

Town of Huntington Selectboard (SB) Meeting

Date: Monday, March 1, 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), Raymond Liberty, Dan Stoddard (Town Treasurer), Ed Wildman (Town Administrator)

Recorder: Barbara Elliott

RECEIVED *[Signature]*
DATE May 3, 2010

Topics	Discussion	Action
Call to Order	Ed Booth called the meeting to order at 7:00 p.m.	
Warrants	6 warrants signed as presented <ul style="list-style-type: none"> • An invoice for a \$120 coffee maker for the Town Garage was not signed/approved. • It was noted that all receipts must be submitted with complete information in order to be considered for reimbursement. 	Action Item – Purchasing Policy: The Selectboard will add developing a formal purchasing policy to their work plan.
Public Comment	Via email, Lucinda Hill requested the Selectboard thank all Town volunteers at tomorrow’s Town Meeting.	
Town Administrator’s Report – Ed Wildman	<p>Recreation Committee Report - Kevin Cunningham was not present to discuss the report.</p> <p>Insurance Claims with VLCT – 3 claims in the past few months:</p> <ul style="list-style-type: none"> • granite posts at the Library (they were snapped off and they are not covered by insurance) – Selectboard will discuss this with the Library Trustees • the Library sign blew down – no word on coverage for that at this point (intent is to repair the sign) • Mark Cavic water damage (no report yet) <p>Energy Efficiency & Conservation Grant – has been submitted; should hear May/June timeframe; a lot of effort was put into preparing this by Mary Jane Pointer.</p> <p>VTRANS Structure & Pavement Grant Application – due middle of March (paperwork was just received for this); has a financial statement component; this is part of the State aid formula</p> <ul style="list-style-type: none"> • Applications can include a request for up to \$175,000 for structure projects. Ed W recommended this be applied to Bean Road 	<p>Action Items Library Granite Posts:</p> <ul style="list-style-type: none"> • Ed W will notify the Library that the Town’s insurance does not cover the granite posts. • Jim C would like the Library Committee to determine if these need to be replaced.

Topics	Discussion	Action
	<p>Bridge (Bridge 10).</p> <ul style="list-style-type: none"> • Applications can also include a request for up to \$175,000 for paving or reconstruction projects (requires a 10% match from the Town) – will need to identify the section of the road that could be used for this <p>Discontinued Road Hearing - Scheduled for April 5th; deadline for the warning is end of this week (680 Mayo Road)</p> <p>Bridges 8 & 10 Scoping Report - An alternative from the scoping report has not been selected; an additional public meeting is not required for this</p>	
Action Items	<p>Payroll / Accounts Payable (AP) Position - Town Treasurer Dan Stoddard</p> <ul style="list-style-type: none"> • Dan presented his findings regarding the bookkeeping position. Fulfilling the position responsibilities averages around 4 to 5 hours/week. <p>Proposal components (see handout provided by Dan):</p> <ul style="list-style-type: none"> • Ed W could do the AP data entry when he's doing the coding, print the checks, and produce the warrants • Nancy Grover could do the sorting, prepping for warrant presentations, filing, etc. (she is interested in a few more hours per week) • Payroll could be picked up by Dan – and perhaps we could look at bi-weekly payroll • Wayne raised concerns about the division of labor in order to provide checks and balances. Dan stated he had checked with Jane Burroughs (external auditor) regarding this and there are no state statutes that would guide this. • Ed W or an Auditor could sign off as a second check. • Proposed a 1-2 month trial before finalizing the decision. • Dan is interested in more hours so that he could be eligible for benefits (E.G. a 32-hour week) <p>Overtime Pay Considerations</p> <ul style="list-style-type: none"> • Raymond Liberty (Road Crew) attended to discuss overtime payments that he believes he is missing • Background: Laurel (previous bookkeeper) treated vacation as if it were work hours – so if vacation hours pushed the total hours worked over 40/week, the employee would get overtime. Dan has been treating vacation time as straight time; Per the Personnel Policies, time 	<p>Action Item – Overtime Pay:</p> <ul style="list-style-type: none"> • Need to go back through the Personnel Policies in order to provide clarification on the overtime pay policy – this is a priority. <p>MOTION regarding Road Crew overtime payment:</p> <ul style="list-style-type: none"> • Jim H moved to continue with the overtime payment accepted practice that had been employed by the previous Town bookkeeper, including retroactive pay. Seconded by Jim C. Passed with 4 members in favor and 1 (Ed B) against. <p>Action Item – Work Flow:</p> <ul style="list-style-type: none"> • Need to have a work flow calendar of activities for requirements by the Selectboard, Town Administrator, etc. <p>MOTION regarding A/P and Payroll:</p> <ul style="list-style-type: none"> • Joe moved to implement the temporary plan proposed by Dan for the next two months for

Topics	Discussion	Action
	<p>on Friday or weekends would be at time and a half; also time over 10 hours/day is at time and a half;</p> <ul style="list-style-type: none"> • Road Crew looks at Monday –Thursday as being straight time, so if they are missing up to 40 hours during that time, they will take vacation time to get a full 40 hours during the 4 days so that any time worked Friday through Sunday would be at time and a half. • Consideration needs to be made in developing the policy regarding how scheduling is done on a day to day basis as well as what the total week hours would be. • Dan and Ed W would like to meet with a subgroup of the Selectboard to develop some draft policy revisions as a springboard for further Selectboard discussion. • Need to address policy for both exempt and non-exempt employees 	<p>covering A/P and payroll, not to exceed the monthly rate that had been paid to the former Town bookkeeper and to re-evaluate how this is working at the end of this 2 month period. Seconded by Jim H. Passed unanimously.</p>
<p>Town Meeting Preparation</p>	<ul style="list-style-type: none"> • Ed B will do intros and thank you • Jim C will talk about the Health Care • Joe will address ancient roads and status of bonded projects (plow truck: the road foreman's report says the truck was \$157,000. Borrow amount was \$140,000 and what we borrowed was \$90,000) • Budget overview and introduction (including bond principles and fire truck) • Heidi will talk about the 3rd and 4th articles • Ed B will address the Noise Ordinance (Jim H noted that the Selectboard would want to meet with both parties of any alleged violation to discuss each party's perspective) • Ed B will address the article regarding the Conservation Commission • Clerk/Treasurer compensation & buyout option – clarification may be needed as the amounts are split between salary and benefits rather than lumped together. 	
<p>Adjournment</p>	<p>The Selectboard meeting adjourned at 8:58 p.m.</p>	<p>MOTION – Adjournment:</p> <ul style="list-style-type: none"> • Wayne moved to adjourn at 8:58 pm. Seconded by Jim H. Passed unanimously.

Date Unapproved Minutes to Town Clerk: Sunday, March 14, 2010
Date Minutes Approved by Selectboard: Monday, April 5, 2010
Date Approved Minutes to Town Clerk: Thursday, April 29, 2010