

**Town of Huntington Selectboard (SB) Meeting**  
**Date: Monday, July 12, 2010 – 7:00p.m.**  
**Location: Town Office, Lower Level**

**Unapproved  
Minutes**

**Attending:**

Board Members: Dori Barton, Ed Booth (Chair), Wayne Curley, Joe Segale

Absent Members: Jim Christiansen (Vice Chair)

Others Present: Paula Kelly (Cemetery Committee), Heidi Racht (Town Clerk & Cemetery Committee), Dan Stoddard (Town Treasurer), Jean Sturm (HERO Committee), Ed Wildman (Town Administrator), Debbie Worthley (HERO Committee)

Recorder: Barbara Elliott

Topics	Discussion	Action
<b>Call to Order</b>	<ul style="list-style-type: none"> <li>Meeting was called to order at 6:00 pm.</li> </ul>	
<b>Personnel Policy Review &amp; Discussion</b>	<ul style="list-style-type: none"> <li>Selectboard continued review of the Personnel Policy for the first hour of the meeting. At 7pm they moved on to other agenda items, wrapping up the review at the end of the Selectboard meeting.</li> </ul>	<p><b>Action Item – Personnel Policy</b></p> <ul style="list-style-type: none"> <li>Dori will clean up the edits from the meeting and re-distribute the changes.</li> </ul>
<b>HERO / Senior Committee Status</b>	<p>Debbie Worthley &amp; Jean Sturm attended to discuss the current status of the “HERO” Committee (members: Don Sheldon – Chair, Debbie Worthley, Jean Sturm, Barb Winters, Ray Rigutto). Discussion included:</p> <ul style="list-style-type: none"> <li>Started out as the Elder Housing Committee about 15 years ago, with the original goal of building senior housing.</li> <li>Over the years there have been various renditions of the committee.</li> <li>A while back, they became the Huntington Elder Resource Organization (HERO) and began looking at providing transportation resources.</li> <li>They received a \$25,000 grant from CCMPO (Chittenden County Municipal Planning Organization) for transportation. While the focus is transportation for the elder population—it is not limited to the elderly. The grant is for planning activities, for which there currently are no specific plans.</li> <li>Need to investigate the possibility of a grant extension as the funds have not been expended.</li> <li>At this point, they morphed the HERO name to: Huntington Everyone Resource Organization.</li> <li>There is also a committee in town: Happy Go Lucky Group – has been informally in place for several years; they currently have about 12 members; they have a bank account. HERO members have been providing technical &amp; organizational assistance to this committee.</li> <li>It was noted that Huntington residents can no longer access the activities from Richmond – which are partially funded by the Town of Richmond.</li> <li>The original Senior Housing reserve fund, created by a Town vote, was designated for housing for seniors. To change the fund usage requires a Town vote. Currently the fund balance is about \$1,900.</li> </ul>	<p><b>Action Time – HERO</b></p> <ul style="list-style-type: none"> <li>Debbie Worthley will come back to the Selectboard with an updated mission statement and a plan for how the Committee might spend the CCMPO grant.</li> <li>HERO will submit a list of current members with their current “terms”.</li> <li>Ed W will research the Town Article that set up the Elder Housing reserve fund.</li> <li>Ed W will get information about the responsibilities and requirements for Town Committees to Debbie Worthley.</li> </ul>

Topics	Discussion	Action
	<ul style="list-style-type: none"> <li>• Joe suggested looking at gaining more flexibility in the use of committee funds by making this a line item – similar to the other line items where we fund social services.</li> <li>• Joe recommended the committee come up with ideas for how they might use the funds.</li> <li>• HERO will do some additional research – for example on how Richmond has structured their group and the management of their funds.</li> <li>• Wayne noted there are specific criteria for Town Committees (E.G: regarding meeting minutes, membership /appointment criteria, etc.). The Selectboard needs to sanction committee appointments.</li> <li>• Jean Sturm noted that she has been given about \$70 in donations from people who have received rides – and needs to know how she should account for these funds.</li> </ul>	
<p><b>CSWD (Chittenden Solid Waste District) - Stephen Brooks</b></p>	<p>Stephen Brooks (from Charlotte) is a board member of the Chittenden Solid Waste District who came to encourage Huntington to have a Selectboard member or interested Town resident join their Board. Stephen’s comments included:</p> <ul style="list-style-type: none"> <li>• CSWD was created by the legislature. Among the board responsibilities are to moderate fee rates. It’s a business that doesn’t have a competitor so there aren’t financial problems—helping to make it a wonderful opportunity to focus on programmatic stuff rather than being bogged down in financial issues. It’s a great learning opportunity.</li> <li>• Tom Morreau is the Executive Director of CSWD</li> <li>• Meetings are monthly @ 6pm every 3rd Wednesday of the month at the Williston Town Hall - with a little supper. 50 cents a mile stipend.</li> <li>• Upcoming CSWD goals: want to design a mobile drop off center kit that can rove throughout the county. Other projects on legislative issues; franchising pickups; enforcement; energy; packaging issues. It’s not just about solid waste – it’s about re-use and recycling.</li> <li>• The Board has very engaging, spirited conversations. Attorney/counsel attends every meeting. An executive committee meets the week prior to the meetings.</li> <li>• CSWD.net is their website, which has a lot of great info.</li> </ul>	<p><b>Action Item – CSWD Board</b></p> <ul style="list-style-type: none"> <li>• To have a representative on the Board, the Selectboard just needs to send the name of who they have appointed to Tom Morreau on Town letterhead.</li> </ul>
<p><b>Town Treasurer – Dan Stoddard</b></p>	<p><b><u>\$100 Grant: Vermont Energy Investment Corporation</u></b></p> <ul style="list-style-type: none"> <li>• Back in April 2008 we received a \$100 grant for an energy resource library. This will be taken to the Library/Energy Committee. Dan will talk with Brett Hamilton.</li> </ul> <p><b><u>Chart of Accounts Changes</u></b></p> <ul style="list-style-type: none"> <li>• Before moving funds between departments Dan likes to touch base with the Selectboard. He raised the issue of the \$95,000 loan for the highway truck that is deposited as a line item in Yogi’s budget. The external Auditors recommended putting these funds in a general category rather than have them show up in the specific department budget. The proposal is to put the funds in the General Expenses line</li> </ul>	

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	<p>item. Additionally, \$78,000 in budget surplus from the reserve fund would be in this line item. This makes all the reserves from the previous year go to zero. Dan will add a footnote regarding this in the budget. \$9,000 expense for the truck warranty for the next 8 years could also be moved from repairs and maintenance to General Expense.</p> <p><b><u>Insurance Group</u></b></p> <ul style="list-style-type: none"> <li>• Insurance bills are not broken out by individual buildings the way we currently have it in the budget. We artificially break this expense into individual departments. Recommended this continue to be broken out as it gives a truer picture of what departments cost. A miscellaneous insurance category could be continued for such things as workman's compensation.</li> <li>• Further discussion tabled until the budgeting process.</li> </ul> <p><b><u>Website Stipend</u></b></p> <ul style="list-style-type: none"> <li>• The Town website is being redeveloped by Will Keyworth. To see the beta site, go to <a href="http://www.huntingtonvt.org/beta">www.huntingtonvt.org/beta</a>. The current site has outgrown itself and needs overhaul. It's very difficult to locate information on the current site.</li> <li>• Todd Cummings is heading up the front end redesign.</li> <li>• At one point, Will thought there was a \$1,500 stipend available for website work – however the Selectboard had voted only on a \$300 stipend.</li> <li>• Dan requested adding another \$300 to the stipend, which was not supported by the Selectboard.</li> <li>• Wayne noted he would rather have these types of requests come to the Selectboard on the front end with a proposal rather than coming after the fact. He noted the Selectboard had made a conscious decision not to spend more than \$300 on the website during previous budget discussions.</li> <li>• Joe recommended Will put a plan together for the upcoming budgeting season for how are we going to keep the site up and running effectively and what will it take to do this.</li> <li>• Dori noted another option is to have a line item in the Clerk's or Administrator's budget such as the Planning Commission has for professional services.</li> <li>• Dan would like to try to find a volunteer webmaster.</li> </ul> <p><b><u>Email re: Roger's Time</u></b></p> <ul style="list-style-type: none"> <li>• Roger has more than a year's worth of vacation. Apparently Yogi stated the time is not carried over year to year, however the current Personnel Policy states that if an employee has more than 2 week's vacation going into the new year, we pay him in cash for the excess time.</li> <li>• The 7 hours Roger has over the 2 week carry-over amount needs to be paid.</li> </ul>	
<p><b>Purchasing</b></p>	<p><b><u>Cemetery Committee</u></b></p> <ul style="list-style-type: none"> <li>• Heidi Racht and Paula Kelley noted the Trustees have been presented with another maintenance contract from the Fitzgeralds. Although they have been very pleased with the work and current pricing, in accordance with the Purchasing</li> </ul>	

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	<p>Policy, they will be opening the option to others to submit a price. They feel this is especially important when there are multiple people in Town who provide maintenance services.</p>	
<p><b>Town Administrator</b></p>	<p><b><u>Shelter Evaluation</u></b></p> <ul style="list-style-type: none"> <li>Ed W went to an emergency shelter training. Red Cross has come out and looked at the church and the Firehouse as possible sites. Ed W expects to see a proposed contract from them tomorrow. It doesn't cost to have a contract—but would cost if we end up having to use the facilities.</li> </ul> <p><b><u>Copier</u></b></p> <ul style="list-style-type: none"> <li>Current contract with Symquest is up in September. Ed W has talked with 3 providers: Ikon, Symquest, and Oce. If we keep our current copier with Symquest it will be \$214/month while switching over to a new copier with Symquest would reduce the price to \$195/month.</li> </ul> <p><b><u>Vacation plans</u></b></p> <ul style="list-style-type: none"> <li>Ed is out Friday and will be back August 1<sup>st</sup>.</li> </ul> <p><b><u>Carse &amp; Moody Bridges</u></b></p> <ul style="list-style-type: none"> <li>Moody is done. Carse should be done next week after the membrane and paving is completed.</li> </ul> <p><b><u>Grants</u></b></p> <ul style="list-style-type: none"> <li>We're getting the Structures grant.</li> <li>The Leahy earmark is still a possibility.</li> </ul> <p><b><u>East Street Paving</u></b></p> <ul style="list-style-type: none"> <li>Cost is \$175,000.</li> <li>Yogi wants to know if he needs to get additional bids: the answer is yes.</li> <li>Joe would like to have striping included in this project (center line and shoulder striping and perhaps something at the top of the hill).</li> <li>Need a one-page spec sheet (thickness, width, striping alternatives, etc.) from Main Road to Huntington Woods (or perhaps to the top of the hill beyond Huntington Woods)</li> </ul>	<p><b>Action Items – East Street</b></p> <ul style="list-style-type: none"> <li>Ed W to get with Yogi on putting together the Spec Sheet for the work – and also have Steve Jerome look it over.</li> </ul>
<p><b>Community Capital of Vermont</b></p>	<p><b><u>Huntington Revolving Loan Fund</u></b></p> <ul style="list-style-type: none"> <li>We're now in the 3<sup>rd</sup> year of the special extension period Huntington was granted when this went to Community Capital. After this, we'll go into the "general pool".</li> <li>Once it goes to Community Capital we have no say over the criteria. Interest rates for members of the pool start at 9% depending on the risk. These loans are for people who cannot get conventional loans.</li> </ul>	
<p><b>Other Business</b></p>	<p><b><u>Town Hall Survey</u></b></p> <ul style="list-style-type: none"> <li>Distributed (by way of Barbara Felletti). She will present the written assessment to the Selectboard when it's completed.</li> </ul> <p><b><u>Telecom Petition for Use of Public Right-of-Way</u></b></p> <ul style="list-style-type: none"> <li>Selectboard signed off on the Telecom petition</li> </ul> <p><b><u>Vermont Better Back Roads Pocket Guide &amp; Manual (Clean Water You Can Afford)</u></b></p> <ul style="list-style-type: none"> <li>Copies distributed.</li> </ul>	<p><b>MOTION - Green Mt. Racing</b></p> <ul style="list-style-type: none"> <li>Wayne moved to approve the GMARA proposal, granting access to the Huntington Town Forest for their special event on August 7<sup>th</sup>. Seconded by Joe. Passed unanimously.</li> </ul>

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	<ul style="list-style-type: none"> <li>Green Mountain Adventure Racing Association <b><u>Better Back Roads Manual / Gravel Road Maintenance</u></b></li> <li>Tabled (so members can read the materials).</li> <li><b><u>Personnel Evaluations</u></b></li> <li>Tabled.</li> </ul>	
<b>Warrants</b>		<p><b><u>SIGNATURES – Warrants:</u></b></p> <ul style="list-style-type: none"> <li>7 warrants signed as presented.</li> </ul> <p><b><u>ACTION ITEM – Flooring:</u></b> Ed W will ask Yogi for additional information on the porch flooring invoice for \$552.12.</p>
<b>Correction / Approval of Minutes from 06/07/2010 and 6/21/2010</b>	<p><b><u>Corrections</u></b></p> <ul style="list-style-type: none"> <li>06/07: Correction on town office project (page 4) from Brett to Ed W &amp; Wayne. Also added in details for the Executive Session and adjournment motions.</li> <li>06/21: Added in details for the Executive Session, Planning Commission appointment, and Adjournment motions.</li> </ul>	<p><b><u>MOTION –Minutes Approval:</u></b></p> <ul style="list-style-type: none"> <li>Wayne - moved to accept the minutes of 06/07 and 06/21 as amended. Seconded by Dori. Passed with one abstention (Joe).</li> </ul>
<b>Personnel policy</b>	Dori continued the review of the last sections of the Personnel Policy.	
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>The Selectboard meeting adjourned at 9:35 pm.</li> </ul> <p>Next two meetings: July 26<sup>th</sup>; August 2<sup>nd</sup>.</p>	<p><b><u>MOTION – Adjournment:</u></b></p> <ul style="list-style-type: none"> <li>Wayne moved to adjourn at 9:35 pm. Seconded by Joe. Passed unanimously.</li> </ul>

Date Unapproved Minutes to Town Clerk: Sunday, July 25, 2010

Date Minutes Approved by Selectboard:

Date Approved Minutes to Town Clerk:

*Received for record  
11.8.10  
[Signature]  
Town Clerk*