

Town of Huntington Selectboard

Monday, January 16, 2017
7:00 pm – Town Office, Lower Level

**** UNAPPROVED** MINUTES**

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| Agenda | <ul style="list-style-type: none">• Annual Legislative Round Table Discussion• Public Comment• Highway: Certificate of Highway Mileage; General Updates• Financial & Town Meeting Planning: Final Approval of Town Annual Financial Reports; Approval of Town Meeting Articles ; Q2 Budget Revenue & Expenditure Review; Other/New Business• Administration & Planning: Warrants; Minutes; Correspondence & Communications (supplemental traffic enforcement, VSP 2016 Crime Report, Health Equity 2017 Non Discrimination certificate, VLCT news & workshops), General Updates; Other/New Business |
| SB Members present: | Dori Barton (<i>Chair</i>), Andrew Hendrickson, Chris Norris , Roman Livak, Nancy Stoddard (<i>Vice-Chair</i>) |
| Legislators Present: | Senator Claire Ayer, Senator Chris Bray, Representative Tom Stephens, Representative Theresa Wood |
| Staff/Officials Present: | Kathleen Clark (<i>Town Treasurer</i>), Barbara Elliott (<i>Town Administrator</i>), Heidi Racht (<i>Town Clerk</i>) |
| Others Present: | Ruth Blodgett, Dave Clark |
| Call to Order | Barton called the meeting to order at 7:00 pm. |
| Legislative Round Table | <p>Huntington’s State Legislators attended the meeting to share with the Selectboard upcoming priorities for their legislative committees and to hear from the Selectboard about legislative issues of concern. Topics included:</p> <ul style="list-style-type: none">• Senator Ayer, Health & Welfare (Chair): Cost, quality and accessibility of health care remain a key focus, along with looking at the mental health system. Ayer also sits on the Senate Government Operations Committee.• Senator Bray, Natural Resources & Energy (Chair): Focus will be on oversight and due diligence for implementation of clean air, clean energy and clean water bills passed last year. Funding for municipal implementation of Act 64 (VT Clean Water Act) mandates is of particular concern. Bray also sits on the Senate Education Committee.• Rep. Stevens, General, Housing, & Military Affairs (Vice Chair): Affordable housing will be one priority of the committee, such as looking at how to help commercial builders to build lower cost housing. |

- **Rep. Woods**, Human Services (Member): The House Human Services Committee will be looking to take action on recommendations from the Blue Ribbon Child Care Report. They also plan to look at the status and quality of foster care in Vermont.
- Upcoming bills of particular interest to municipalities and general topics raised included:
 - H.7 – would extend the time frame for school district consolidation and associated dates by one year.
 - H.15 – would allow the State Board of Education to evaluate proposals for alternative governance structures on a case-by-case basis.
 - H.17 – would authorize municipal legislative bodies to establish speed limits as low as 15 mph (currently restricted to postings not less than 25 mph and not more than 50 mph).
 - H.42 – would allow voters to enable local legislative bodies to appoint town treasurers and clerks. The Selectboard and our Town Clerk do not support changing from electing to appointing the Town Clerk. The Selectboard and Town Treasurer are interested in further exploring the possibility of changing the Town Treasurer to an appointed position based on the unique skill set and training required for this position.
 - S.27 – would require that each town provide its own primary police coverage.
 - Cell Coverage – Coverage Co. status is uncertain. One micro-cell has been installed along Main Road.
 - Charter Changes – The Selectboard supports having the legislature look at more efficient ways to approve non-controversial charter changes, including streamlined approval for changes that the legislature has already reviewed and approved for another municipality.
 - Clean Water Act – Funding availability for Huntington to implement the legislature’s municipal road erosion mandates is a critical concern.
 - CUSI Funding – The CUSI funding structure remains a concern since it relies on property taxes.
 - Opiate Epidemic – The opiate epidemic is an ongoing concern in Huntington.
 - PILOT (Payment In Lieu Of Taxes) – The State’s PILOT formula changes will increase payments to Huntington from \$21,327 in FY16 to \$29,801 in FY21 (an overall \$8,474 increase).
 - Transportation – Availability of State funding for the Town Highway (paving) and Structures (bridges and culverts) programs remains of critical concern.
 - 3-Phase Power – Some residents have expressed interest in community solar arrays, however this requires 3-phase power, which is unavailable in Huntington. 3-Phase can bring with it other commercial uses, including large scale energy projects.

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| | <ul style="list-style-type: none"> The Selectboard expressed appreciation to our legislators for engaging in this annual discussion – and for being so responsive to questions and concerns raised by the Selectboard. |
| Public Comment | No members of the public offered comment. |
| Highway MOTION: CERTIFICATE OF HIGHWAY MILEAGE <i>Follow-up: Elliott to research ADA Plan timeline</i> | <p><u>Certificate of Highway Mileage</u></p> <ul style="list-style-type: none"> MOTION – Livak moved and Stoddard seconded that the Huntington Selectboard sign the annual Certificate of Highway Mileage for the year ending February 10, 2017 with no changes reported. Passed unanimously with 5 members present and voting. <p><u>Bridge 10 (Main Road at Beane intersection)</u></p> <ul style="list-style-type: none"> Elliott reported that Road Foreman Yogi Alger met with Parent Construction to get an estimate for the cost to repair holes in Bridge 10. Meanwhile, the Road Crew will be making interim repairs. <p><u>Chittenden Regional Planning Commission</u></p> <ul style="list-style-type: none"> Huntington’s annual Municipal Complete Streets Compliance Form has been submitted to CCRPC. Elliott will research whether a timeframe has been set for municipalities to have ADA Self Evaluations +/- or Transition Plans in place. <p><u>Culvert Database</u></p> <ul style="list-style-type: none"> Stoddard reported that the Culvert Database has been fully updated. |
| Financial & Town Meeting Planning <i>Follow-up: Elliott to forward spreadsheets and narratives to Town Auditors</i> <i>Follow-up: Stoddard & Elliott to forward SB responses to the Town Auditors</i> | <p><u>Town Annual Report – Financial Reports</u></p> <ul style="list-style-type: none"> Elliott completed the draft financial narrative for the General Fund, Capital Plan and other financial reports. Clark completed the financial spreadsheet charts. The Selectboard reviewed these and requested they be submitted to the Town Auditors. <p><u>Town Auditor General Fund Comments</u></p> <p>The Selectboard expressed appreciation for the Town Auditors’ work to review the Town Report spreadsheet calculations and narrative reports. Responses to comments/questions raised by the Town Auditors are:</p> <ol style="list-style-type: none"> % increase/decrease be noted for every line item: The Selectboard and Treasurer decided it is best to include just the overall department level year-over-year budget % change in the Town Report. Elliott was asked to email this response to the Auditors. COL Adjustment and Performance Evaluations: HR Subcommittee Chair Stoddard will email the Auditors an explanation of the process used for salaries, which does not include cost of living adjustments. Highway Casual Labor: Stoddard will email the Town Auditors to explain that Casual Labor requirements are tied to the Highway work project and work force plans. Casual labor includes hours for back-up CDL drivers, flaggers and other needed coverage. |

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| <p><i>Follow-up: THC meeting on expense allocation processes</i></p> | <p><u>Town Meeting Articles</u></p> <ul style="list-style-type: none"> The Selectboard signed the Town Meeting Warning with articles as presented. In the event a petition is (or petitions are) filed to add additional articles before the statutory deadline, the Selectboard will hold a special meeting to sign a revised Town Meeting Warning.) <p><u>Q2 General Fund Budget Revenue & Expense Review</u></p> <ul style="list-style-type: none"> Clark and Elliott completed a review of the quarterly budget report and forwarded, in advance of the meeting, the report with explanations noted on line items that are trending significantly above or below the 50% mark. No follow-up items were identified, as all outliers were related to the timing of expenditures or other known factors. At Aaron Worthley’s request (Town Hall Committee Chair) Clark, Elliott and AP Clerk Mary Keller-Butler are scheduled to meet with Worthley to review expense allocation processes. |
| <p>Administration & Planning</p> <p>MOTION – MINUTES</p> <p><i>Follow-up: Elliott to develop rate chart</i></p> <p><i>Follow-up: Elliott to request additional VSP data</i></p> | <p><u>Warrants</u></p> <ul style="list-style-type: none"> 3 warrants, as presented, were signed by all 5 Selectboard members during the meeting. <p><u>Minutes Approval</u></p> <ul style="list-style-type: none"> MOTION – MINUTES: Livak moved and Stoddard seconded to approve the January 3, 2017 Selectboard meeting minutes as amended. Passed unanimously with 5 members present and voting. <p><u>Correspondence & Communications</u></p> <ul style="list-style-type: none"> <u>Supplemental Traffic Enforcement:</u> Hendrickson and Elliott met with Richmond Police Chief Alan Buck and Town Manager Geoffrey Urbanik to discuss a possible contract for additional coverage, pending voter approval of an article being presented at Town Meeting. Highlights of their meeting included: <ul style="list-style-type: none"> \$45/hour rate includes mileage & all expenses Min/Max Contract Hours: Richmond is not interested in contracting for less than 3 hours/week (at a cost of \$7,020) or for more than 10 hours/week (at a cost of \$23,400). The Richmond Police Department’s goal is to change behavior, not to generate revenue. Richmond is also working on a contract agreement with Bolton. (They will share with us the contract as approved by their lawyers.) <p>As follow-up, Elliott will develop a rate chart for Town Meeting for easy reference of the annual cost for various hours of coverage.</p> <u>Vermont State Police 2016 Crime Report:</u> Lt. Garry Scott sent the Selectboard the 2016 Crime Report data. Elliott will request previous year data so trends can be analyzed and ask if comparative data between Huntington and other towns is available, including towns with constables. |

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| <p><i>Follow-up: Elliott to draft performance evaluation</i></p> <p><i>Follow-up: Livak will report on CSWD drop off centers</i></p> <p><i>Follow-up: Elliott to email info re: chloride treatments</i></p> <p><i>Follow-up: Elliott to email fire truck warranty info</i></p> | <ul style="list-style-type: none"> • <u>Health Equity 2017 Non Discrimination Certificate:</u> The Town received a certificate validating that the Town does not discriminate in the provision of health benefits to employees and officials. This is expected to be an annual evaluation. • <u>VLCT News & Workshops:</u> Board members received notice of upcoming workshops. With the beginning of the new legislative session, the Board is now receiving weekly legislative updates. • <u>Olga Hallock Award Nominations:</u> The deadline for submitting nominations is January 31. • <u>Reviews:</u> Performance evaluation forms were created for the Road Forman and Road Crew last year. Elliott will draft an evaluation form based on the Town Administrator’s job description and forward it to the HR Subcommittee chair. HR Subcommittee is scheduling reviews for Alger and Elliott. Annual reviews will be completed in February – before potential Selectboard membership changes at Town Meeting. There will also be mid-year September check-ins. • <u>Miscellaneous</u> <ul style="list-style-type: none"> ○ The CCRPC public hearing on major and minor Transportation Improvement Program changes is scheduled for 2/15. ○ Barton, Fire Chief Tate Jeffrey and Elliott will be attending CCRPC’s informational meeting on the Regional Dispatch Report findings on 1/31 (7pm) at South Burlington City Hall. ○ CSWD’s Rover is scheduled for September 30 at the Fire Station. ○ CSWD is interested in developing additional drop off centers – including composting sites. Livak will report back with further details. ○ Research requests: <ul style="list-style-type: none"> ▪ Elliott will find out why chloride treatments are not used in Huntington during the winter to mitigate dusty road conditions. ▪ Elliott to forward the terms of the new fire truck’s warranty to the Selectboard. |
| <p>MOTION: ADJOURNMENT</p> | <p><u>MOTION:</u> Livak moved and Stoddard seconded to adjourn the meeting at 9:24 pm. Passed unanimously with 5 members present and voting.</p> |
| | <p>01/16/17– Meeting date 01/19/17 – Draft/unapproved minutes distributed and posted on website. xx/xx/17 – Final/approved minutes approved xx/xx/17 – Approved minutes to Town Clerk for recording & web posting</p> |