

**Town of Huntington Selectboard (SB) Meeting**

**Date: Monday, February 01, 2010 – 7:00p.m.**

**Location: Town Office, Lower Level**

**Attending:**

**Board Members:** Ed Booth (Chair), Jim Christiansen, Wayne Curley, Jim Hildebran, Joe Segale (Vice Chair)

**Others Present:** Liz Greenberg (Times Ink! Reporter), Lucinda Hill (Town Auditor & Planning Commissioner), Dan Stoddard (Town Treasurer), Ed Wildman (Town Administrator)

**Community Members:** see separate attendance list.

RECEIVED   
DATE May 3, 2010

**Recorder:** Barbara Elliott

Topics	Discussion	Action
<b>Call to Order</b>	Ed B called the meeting to order at 7:00 p.m.	
<b>Minutes Approval</b>	Changes to the unapproved minutes are as follows: December 7 <sup>th</sup> – need to remove Joe from the attendance list December 21 <sup>st</sup> – adjournment time should be 9:45	<b>MOTION: Approval of Select- board Meeting Minutes:</b> Jim C moved to approve the minutes of 11/30/2009, 12/07/2009, 12/14/2009, 12/21/2009, 01/04/2010, and 01/18/2010 as amended. Seconded by Wayne. Passed unanimously, with Joe abstaining for the minutes of 12/07/2009 and 12/14/2009 (meetings for which he was not in attendance).  <b>Action Items:</b> • <b>FUTURE AGENDA ITEM:</b> Ed W to schedule time to revisit the Lister RFP for the upcoming appraisal.
<b>Warrants</b>	6 warrants were signed as presented	Selectboard signed 6 warrants as presented.
<b>Public Comment</b>	<b>Feedback on Ancient Roads</b> • Mack Riddick (Mayo Road) said her experience with the Ancient Road Committee was very different from that which had been expressed by people at the Public Hearing. George Mincar was very helpful and responded to all her inquiries in a timely and informative manner. She also expressed that the Selectboard had been very supportive. She was very pleased with the inclusiveness of the entire process.	

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<p><b>Town Treasurer: Dan Stoddard</b></p>	<p><b>Technology Issues:</b></p> <ul style="list-style-type: none"> <li>• Dan reported that one of the backup drives died a couple weeks ago—which highlighted the need to ensure a comprehensive disaster recovery plan is in place.</li> <li>• Backup requirement for the server is about 35 Gigs.</li> <li>• Cost for 35 gigs would be about \$100; 50 gigs would be about \$130. Current tapes cost \$20/tape—and we use a series of 6-7 tapes to provide full rotational backup.</li> <li>• Online backup service is available: schedule is maintained automatically and backups are kept for 90 days. (After 90 days they are automatically deleted.)</li> <li>• Dan presented a document he prepared “Town Documents and Information Systems Risk Assessment – February 2010” that notes risk factors, acceptable timeframes and disaster prevention and recovery strategies.</li> <li>• There are a few places where Dan feels we are at risk and he listed areas that could be improved.</li> <li>• Wayne noted backup to a hard drive could allow for more rapid restore than a doing a full restore, and recommended we do both a hard drive and online backup strategy.</li> <li>• Options discussed: <ul style="list-style-type: none"> <li>➢ Monthly full backup to hard drive and offline backup that would be done regularly over the internet.</li> <li>➢ Keep an external drive in the upstairs vault or offsite.</li> <li>➢ Need to act before the new budget year</li> </ul> </li> <li>• Dan hasn’t bought tapes this year – so there should be money in this year’s budget available.</li> <li>• Need to talk with the listers &amp; planning commission regarding digitizing or other alternatives.</li> <li>• Personnel records are kept locked.</li> </ul>	<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Ed &amp; Dan will look at the status of computer &amp; technology expenses in this in this year’s budget.</li> <li>• Ed W will investigate what other towns are using – including what digital copies are being done.</li> <li>• Clean up will be done of old user accounts and data files to facilitate backup.</li> </ul>
<p><b>Town Administrator – Ed Wildman</b></p>	<p><b>Bookkeeper Job Description &amp; Next Steps</b></p> <ul style="list-style-type: none"> <li>• Laurel Sanborn is leaving on Wednesday – having taken a full time position elsewhere.</li> <li>• Ed and Dan have discussed alternatives since the position primarily works on the financials. Based on the job description, they proposed this report to Dan.</li> <li>• The position is listed under the Town Administrator’s budget section</li> <li>• Recommendation is that the position would continue as part time, focusing on bookkeeping</li> </ul>	<p><b>MOTION regarding interim Bookkeeper:</b> Jim H moved to hire Dan as interim bookkeeper for one month. Seconded by Wayne. Passed unanimously. Selectboard further requested Dan track his hours.</p> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Dan will assume primary responsibilities – a solid 2</li> </ul>

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	<p>responsibilities.</p> <ul style="list-style-type: none"> <li>• It was noted that Ed W wasn't hired to do the financial stuff; by default these activities have fallen to the Town Treasurer.</li> <li>• The timeframe for replacing Laurel is immediate</li> <li>• Job revision/posting possibilities include <ul style="list-style-type: none"> <li>➤ Possibly reducing the number of hours</li> <li>➤ Having the position report to the Town Treasurer</li> <li>➤ Advertise in the Front Porch Forum, stores, paper</li> <li>➤ Keep the application process open for 2 weeks</li> <li>➤ Establish job description, pay scale and hours</li> </ul> </li> </ul>	<p>days of work/week. He will:</p> <ul style="list-style-type: none"> <li>➤ Track what the duties are</li> <li>➤ Track his time</li> <li>➤ Run an ad for the position</li> </ul> <ul style="list-style-type: none"> <li>• Dan will get documents related to the position (job description, hours, and pay range) out to the Selectboard prior to the next meeting</li> </ul>
<p><b>Town Administrator continued</b></p>	<p><b>Fire Station Roof Insulation</b></p> <ul style="list-style-type: none"> <li>• The work was done was not done correctly and heat is transferring through the metal pins out the roof. The contractor will be coming back to repair this. Still, the building is now dryer and warmer.</li> </ul> <p><b>Julie Potter – CCMPO</b></p> <ul style="list-style-type: none"> <li>• Ed W is working with the CCMPO on updates to the All Hazards Mitigation Plan, which covers any hazard or disaster (flood, wind, or economic), and ties into the emergency operations plan. This is important for flood insurance and grant requirements. While not mandatory – it is strongly recommended we have this in place.</li> <li>• Julie would like to meet with the Selectboard. Wayne asked if Everett Marshall (Planning Commission Chair) should be in attendance for this meetings; Ed W noted that Everett would be on the agenda for the same meeting.</li> </ul> <p><b>Union Meeting House Granite Posts</b></p> <ul style="list-style-type: none"> <li>• Ann Dannenburg reported that 2 posts have been snapped off and are lying on the ground. Not sure what happened. Insurance should cover repair costs.</li> </ul>	<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Ed W will send copies of the last CCMPO All Hazards Mitigation Plan to the Selectboard to read before the meeting with Julie Potter.</li> <li>• Ann Dannenburg is contacting Jeff Palin for a repair estimate to fix the UMH granite posts</li> </ul>
<p><b>Town Highway Certificate</b></p>		<p>Selectboard members signed the Certificate of Highway Mileage for the Year Ending February 10, 2010 for the Agency of Transportation.</p>
<p><b>Tree Warden</b></p>	<ul style="list-style-type: none"> <li>• Wally Jenkins would like to resign as Tree Warden and has been searching for a replacement. Primary duties are to work with the town on replacement, pruning, and monitoring the Town's trees, in they don't fall in the road or cause accidents.</li> </ul>	<p><b>MOTION to Appoint Tree Warden:</b> Wayne moved to appoint Nate Sands as Huntington's Tree Warden. Seconded by Jim C. Passed unanimously.</p>

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	<ul style="list-style-type: none"> <li>Nate Sands of Shaker Mountain Road has submitted a letter of interest. Nate has worked for 12 years in landscaping.</li> </ul>	
<b>Other Business</b>	<p><b>Ancient Roads Public Hearing Compensation</b></p> <ul style="list-style-type: none"> <li>Wayne proposed Britt Cummings and Barbara Elliott be compensated for the work they did moderating and recording minutes for the Public Hearing.</li> <li>Jim C stated he feels moderating the meeting is part of the responsibility of the Town Moderator. Wayne disagreed, stating that it is the role of the Town Moderator to moderate the Town Meeting.</li> <li>Ken Pillsbury noted that Huntington takes great pride in volunteer work and he doesn't like the idea that people have to get paid. Wayne clarified that people did not request this – he is the one that proposed it and further stated that he doesn't think it is fair for us to ask people to do things without paying them.</li> <li>Joe noted that he personally sent a thank you note to Britt.</li> <li>Brett Lindemuth asked if there should be a Town policy for this.</li> </ul>	<p><b>MOTION on compensation:</b> Wayne moved to compensate Britt Cummings for moderating and Barbara Elliott for recording minutes for the Ancient Roads Public Hearing. Seconded by Jim H. Motion carried with Jim H, Ed B and Wayne in favor and Jim C and Joe against.</p>
<b>Recess</b>	<p>At 8:00, the Selectboard was ahead of schedule, with the next agenda item being to vote on the ancient roads.</p>	<p>Wayne moved to recess until 8:15. Seconded by Jim C. Passed unanimously.</p> <p>Note: Jim H had to leave the meeting at this point.</p>
<b>Discontinuance of the Ancient Roads.</b>	<ul style="list-style-type: none"> <li>Joe presented his motion, and noted that he had consulted with the Town Attorney – who was not totally definitive about the wording of the motion, but who did recommend we include the language as proposed in Joe's motion.</li> <li>Ken Pillsbury stated that we have been talking about ancient roads and now the motion is using the term "Town Highways." Joe responded that Ancient Roads is not a term from the state law – the legal language is unidentified corridors – and that the working of his motion is consistent with what the law states.</li> <li>Joe noted his concern that while the language as he proposed could be modified, the risk is that people can come back and say that we didn't discontinue them correctly and then the roads wouldn't have been discontinued. Jim C noted that regardless of the final wording, people have the right to challenge any decision of the Selectboard regardless of the wording.</li> </ul>	<p><b>MOTION to Discontinue Ancient Roads:</b> Joe moved to discontinue all town highways that are not otherwise clearly observable by physical evidence of their use as a public highway or trail and that are not included as such on the sworn certificate of the description and measurement of Huntington Town highways filed with the Town Clerk and the Agency of Transportation on or about February 10, 2010. Seconded by Jim C. Motion carried unanimously with 4 members present and voting.</p>

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	<ul style="list-style-type: none"> <li>• Dori Barton clarified that the conversation cannot be reopened this evening; it would need to be warned as a public hearing.</li> <li>• Jim C called the question, and the Selectboard voted.</li> <li>• Joe noted that any additional instances of discontinuance can be requested by anyone, and any road in question can be discontinued after holding a public hearing on a case by case basis.</li> </ul>	<p>The decision of the Selectboard can be challenged within 44 days, petitioning for a Town-wide vote; otherwise, the discontinuance will become finalized</p> <p>The Ancient Roads Committee is formally disbanded.</p>
<b>Town Meeting Day</b>	<ul style="list-style-type: none"> <li>• The Selectboard will determine who will cover which specific portions of budget review at Town Meeting. Individuals will share their preferences via email.</li> <li>• Computer access to the budget files will be available to the Selectboard at Town Meeting as a resource for answering questions that may arise.</li> <li>• It was determined that the executive summary will not be published on the Front Porch Forum or in the Times Ink. The Town Report will be mailed to every Huntington household 10 days before the meeting.</li> </ul>	
<b>Executive Session</b>		<p>Joe moved for the Selectboard to go into Executive Session at 8:35 pm for the purpose of discussing and determining who the recipient will be of this year's Olga Hallock Award. Seconded by Jim C. Passed unanimously.</p>
		<p>The Selectboard voted to come out of Executive Session at 9:46 pm, having determined the recipient of the Olga Hallock Award.</p>
<b>Adjournment</b>	<p>The Selectboard meeting adjourned at 9:47 p.m.</p>	<p>Joe moved to adjourn a 9:47 pm. Seconded by Wayne. Passed unanimously.</p>

Date Unapproved Minutes to Town Clerk: Sunday, February 28, 2010  
Date Minutes Approved by Selectboard: Monday, March 15, 2010  
Date Approved Minutes to Town Clerk: Friday, April 30, 2010