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**Town of Huntington
Huntington Conservation Commission (HCC) Meeting**

Thursday, 21 April 2016—8:30

Huntington Library

**** APPROVED ** MINUTES**

Agenda	<p>The Huntington Conservation Commission will hold a brief meeting following the conclusion of their 4/21/16 Public Forum on Huntington's Town Forest.</p> <p>Agenda Items</p> <ul style="list-style-type: none"> • Call to Order • Discussion: Process to review and recommend applicant for HCC Clerk • Adjourn
Members present:	Sheri Lynn (Co-Chair), Rebecca Ryan (Co-Chair), Darlene Paola, JB Bryan, Roman Livak and Jenna Whitson.
Staff/Officials present	None
Others present	Jennifer Esser, Paul Schwartzkopf and Guthrie Smith.
Call to order	R Ryan called the meeting to order at 20:35.
Agenda	Discussion
Topic: Process to review and recommend applicant for HCC Clerk	<p>Since the current Clerk wishes to resign, the HCC considered criteria for replacement.</p> <ul style="list-style-type: none"> • Experience • Availability for monthly meetings, 12 month /year • Duties of Huntington Conservation Commission Clerk: <ul style="list-style-type: none"> ○ Record minutes of meetings which normally occur on the second (2nd) Thursday of the month from 7 – 9:00 pm ○ Use the existing format for drafting the Minutes (see prior meeting minutes for guidance*) ○ Send draft minutes to Huntington Conservation Commission (HCC) members and the Town Administrator** within five (5) days. ○ Draft minutes to be approved at the next HCC meeting. If there are suggested changes to the minutes, the HCC may vote to approve with amendments. ○ Send the approved minutes to HCC members and the Town Administrator within five (5) days of the last meeting. ○ Compensation: \$40 per meeting for a maximum of 12 meetings per year. ○ *see Town of Huntington web site. Click: Boards and Commissions; Conservation Commission; Minutes; 2016. ○ **Email for Town Administrator: townhunt@accessvt.com

<p>ACTION</p> <p>MOTION</p>	<ul style="list-style-type: none"> • ACTION: R Ryan to email candidates whom have expressed interest, send the job description and invite each to attend the 12 May HCC meeting. • Agenda to include 10 minute interviews of the two candidates (7:10 – 7:20 and 7:30-7:40 p.m. then adjourn to executive session to vote. MOTION: Bryan motioned to approve the process and Livak seconded. Passed 4-1.
<p>Topic: New HCC member</p> <p>MOTION</p>	<p>Guthrie Smith submitted her letter of interest to join HCC to Barbara Elliott. MOTION: Roman motioned to recommend that the Selectboard appoint Smith to the HCC. Lynn seconded. Motion passed unanimously.</p>
<p>Topic: Town Forest Meeting, participants interest in joining the HCC</p>	<p>The Town Forest meeting (see separate Minutes) generated interest in the HCC. The following persons may wish to join either a town forest subcommittee and/or HCC:</p> <ul style="list-style-type: none"> • Jennifer Esser • Paul Schwartzkopf • Carmen Tedesco • Brian Hayes
<p>Adjourn</p> <p>MOTION</p>	<p>MOTION: Bryan motioned and Livak seconded to adjourn the meeting at 20:50. Passed unanimously.</p>
	<p>12 May 2016 – HCC monthly meeting at the Huntington Public Library 23 April May 016– Draft/unapproved minutes sent to Town Clerk for website posting 12 May 2016 – Final/approved minutes approved 13 May 2016 – Approved minutes sent to Town Clerk for recording & website posting</p>