

Town of Huntington Selectboard

Saturday, November 5, 2016
7:50 am – 1335 East Street, Huntington VT



APPROVED MINUTES

<p>Agenda</p> <p>RECEIVED FOR RECORD DATE <u>November 28 2016</u></p>	<p>Special FY 2017-2018 Highway Work Plan, Capital Plan & General Fund Budget Session</p> <ul style="list-style-type: none"> • Public Comment • Purpose & Products • Highway Work Plan Review (project & workforce planning) • Highway Capital Plan • Highway General Fund Budget • Fire Department Capital Plan • Buildings & Grounds Planning • General Fund Budget • Wrap-up & Summary
<p>SB Members present:</p> <p>Staff Present:</p> <p>Others Present:</p>	<p>Dori Barton (Chair), Andrew Hendrickson, Chris Norris, Roman Livak, Nancy Stoddard (Vice-Chair)</p> <p>Clinton 'Yogi' Alger (Road Foreman), Barbara Elliott (Town Administrator)</p> <p>none</p>
<p>Call to Order</p>	<p>Barton called the meeting to order at 7:50 am.</p>
<p>Public Comment</p>	<p>No members of the public presented comment.</p>
<p>Purpose & Products</p>	<p>Purpose: To complete a full review of the FY17-18 Highway Work Plan, Updated Capital Plan & FY 17-18 General Fund budget in order to identify additional information needed from 'stakeholders' and follow-up steps required for informed decision making.</p> <p>Products: An updated Capital Plan and General Fund Budget to share with 'Stakeholders', and a clear plan, with agreed upon timelines, in order to finalize the Capital Plan and General Fund Budget (and associated Articles) to be presented for voter consideration and approval at Town Meeting.</p>
<p>Highway Work Plan Review</p>	<ul style="list-style-type: none"> • Alger and Elliott prepared a comprehensive highway workforce planning spreadsheet which was compiled based on standard work projects/activities and special projects planned for FY17-18 and the available employee hours (minus vacations, holidays, etc.). • Temporary 'casual labor' will be needed for summer projects and temporary/part-time CDL drivers will be needed in both winter and summer. • The HR Subcommittee will review the workforce planning tool and make recommendations to the Selectboard.
<p>Highway Capital Plan</p>	<ul style="list-style-type: none"> • Highway equipment, paving, bridges and buildings & grounds projects were reviewed. Key changes from the previous year are: <ul style="list-style-type: none"> ○ Excavator requirements: need to determine most cost effective strategy: rental, rent with option to buy, and outright purchase. ○ Paving priorities were revised, including a recommendation from Alger that the Lower Village project be combined into one large

	<p>project. Approximately \$100,000 over 2 years will be needed to develop engineering plans for the estimated \$1,350,000 reconstruction.</p> <ul style="list-style-type: none"> ○ Smaller paving projects are dependent on taking advantage of the VTrans Town Highway Grants. We hope the cycle for the \$175,000 grant awards will remain at 3-5 years. ○ Bridge strategy remained constant from the previous year. ○ Buildings & Grounds items were updated to include the Stormwater Project and a request to add an addition to the existing sand shed for plow & cold patch storage.
Highway General Fund (GF) Budget	<ul style="list-style-type: none"> ● The first pass review of the proposed Highway GF Budget was presented and reviewed. Follow-up research items were identified.
Fire Department Capital Plan	<ul style="list-style-type: none"> ● Fire Department cost estimates for the utility truck, tanker and 1st response vehicle were updated.
Buildings & Grounds (B&G)	<ul style="list-style-type: none"> ● B&G items were updated for each area. ● Funding (above anticipated grants) will be built into the GF budget. ● A reserve fund for B&G will not be established.
General Fund (GF)	<ul style="list-style-type: none"> ● The Selectboard completed a full review of the GF budget requests submitted by each department.
Wrap-up & Summary	<ul style="list-style-type: none"> ● Elliott will send requests to the Cemetery Trustees and Fire & 1st Response to meet with the SB. ● Elliott will send each department the Selectboard's list of questions and/or recommendations – and will invite departments to schedule time with the Selectboard if they so choose. ● Elliott will prepare a consolidated tracking list of all SB open questions.
MOTION: ADJOURNMENT	MOTION: Livak moved and Stoddard seconded to adjourn the meeting at 12:40 pm. Passed unanimously with 5 members present and voting.
	<p>11/05/16 – Meeting date 11/08/16 – Draft/unapproved minutes distributed and posted on website. 11/21/16 – Final/approved minutes approved 11/23/16 – Approved minutes to Town Clerk for recording & web posting</p>