

Town of Huntington —HR Subcommittee Meeting

Monday, June 8, 2015—7 pm

Town Office - downstairs

APPROVED MINUTES

RECEIVED



*[Handwritten signature]*  
July 20, 2015

<b>Agenda</b>	<ul style="list-style-type: none"> <li>• Public comment</li> <li>• Approval of minutes from previous meetings</li> <li>• Stipend policy discussion</li> <li>• Next steps for compensation survey</li> <li>• Other Business</li> </ul>
<b>Members present:</b>	Nancy Stoddard (Chair), Dori Barton, Roman Livak, Barbara Elliott (Town Administrator)
<b>Others present</b>	none
<b>Call to order</b>	Stoddard called the meeting to order at 7 pm
<b>Public Comment</b>	No members of the public attended or presented comment.
<b>Approval of minutes</b>	Livak moved and Barton seconded to approve the minutes from March 17, 2015. Passed unanimously.
<b>Stipend policy discussion</b>	The committee reviewed email correspondence from the Auditors. The committee is recommending to the Selectboard that all stipends be paid on a consistent, bi-annual basis with pre-established amounts for members/chairs.
<b>Survey</b>	The survey may need to be streamlined / simplified. If we pull out the critical questions that would be helpful for immediate work plan decisions, we could make phone calls to other Towns to solicit information. In addition, we may be able to schedule face-to-face meetings with staff from other towns.
<b>Next steps</b>	<p>Livak will prepare an updated draft work plan.</p> <p>Elliott will contact Kathleen Clark about the process for reviewing and revising the Town expense reimbursement process/policy.</p> <p>Elliott will draft an incident report chart for the animal control and health officers that includes date initiated, item, action taken/status, final resolution, and cost to the Town (hours, mileage, vet \$, supplies, etc.)</p>
<b>Next Meeting</b>	Monday, June 22 @ 7pm at the Town Office (downstairs). Agenda items will include: <ul style="list-style-type: none"> <li>• Review updated proposed work plan (Livak)</li> </ul>
<b>Adjournment – MOTION</b>	<b>MOTION:</b> Livak moved and Barton seconded to adjourn the meeting at 8:07pm. Passed unanimously.
	<p>06/08/15 – Meeting date</p> <p>06/09/15 – Draft/unapproved minutes posted on Town website</p> <p>06/22/15 – Final/approved minutes approved</p> <p>06/22/15 – Approved minutes sent to Town Clerk for recording &amp; website posting</p>