

**Town of Huntington Selectboard (SB) Meeting**  
**Date: Monday, May 03, 2010 – 7:00p.m.**  
**Location: Town Office, Lower Level**

**Unapproved  
Minutes**

**Attending:**

Board Members: Dori Barton, Ed Booth (Chair), Jim Christiansen (Vice Chair), Wayne Curley,

Absent: Joe Segale

Others Present: Margaret Fowle (Conservation Commission), Laura Hill Bermingham (Conservation Commission), Pam Hart (Town Auditor), Wally Jenkins (Conservation Commission), Mike Snyder (County Forrester), Ed Wildman (Town Administrator)

Recorder: Barbara Elliott

Topics	Discussion	Action
<b>Call to Order</b>	Meeting called to order at 7:00 pm.	
<b>Warrants</b>	<p>6 warrants were presented.</p> <ul style="list-style-type: none"> <li>• Computer Purchase for Town Clerk: purchased with HAVA grant funds for elections.</li> <li>• Recusal: Wayne recused himself from signing the warrant for reimbursing Barbara Felitti for printing and distribution of the Town Hall Survey.</li> </ul>	<p><b>Action Item – Warrants:</b></p> <ul style="list-style-type: none"> <li>• Ed W will forward Selectboard members the information on the computer grant.</li> </ul>
<b>Conservation Commission Reserve Funds – Wally Jenkins</b>	<p>There are established criteria and an application process for the Commission to follow in reviewing Reserve Fund proposals. The fund, which was set up in 2000, was designed to be a “passive fund”: the Town would not solicit agreements with landowners. Wally proposes the restriction be removed which blocks the Commission from initiating a project or program. Discussion points included:</p> <ul style="list-style-type: none"> <li>• Wayne sees a difference between the Conservation Commission and the Selectboard as “Town agents” noting the restriction is applicable to the Selectboard but not the Commission.</li> <li>• It is believed the current restriction was not established by a specific Town vote—but rather that the wording was included in the Commission Chair’s report in the annual Town Report, which was accepted at Town Meeting.</li> <li>• Some Town residents previously expressed that, through the use of the Reserve funds, the Town might come in and take land away from people.</li> <li>• Dori noted that since the Conservation Commission puts forth recommendations to the Selectboard as the first step in the Reserve Fund review process, there would be a conflict of interest if they put forth a proposal of their own. She proposed that the Commission could recuse themselves and simply forward “competing” proposals to the Selectboard for consideration.</li> <li>• Wally noted that the Commission would not put forth a recommendation without speaking with the property owner and that they could request the Huntington Historical and Community Trust sponsor certain projects.</li> </ul>	<p><b>Action Item – Project Proposals:</b></p> <ul style="list-style-type: none"> <li>• Wally will draft a reserve fund process for Selectboard approval for how to handle project proposals in the event the Conservation Commission itself would like to put forward a proposal.</li> </ul>

Topics	Discussion	Action
<p><b>Town Forest – Margaret Fowle, Mike Snyder (County Forrester), and Lori Hill Birmingham</b></p>	<p><i>Huntington Town Forest – State of the Forest 2009</i>, published in March 2009, was circulated to Selectboard members. The Conservation Commission apologized for publishing the report prior to getting Selectboard approval. They are requesting Selectboard approval and sign-off on the report. Signing the plan does not authorize specific actions for either the County Forrester or the Conservation Commission; action on any proposals or recommendations requires specific—and separate—Selectboard approval.</p> <p>Discussion included:</p> <ul style="list-style-type: none"> <li>• Previously, the Selectboard requested assistance from Mike Snyder, as County Forrester, in developing the forest management plan for the report. The report includes recommendations and proposed plans / ideas for the Town to consider implementing.</li> <li>• There is no public access to the Town forest at this time. Mike noted that he can share how other towns have addressed similar access problems.</li> <li>• Town forest sizes vary from 40 acres to 1,700 acres – but the usual range is 50-200 acres.</li> <li>• Usage varies: Hinesburg (800 acres) recently harvested white ash to re-floor their Town Hall; some harvest and sell timber using proceeds to offset forest costs; some designate use for habitat enhancement or recreation; some have no “active management”.</li> <li>• Wally noted a key value of the report is that while Selectboard and Conservation Commission members come and go, Forest management needs a long term strategy.</li> <li>• Mike noted that while the Selectboard has the authority to grant access to landlocked property for the purpose of timber harvesting, there is a great tradition in Vermont of people working agreements out amongst themselves. In the event of a Selectboard conflict of interest the County Forrester makes the determination.</li> </ul>	<p><b>Action Item – Future Agenda Item:</b></p> <ul style="list-style-type: none"> <li>• Approval for the <i>State of the Forest</i> report will be put on the May 17<sup>th</sup> Selectboard agenda.</li> </ul>
<p><b>Public Comment</b></p>	<p>There was no public comment.</p>	
<p><b>Road Foreman</b></p>	<p>There was not a report from the road foreman.</p>	
<p><b>Highway Issues</b></p>	<p><b>Crack Sealing</b></p> <ul style="list-style-type: none"> <li>• The cost for sealing was set at \$3600 per project; cost for additional work is \$3,850/day. Two days have been completed. Concern was raised regarding project status and whether additional sealing work should be done.</li> <li>• The Selectboard has not discussed using the entire \$28,000 budget line item on crack ceiling. We need to be clear on the budget and how the work is being done.</li> <li>• Need a complete plan for addressing annual crack sealing projects and need to track progress against that plan.</li> <li>• Dori noted that a contract was put in place for the work being done by Nicom, referencing the standards. Work</li> </ul>	<p><b>Action Item – Halting additional crack sealing:</b></p> <ul style="list-style-type: none"> <li>• Ed B will contact Yogi to ensure additional sealing work is not done until a plan is put forth and approved by the Selectboard.</li> <li>• Need clarification from Yogi on his understanding of the priority areas and the amount of funds he has available for crack sealing.</li> </ul>

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	<p>needs to be immediately inspected by Ed W and Yogi so that any issues are addressed immediately.</p> <p><b>Snow Storm</b></p> <ul style="list-style-type: none"> <li>No known special issues relative to the recent storm.</li> </ul> <p><b>Guard Rails</b></p> <ul style="list-style-type: none"> <li>Waiting for the posts to be pounded in.</li> </ul>	
<p><b>Town Administrator Report – Ed Wildman</b></p>	<p><b>Sand Shed Pre-Bid Meeting</b> - Minutes from the April 29 Sand/Salt Shed RFP meeting were distributed. Attendance at the meeting was a mandatory prerequisite for application submission. Attendees at the meeting will receive certified copies of the minutes.</p> <p><b>Town Office Repairs – Local Contractor’s Meeting</b> - Eliot Lathrop has expressed interest in the repair work. He will put together a proposal for what he would do, including oversight of the drainage work.</p> <p><b>Energy Efficiency &amp; Conservation Block Grant (EECBG) – Fire Station &amp; Garage Insulation</b> - \$50,000 grant letter was received. Response is due back Friday.</p> <p><b>SSTA – Town’s Obligations &amp; Options</b> - Usage criteria: for elderly over 60; disabled; adult day care; critical care; vocational training; social &amp; personal usage; shopping; senior meals; non-Medicaid medical visits. We are not over budget at this time, but it will be tight. Ed W keeps an eye on the usage and sets guidelines on a case by case basis. He has been limiting approval for the social/personal category from 4/month to 1/month. The Selectboard increased the limit to 2 round trips per month.</p> <p><b>Reappraiser Candidates</b> - Kermit updated his application. Ed W checked with the Shelburne Village Town Manager regarding Spenser Potter. Spenser works on an hourly rate basis—rather than submitting a cap as Kermit does. Kermit’s current contract expires at the end of this fiscal year.</p> <p><b>Scoping Bridges 8 (Sheldrake) &amp; 10 (Bean)</b> - The next step in the bridge scoping process is for the Selectboard to determine which proposal to adopt – or to request additional information. The key priority is for Bean Bridge abutments &amp; deck. Sheldrake Bridge needs to be monitored closely in the event it becomes a safety issue.</p>	<p><b>MOTION – Reappraisal Contract:</b></p> <ul style="list-style-type: none"> <li>Wayne moved to award the reappraisal contract to Kermit Blaisdale. Seconded by Dori. Passed unanimously with 4 members present and voting.</li> </ul> <p><b>Action Item – Bridge Scoping:</b></p> <ul style="list-style-type: none"> <li>Agenda item for 1<sup>st</sup> meeting in June will be to select a specific option for moving forward.</li> <li>Ed W will get measurements and set up a site visit for the Selectboard for the Sheldrake Bridge.</li> </ul>
<p><b>Town Policies &amp; Positions</b></p>	<p><b>Purchasing Policy</b> – a clean copy of the policy will be passed on to Yogi for his review. This will be on the agenda for the next meeting.</p> <p><b>Personnel Policy</b> –Once agreed upon, the policy will be submitted to VLCT for review. The Selectboard would also like to have an “HR” specialist review the policy. Dori noted</p>	<p><b>Action Item – Purchasing Policy</b></p> <ul style="list-style-type: none"> <li>Ed B will forward the revised Purchasing Policy to Yogi for review/input.</li> <li>Ed W will add adoption of the Purchasing Policy to the</li> </ul>

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	<p>that we need to address the definition of regular part-time and the associated benefits, suggesting these employee receive the “single” benefit with an option to buy into the family plan at their own expense.</p> <p><b>Bookkeeper / Assistant</b> The Selectboard is considering whether to bring the position of part time Bookkeeper/Assistant back under the Town Administrator umbrella. Stressing their confidence in and appreciation for the work of the Town Treasurer both Wayne and Jim noted merit in having a separation of roles between treasurer and bookkeeper responsibilities and the benefit in having additional cross training. The position could assist Yogi in recording work data and Ed W with clerical work. The position would be 15-20 hours per week and needs to have clearly defined tasks and responsibilities.</p>	<p>agenda for next meeting.</p> <ul style="list-style-type: none"> <li>• Ed W will add review of the Personnel Policy to the agenda for the next meeting.</li> <li>• Ed W will draft revised job description for the bookkeeper /assistant position for the next meeting and will also circulate the current job description for the position.</li> </ul>
<p><b>VTRANS Bridge Inspection Report</b></p>		<p><b>Signatures – VTRANS Bridge Inspection Report</b></p> <ul style="list-style-type: none"> <li>• Selectboard members signed the report.</li> </ul>
<p><b>CCMPO Blue Ribbon Committee Resolution</b></p>	<p><b>Blue Ribbon Resolution</b> Ed B advocated the Selectboard not sign the recommendation for the CCRPC, the CC Development Corporation, and the CCMPO to merge—noting that not all towns have signed this recommendation. The Selectboard concurred.</p>	
<p><b>Time Clocks</b></p>	<p>Dori noted that Dan brought the issue of road crew time clock usage to her attention—noting that it raises overtime issues. One suggestion is for the crew to use timesheets instead of a punch clock – which could also be a mechanism for getting additional information on specific tasks that are being done.</p>	<p><b>Time Clocks versus Sheets:</b></p> <ul style="list-style-type: none"> <li>• Ed W will get VLCT clarification on time clock &amp; time sheet guidelines.</li> <li>• Yogi needs to manage his crew’s hours so there is NO overtime when we are not in the snow-plow season.</li> </ul>
<p><b>Adjournment</b></p>	<p>The Selectboard meeting adjourned at 9:32 p.m.</p>	<p><b>MOTION – Adjournment:</b></p> <ul style="list-style-type: none"> <li>• Jim moved to adjourn at 9:32pm. Seconded by Wayne. Passed unanimously.</li> </ul>

Date Unapproved Minutes to Town Clerk: Saturday, May 15, 2010  
Date Minutes Approved by Selectboard: Monday, June 07, 2010  
Date Approved Minutes to Town Clerk: Sunday, June 20, 2010

*Received for record  
October 5, 2010  
[Signature]  
Town Clerk*