budget review.</li> <li>• <b><u>Travel, Time &amp; Expense Reimbursements:</u></b> The HR Committee will look at whether to implement guidelines for submitting travel, time and expense reimbursement requests.</li> <li>• <b><u>IT:</u></b> Hendrickson, Norris and Elliott will review IT support related issues.</li> </ul> <p><b><u>Strategic Planning</u></b></p> <ul style="list-style-type: none"> <li>• Tabled until 5/16. (Will be on agenda for 5/2 to capture any action items for the 5/16 meeting.)</li> </ul>
<p><b>MOTION: ADJOURNMENT</b></p>	<p><b><u>MOTION:</u></b> Livak moved and Norris seconded to adjourn the meeting at 9:11 pm. Passed unanimously with 4 members present and voting.</p>
	<p>04/25/16 – Meeting date  04/29/16 – Draft/unapproved minutes distributed and posted on website.  05/02/16 – Final/approved minutes approved  05/04/16 – Approved minutes to Town Clerk for recording &amp; web posting</p>