

Town of Huntington Selectboard

Monday, December 19, 2016
7:00 pm – Town Office, Lower Level

** UNAPPROVED** MINUTES

Agenda	<ul style="list-style-type: none"> • Highway: Truck Replacement; Town Garage Easement; Other/New Business • Public comment • Management Discussion with the FY15-16 Professional Auditors • Capital Plan & General Fund Approval: Input from Library Trustees • Administration: Warrants; Minutes (12/5 & 12/12) Correspondence & Communications; 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>)
Staff Present:	Barbara Elliott (<i>Town Administrator</i>)
Others Present:	Ruth Blodgett (<i>Times Ink!</i>); Kathleen Clark (<i>Town Treasurer</i>); Paula Kelley (<i>Library Trustee – participated in a brief telephone conference</i>)
Call to Order	Barton called the meeting to order at 6:59 pm.
Highway	<p><u>Town Truck #1 Replacement</u></p> <ul style="list-style-type: none"> • Elliott reported that Clark’s Trucking presented Road Foreman Alger with a proposal for replacing Truck #1, however Alger plans to seek additional quotes before presenting recommendations to the Selectboard. (Note: our current Truck #1 has had some significant repairs in the past week.) <p><u>Town Garage Easement</u></p> <ul style="list-style-type: none"> • Elliott reported that the Fuller’s attorney presented our Town Attorney with draft language for the deed and proposed easement for agricultural access to a field next to Town Garage. The Fullers are proposing to subdivide the property which will create a ‘land-locked’ parcel they plan to sell for agricultural use. Elliott expects that our Town Attorney will not be able to address this until after January 1st. The earliest this could be ready for Selectboard review is January 16.
• Public Comment	• No members of the public presented comment.
Management Discussion with Professional Auditor	<ul style="list-style-type: none"> • Melanie Rodjenski, CPA with Fothergill Segale & Valley (FSV) attended the meeting to discuss the FY 15-16 audit report with the Selectboard. Selectboard members had an opportunity to review a draft copy of audit report prior to the meeting. • FSV reported that no substantive issues were found with the Town’s accounting practices, and there were no disagreements with management regarding the audit or audit findings. They found everyone to be very helpful and organized throughout the audit process.

<p><i>Follow-up: Elliott, Alger & Clark to put process in place</i></p> <p><i>Follow-up: Clark & Elliott to review grant tracking process</i></p> <p><i>Follow-up: Clark & Selectboard to explore structure of the Treasurer position</i></p> <p><i>Follow-up: SB to complete final Audit review & Elliott forward approval to auditors</i></p>	<ul style="list-style-type: none"> • FSV reported that the Town remains on solid footing from an accounting perspective. Rodjenski noted that the Town’s policies and procedures are excellent and up-to-date. • The only transaction classification discrepancy found was that the Town took possession of the new grader voters approved at the 2016 Town Meeting before July 1, 2016. Even though the first payment was not due until after July 1 (FY16-17) the grader had to be reclassified to FY 15-16. Processes will be put in place to ensure that we do not take title or possession of assets prior to when we wish to incur the liability. • Following a discussion of our grant tracking processes whereby all grant expenditures and receivables are booked to special ‘grant’ accounts, Clark and Elliott will review our practices and determine if an alternate accounting method would be beneficial. • The Board briefly discussed alternative strategies for structuring the work of the Town Treasurer with Rodjenski. The Board noted that our current Treasurer, who is excellent, may not run for an additional 3-year term in March 2018 unless the job is restructured. Rodjenski noted that Clark’s strong accounting background is an excellent asset to the Town. She also noted that AP/Payroll Clerk & Assistant Treasurer Mary Keller-Butler’s work is an excellent asset. The Selectboard will work with Clark to explore alternate structures for Town Treasurer work. • The Selectboard agreed that Livak and Stoddard would take a final look at the audit and if no issues are found Clark, Elliott and Barton will sign and return the representation letter.
<p>Capital Plan & General Fund Budget Approval</p>	<p><u>Library Budget</u></p> <ul style="list-style-type: none"> • Library Trustee Paula Kelley called into the Selectboard meeting to discuss final revisions to the Library’s General Fund Budget. The Selectboard had determined at their 12/12/2016 meeting with Kelley that they could not support an 11.3% year-over-year increase, and that the increase needs to be capped at 3.2%. The Selectboard noted that this could be met in one of the following ways: 1) increasing the amount of money transferred from the Library CSA Fund account (over the \$1,660 originally proposed) to a total transfer of \$5,238; 2) reducing expenses; or 3) a combination of additional transfer and expense reduction. • Kelley notified the Selectboard that the Library Trustees would increase the funds transferred from the Library CSA fund rather than cut their originally planned budget expenses. • Kelley further noted that the Trustees are frustrated that department budgets are due in October and yet the Selectboard is still making changes in December. The Selectboard explained that the capital plan and budget process is long and difficult – especially when the roll-up of initial department requests reflects more than a 13% increase. <p><u>Capital Plan & General Fund Budget</u></p> <ul style="list-style-type: none"> • The Selectboard reviewed the funding changes proposed by Clark in order to keep debt service within the Capital Plan Guidelines. As part of

<p>MOTION: FY 17-18 CAPITAL PLAN & GENERAL FUND BUDGET APPROVALS</p> <p><i>Follow-up: Elliott to prepare summaries</i></p> <p><i>Follow-up: Elliott to prepare draft Town Meeting articles.</i></p>	<p>this, the Selectboard evaluated a 10-year versus a 5-year loan for an excavator. The Selectboard opted for the 10-year loan.</p> <ul style="list-style-type: none"> • The Selectboard thanked Clark for her work on the financial plan – which is a huge and complex undertaking. • The Selectboard completed a final General Fund budget walk-through. • MOTION – FY 17-18 CAPITAL PLAN & GENERAL FUND BUDGET: Livak moved and Stoddard seconded that the Selectboard approve the Capital Plan and General Fund Budget and that they be forwarded on to the Town Auditors for review. Passed unanimously with 5 members present and voting. • Elliott will prepare a budget summary for the Selectboard that outlines major Capital Plan and General Fund Budget variances and proposals. • Elliott will prepare draft Town Meeting articles that will include replacement of Highway Truck #1, purchase of an excavator, using funds from the General Fund fund balance for local match for engineering construction plans for the Lower Village redesign project, and an article asking if the Town’s people would like to allocate an additional \$10,000 toward traffic enforcement.
<p>Upcoming Meeting Schedule</p>	<p>01/03/2017 @ 7pm: Selectboard Meeting: Rescheduled the regular Monday night meeting due to the New Year’s Holiday.</p> <ul style="list-style-type: none"> • Approve 2017 mileage rates • Review draft Town Meeting articles • Review draft Town Report narratives • Address feedback from Auditors on the Capital Plan & General Fund budget • Discuss CCRPC grant ideas (deadline is 1/20) • Discuss Legislative Roundtable topics • Determine if a special 01/09/17 Selectboard Meeting is required <p>01/16/2017 @ 7pm: Selectboard Meeting</p> <ul style="list-style-type: none"> • Approve final Town Meeting articles • Approve final Town Meeting financial reports • Fuller property deed & easement language • Approve CCRPC grant proposals <p>01/31/17: Deadline for Olga Hallock Award Nominations</p>
<p>MOTION: ADJOURNMENT</p>	<p>MOTION: Livak moved and Stoddard seconded to adjourn the meeting at 8:38 pm. Passed unanimously with 5 members present and voting.</p>
	<p>12/19/16 – Meeting date 12/22/16 – Draft/unapproved minutes distributed and posted on website. xx/xx/16 – Final/approved minutes approved xx/xx/16 – Approved minutes to Town Clerk for recording & web posting</p>