

Town of Huntington Selectboard (SB) Meeting
Date: Monday, May 17, 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:

Others Present: Clinton “Yogi” Alger (Road Foreman), Liz Greenberg (Times Ink!), Ed Wildman (Town Administrator)

Recorder:

Barbara Elliott

Topics	Discussion	Action
Call to Order	<ul style="list-style-type: none"> • Meeting was called to order at 7:02 pm. 	
Correction / Approval of Minutes from 04/05/10 and 04/19/10	<ul style="list-style-type: none"> • 4/5 – change Vice Chair from Joe Segale to Jim Christiansen • 4/19 – change date from 4/15 to 4/19 • 4/19- under the action item section, change wording regarding payment for Yogi from overtime to a bonus 	<p>MOTION –Minutes Approval:</p> <ul style="list-style-type: none"> • Wayne moved to accept the minutes of 4/5 and 4/19 as amended. Seconded by Jim C. Passed unanimously.
Warrants	<ul style="list-style-type: none"> • 5 warrants were presented. 	<p>SIGNATURES – Warrants:</p> <ul style="list-style-type: none"> • 5 warrants signed as presented. <p>ACTION ITEM - Warrants:</p> <ul style="list-style-type: none"> • Ed W will check on why the Cemetery Advisor invoice was presented for \$500 but only reimbursed at \$461.75
Public Comment	<ul style="list-style-type: none"> • n/a 	
Report on Library Meeting – Wayne / Jim	<ul style="list-style-type: none"> • Jim & Wayne reported they reviewed details of the library grant with Harvey Schugar (Library Trustee) as well as painting, for which funds will be available after July 1st. • They discussed the issue of liability insurance for facility rental. Renters may be required to secure their own insurance coverage as part of the rental agreement for non-Town sponsored functions. • There have been ongoing discussions about hosting a Café at the library. • Wayne and Jim will meet with trustees once or twice a year. 	
Road Foreman	<p>Guardrails</p> <ul style="list-style-type: none"> • Installations around Bridges 8 and 10 are complete except for the ends, which will be installed as soon as they arrive. • In response to a question from Jim, Yogi said he has a new plan for dumping snow next winter to protect guardrails. • Wayne raised safety concerns, having seen just one man working at the site. • In July another \$10,000 will be available for additional guardrail work. After work is done on Carse Bridge, we need to evaluate priorities for the coming budget year. • Yogi transferred funds from this year’s guardrail line item over to the bridge budget items. 	<p>ACTION ITEMS – Highway:</p> <ul style="list-style-type: none"> • Guardrails: Wayne requested a written plan from Yogi for the coming budget year. • Guardrails: Joe requested Yogi prepare a color coded Town highway map indicating where guardrails have been, recently were, and still need to be installed. • Bridge Work: notify people/ carriers (including trash

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	<ul style="list-style-type: none"> • Ed B noted that we need more detailed quotes that include location, footage, etc. <p>Crack Seal</p> <ul style="list-style-type: none"> • Yogi is impressed with the work that was done. • Yogi’s understanding was that we were going to spend the full \$28,000 for this year for crack sealing. • Yogi stated that not all critical areas got done: up by Shaker Mt Road toward Sheldrake Bridge and the area from Spence’s to the top of the hill before the Village. Ed B suggested tabling this discussion until the beginning of the next fiscal year. • Dori noted the importance of having Yogi at the meetings to discuss issues in order to avoid misunderstandings. She suggested if Yogi is not going to be at a meeting, then a written report from him would facilitate communication. • Ed B noted that we will have check sheets in place for projects to ensure we are all on the same page. • Ed B has asked that Yogi be on the agenda at 7:20 each week – and that he receive the agenda ahead of time. If there is any item that needs to be discussed and Yogi won’t be here, then we need to have him submit a status report. • Joe noted we should still aim to get to a point where Yogi needs to attend Selectboard meetings just once a month. <p>Bridge Work</p> <ul style="list-style-type: none"> • Target is to begin on Moody 6/1 and Carse on 6/16. • Letters are being sent to Carse/Moody residents about the upcoming work and Yogi will have signs posted. • The additional alterations to the Moody bridge alignment will cost \$12,000. • Parent will submit plans by end of this week. Yogi, Ed B and Ed W will review them and verify everything is in order. Yogi doesn’t feel he needs to babysit this project – but will, of course, be in regular contact with Tim Parent. 	<p>haulers) and post a sign at Beaudry’s that Carse and upper Moody Roads will not be accessible to vehicles over 16,000 pounds during the Carse repair work.</p> <ul style="list-style-type: none"> • Bridge Work: need a site plan for the bridge. • Easement: Ed W needs to secure an easement from Ken Abazia to move the telephone pole at Moody Bridge to the other side of the road on Carse, which is Ken’s property.
<p>Town Administrator</p>	<p>Sand Shed Status</p> <ul style="list-style-type: none"> • Certified letters went out, receipts have come back. Bids need to be submitted by 4:00 Friday; hoping for at least 2 responses (although there isn’t a lot of interest in projects that are only \$250,000). • Goal is for the Selectboard to make a decision by June 7th. Selection Committee (Joe, Wayne, Yogi, Ed W and a rep from VTRANS) will meet the week of May 24th (shooting for Thursday May 27th). Joe recommends everyone read and score the bids ahead of time. The score sheet was distributed along with the RFP. Project budget (\$250,000) is small so it doesn’t bring in a lot of interest. There will not be a public opening of the bids. <p>Contracts</p> <ul style="list-style-type: none"> • Project files are to be maintained for all Town contracted 	<p>ACTION ITEM – Sand Shed:</p> <ul style="list-style-type: none"> • Sand Shed Contract signoff: Yogi is to sign off on all contracted work – beginning with a sign off on the crack sealing project.

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	<p>projects. Process needs to be implemented whereby Yogi signs off on all contracted work (indicating his approval and the date) and puts a note in the project file. Yogi is to also take photos of the site (before and after) as well as of any issues that crop up down the road) so there is an ongoing record of the work. Work is to be checked again in 6 months, and Yogi is to sign off on the status and put another note in the project file.</p> <p>Dental Insurance</p> <ul style="list-style-type: none"> • Rates are not going up for the coming fiscal year. 	
<p>Administrative Assistant / Accounts Payable & Payroll Clerk</p>	<ul style="list-style-type: none"> • Selectboard members received comments and concerns about whether the position is necessary, particularly since much of the work Laurel did is being absorbed by the Treasurer. People have questioned why the Town needs to incur the expense of this position that would have new responsibilities. The question was raised as to why the Town Administrator needs a Town Administrators assistant. • It was noted that a letter from Dan Stoddard indicates that the role would be just a few hours every other week. • Wayne noted the position would fill some of what Laurel did—and that as a result of process streamlining that has been implemented, the clerk to take on clerical/paperwork for Ed W so that he can concentrate on grants, writing proposals, working with people from CCMPO, etc. • Need to facilitate Ed W and Yogi working more closely together—and look at how this position could help that. • Joe recommended looking at what work isn't getting done today. Wayne noted it would be better to look at what could be done differently, not at what isn't getting done. • Dori noted concerns have been raised regarding opportunities to save the funds rather than incurring this expense. We may also be able to utilize the current assistants for the extra tasks needed. • Ed W said the proposal is not developed enough to move forward. Way things are right now, we might be okay. • Joe noted that the current Selectboard picks ups a lot of the work that could and should be done by a staff person. • Yogi said Laurel did his daily sheets and trucking permits. • Wayne noted that we are going to be asking Yogi to do more managerial work including planning and reporting. 	<p>ACTION ITEMS – Staffing:</p> <ul style="list-style-type: none"> • Additional Staffing: Need a list of work that is not getting done today as well as a list from both Ed W and Yogi about what an assistant could help them with. •
<p>Employee Health Insurance</p>	<ul style="list-style-type: none"> • Employees pay \$300 of their annual \$3,000 deductible; the Town pays \$2,700 of the deductible in 2 installments of \$1,350 each on January 1 and July 1. Some employees have medical expenses that exceed the first installment prior to July 1 so they have to “cover” a portion of their expenses until the Town’s 2nd installment is paid July 1. • Employees who leave their positions prior to the end of the year do not refund the Town for any portion of the deductible payment they received. (If the Town pays the full \$2,700 on 01/01 and the employee leaves employment 01/02 	<p>ACTION ITEM – Insurance:</p> <ul style="list-style-type: none"> • Review hardship requests at the next Selectboard meeting. • Jim C and Ed B will meet employees to review the insurance plan details.

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	<p>the employee keeps the full \$2,700.)</p> <ul style="list-style-type: none"> • The Selectboard previously agreed to have case-by-case reviews, so long as the employee had already contributed their \$300 obligation toward the deductible. Currently 3-4 employees fall into this scenario. • Wayne and Dori noted they have found it very easy to work out payment plans with medical accounting departments, and that doing so would enable employees to avoid paying more than the \$300 we ask them to contribute toward their annual deductible. • Wayne recommended meeting with all employees to go over details of how the program works. • Dori noted that she—and others in Town—don't like certain parts of the Town's plan and she would like the Selectboard to review overall options (not just the specific details of our current plan, but a more comprehensive review). 	
<p>Purchase Policy – Approval</p>	<ul style="list-style-type: none"> • Section 5 – Pricing Guidelines: Dori made changes based on input from Tate, who thought getting quotes and Selectboard approval for purchases under \$500 would be onerous. • Joe raised questions about who would be reviewing and monitoring the purchases. • Wayne suggested that for lesser amounts needing approval prior to a meeting, either the Selectboard Chair or Assistant Chair could do so as they already have signature on behalf of the Selectboard. • Recommendation is that tracking and recording the pricing research be done for purchases \$2500-\$4000. • It was noted that \$8,000 may not be the right breakpoint for when something requires quotes; perhaps items over \$4,000 should require quotes. • Section 5.3: recommended amount be changed to \$7500. • Section 5.4: recommended amount be \$7500 and that over this amount requires 2 written quotes. • Liz Greenberg proposed incorporating a section exempting certain requirements for funds that were fundraised rather than funds that come from the general fund. • It was noted that the Town is responsible for all grants: this was included in the templates we got from 2 other towns. 	<p>ACTION ITEM – Purchasing:</p> <ul style="list-style-type: none"> • Dori will prepare a final revision which Ed W will forward to other department heads (Library Trustees, Dan, Heidi, Tate, Town Committee / Board Chairs). Then the draft will be distributed for broader comment.
<p>Revolving Loan Fund Update – Ed B</p>	<ul style="list-style-type: none"> • Fund Committee works with Community Capital on how to spend funds. One opportunity is to issue high school graduates grants to use toward their college loans. • Work has been done with the high school guidance department to promote the grant availability. • The Selectboard will act as the selection committee (to be objective non-biased observers). • Application deadline is June 3rd; review will be at the June 7 Selectboard meeting. • To date, there has been one applicant. 	<p>RECUSSAL:</p> <ul style="list-style-type: none"> • Ed B recused himself from the discussion on the Revolving Loan Fund update.

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Appointments	<ul style="list-style-type: none"> Ed W sent information on 2 Conservation Commission candidates. 	ACTION ITEM – Appointments: <ul style="list-style-type: none"> Conservation Commission and Zoning Board of Adjustment appointments will be on the next meeting’s agenda.
Town Office Repair Project / Town Hall	<p>Town Office:</p> <ul style="list-style-type: none"> Ed B noted that Dori and Wayne were assigned to look at and review issues regarding the building. They discovered that ATC wrote a report in February 2009 which has numerous recommendations—none of which have been acted on. The proposal is that the Selectboard act on the first recommendation: to hire an architect or engineer who works with sick buildings. We will apply for the same grant that was used for the Town Hall assessment, which offers funds of \$500 to put toward a building assessment. <p>Town Hall:</p> <ul style="list-style-type: none"> Wayne reported the Town Hall Committee would like to know if the Selectboard wants to participate in discussions regarding future building uses. It would be helpful if the Selectboard would indicate their interest in next 60 days. Wayne will send out his recommendations via email. 	
Town Reappraisal Contract		SIGNATURES – Contract: <ul style="list-style-type: none"> Selectboard signed the contract with Kermit Blaisdell.
Town Forest Plan – Signatures	<ul style="list-style-type: none"> Jim raised the question of what the actual name is of the property and noted that at some point we may want to come up with an official name. 	SIGNATURES – Forest Plan: <ul style="list-style-type: none"> Selectboard signed the Town Forest Management Plan.
Personnel Policy – Prepare for Legal Review	<ul style="list-style-type: none"> Tabled. 	
Adjournment	<ul style="list-style-type: none"> The Selectboard meeting adjourned at 9:35 p.m. 	MOTION – Adjournment: <ul style="list-style-type: none"> Wayne moved to adjourn at 9:35 pm. Seconded by Jim. Passed unanimously.

Date Unapproved Minutes to Town Clerk: Sunday, June 06, 2010
Date Minutes Approved by Selectboard: Monday, June 21, 2010
Date Approved Minutes to Town Clerk: Sunday, July 11, 2010

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