Town of Huntington Selectboard (SB) Meeting
Date: Monday, August 02, 2010 – 7:00p.m.
Location: Town Office, Lower Level

Approved Minutes

Attending:

Board Members: Dori Barton, Ed Booth (Chair), Jim Christiansen (Vice Chair), Wayne Curley, Joe Segale
Absent Members: n/a
Others Present: Clinton "Yogi" Alger (Road Foreman), Heidi Racht (Town Clerk), Ed Wildman (Town Administrator), Theresa Wood (running for State Senate)

Recorder: Barbara Elliott

Topics	Discussion	Action
Call to Order	• Meeting was called to order at 7:00 pm.	
Warrants		**Action Taken – Warrants:** All warrants signed as presented.
Correction / Approval of Minutes from July 26th, 2010	Corrections to the minutes of July 26th: • Add in the executive notes from Ed B • Change the name from Sand/Salt Shed – to Sand Shed • Jim seconded the motion to approve minutes of July 12 • Ed W contacted Jeff from Sanders' office and got updated information on the possible earmark funds	**Motion – Minutes of** • Wayne moved to approve the minutes of July 26th as amended. Seconded by Dori. Passed unanimously.
Public Comment	**Theresa Wood**, from Waterbury attended the meeting to get a sense of the issues Huntington is grappling with and to meet people. She is running for State Rep as an Independent. **Heidi Racht (Town Clerk)** • Nearly every other call to the Town Office is about the delayed tax bills. By State Statute, it is the responsibility of the Selectboard to get the tax bills sent out. 2 weeks ago, Heidi notified people on her email distribution list and the Front Porch Forum that the bills are delayed. She figures it will be a couple more weeks before the Grand List is out. Although next week is when the taxes would ordinarily be due, the bills can't be sent until Kermit finishes the appraisals. He still has to finish Main Road. • Heidi proposed a postcard mailing to address the delay. The cost would be an unanticipated expense (27 cents x 800 bills plus the cost of printing the card). • Delay in the taxes could have an impact on cash flow – particularly for the school. • Heidi contacted the State in June to discuss the impact of sending bills out before the grand list is completed and people have had time to appeal. The feedback was that it could be risky if major taxpayers have adjustments made. • It was noted that if Kermit needs to bring in an associate in to complete the work, then he needs to act on this now. • The follow-on bills will still be due in November and May.	
Road Foreman – Yogi Alger	**Sand Shed – discussion on regarding the base** • Concern was raised about what will happen to the base if we	**MOTIONS – Sand Shed** • Dori voted to approve Option 1

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	don't blacktop right off. Options include putting the shed down without a base, putting down a gravel base, or putting down a blacktop base. • Current project estimate is $256,000; we have $266,000 budgeted (leaving $10,000 for incidentals/overages) • Labor will be done by Parent; work is scheduled to start in the next week • Gravel estimate is 222 cubic yards (yards to tons is 333) Ton is about $225 for a truck load = $3,800 for the gravel • Fabric estimate is 6,000sq ft of fabric @ $0.12 sq ft = $720. • Cost to pave is $13,500 on top of Yogi's base figures • It was noted that in order to use funds that are an overage from another budget year, our auditors say that we should go back to the voters for approval. • Initial estimate from Parent was $32,000 to put down an asphalt base. **East Street Project** • Yogi has 3 quotes and would like approval at the next meeting for which excavator and contractor we will use. • Work is to start the last week of August • Paving will go from Main Road to about 25' beyond Huntington Woods • East St. Grant is a 2 year grant. **Other Updates / Projects** • Fabric Line Item – there is no fabric work for this year • Ditching: will be doing East Street & Economou this spring. • Wayne noted that ditching is what saves roads…and based on that, a plan is needed for how we will get caught up. Yogi said that the work would be done starting in the middle of May through June (and noted that he has funds in the budget to rent an excavator for the work). • Dori stressed that we not start work too early in the spring in order to minimize erosion from run-off. • Jim C stopped in the rain to look at the run-off problem at Jeanine Carr's on Main Road in the Lower Village. Yogi would like to put a swale in to alleviate the problem. • Yogi noted issues around cutting trees (3 butternuts) on people's property.	for the Sand Shed color scheme (red w/ green roof). Seconded by Jim. Passed with Dori, Wayne and Joe in favor; and Jim and Ed B against. • Joe moved to accept the Sand Shed design as presented (dated July 23). Seconded by Jim. Passed unanimously **ACTION ITEMS – Sand Shed** • Ed W will verify the project cost. • Ed W and Yogi will look to see where additional funds could come from for paving the base. • Yogi will confirm the estimated value of the Town's gravel for the project. • Yogi will confirm the cost of the fabric for the project • Ed W / Yogi will confirm Parent's paving charges. • Ed W will send Parent the final plans / information. **ACTION ITEMS – East St.** • Yogi will submit excavator and contractor recommendations. • Ed W will get the word out about the East Street work – particularly that traffic will be detoured for about a week over to Taft Road during the day (last week of August / 1st week of September). The EMTs, Fire Department and residents need to be notified. **MOTION – Main Road drainage problem** • Jim moved to fix Jeanine Carr's and Beaudry's water drainage problems. Seconded by Dori. Passed unanimously.
Review Items	**Appraisal Progress** • Need to ensure that Kermit has a contingency plan in place to fulfill our contract if his health issues preclude him from doing the work himself. **Bookkeeping** • Selectboard has not signed off on the arrangement for current staff to assume the bookkeeping – or on how we are spending the funds that had been in Laurel's budget.	**ACTION ITEM - Appraisal Process** • Ed W will get clarification on the overall process timeframes and email the Selectboard the anticipated schedule. **ACTION ITEM – Bookkeeping** • Ed W will find out what hours

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	Town Office Conditions & Assessment • Wayne met with Tom Keefe on the building assessment. Tom will submit his findings in short-, medium-, and long-term recommendations. Wayne hopes this will be ready in time for the Select board's next meeting. • Tom noted that the historic nature of the building has been so compromised over the years by the upgrades and work that has been done that there isn't much historic value left – and that it is unlikely that there would be funds available from the Preservation Trust of Vermont for the building. • In terms of fixes to address current problems, one area is to address the grading outside the building. Other options include: fix the heat exchanger; test the attic for formaldehyde; test a piece of the rug. Wayne noted that we are well within the OHSA standards vis-à-vis formaldehyde. • There are a couple of feet between the original ceiling and the drop ceiling that could be contributing to the odor issues. • Tom Keefe doesn't think the environmental guy is going to be able to tell us anything definitive. • After Tom's report is submitted, it will be reviewed with Dan, Heidi and Nancy. **Bridge 10 – Bean Bridge (potential for Leahy Earmark Funds)** • Ed W prepared a document on the scoping—with alternatives outlined on page 13. The Selectboard will review this in detail for the next meeting. • Ed W anticipates we will hear about the earmark funds by November (we asked for $550,000). • Currently we have $225,000 for the project • A temporary bridge might help reduce the cost of the project.	Nancy and Dan are spending on the bookkeeping and what it is costing. **ACTION ITEMS – Town Office Building** • Ed W will find out who did the original work on the heat exchanger and initiate contact to have the work repaired and ensure it is functioning to spec. • Ed W will check with Elliot for a quote on pulling the drop ceiling and putting up new sheetrock. **ACTION ITEM – Bean Bridge** • Ed W will put together a summary of what the Selectboard needs to accomplish at the next meeting so that we can determine what course of action to take.
Action Items	**Ad Hoc Cell Phone Tower Committee** • The Front Porch Forum email trail was distributed along with emails from Sue Minter and Tom Stevens. • Doug Graver and Tate Jeffrey have expressed interest in looking into this issue. Apparently Tate has mentioned that the Fire House could be a place for a tower. • Joe stressed the importance of having a member of the Selectboard connected to Ad Hoc Committees. • Need to get more people involved. • Since Huntington is out of the grid, we are eligible for funds. **Purchasing Policy** • Ed W recommended giving both the Purchasing and the Personnel policies to VLCT for review/input. • Joe asked what happens if someone doesn't follow the purchasing policy.	**ACTION ITEM - Ad Hoc Cell Phone Tower Committee** • Ed B will speak with Doug Graver about the project. **ACTION ITEMS – Purchasing Policy** • Dori will make the final changes submitted by Jim and Wayne. • Ed W will submit the policy to VLCT for review. • Ed W will ask the Library for a copy of their Purchasing Policy.

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	• Wayne noted that it would be good to have the Library report on their grants, how they select contractors, and what their policies are for requiring insurance coverage for using the building. **Personnel Policy** • Ed W recommended giving this policy to our Town Attorney. • Jim raised questions about a few areas for final revisions including clarification on clerk & treasurer benefits; and vacation carry over. • Wayne raised questions about part-time vacation accrual; carry-over time for sick leaves; and dental coverage.	
Adjournment	The Selectboard meeting adjourned at 9:13 pm.	**MOTION – Adjournment:** Joe moved to adjourn at 9:13 pm. Seconded by Jim. Passed unanimously.

Date Unapproved Minutes to Town Clerk: Sunday, August 15, 2010
Date Minutes Approved by Selectboard: Monday, August 30, 2010
Date Approved Minutes to Town Clerk: Friday, September 03, 2010

Received for record
October 5, 2010
Town Clerk