RECEIVED
DATE November 22, 2011

Town of Huntington
Meeting of the Selectboard
October 17, 2011
Meeting Room, Basement Floor Municipal Building

MINUTES

Selectboard Members Present:	Jim Christiansen, Chair; Dori Barton, Vice-Chair; Dan Rissacher, Ed Booth, Roman Livak
Staff Present:	Hank Lambert, Interim Town Administrator
Others Present:	Heidi Racht, Town Clerk; Dan Stoddard, Town Treasurer; Ruth Blodgett, Times Ink!; Tom Bailey, Planning Commission; Pam Alexander, Animal Control; Carl Ashley, Home Owner; Jay Centerbar, Homeowner, Yogi Alger, Road Foreman..

1) Call to Order Meeting called to order by Christiansen at 6:32 PM.

2) Town Administrator Search The Selectboard discussed hiring the VT League of Cities and Towns (VLCT) to assist in the selection and hiring process. Barton and Livak reported that they met with Abby Friedman of the Vermont League of Cities and Towns (VLCT) to discuss services the VLCT might provide in the solicitation and hiring process. Friedman suggested an average cost of $2,500 - $3,500 for the time including assistance in advertising, reviewing applications, and overall oversight of the process. Advertising costs would be additional.

Some members thought that advertising in December would not attract as many candidates because of the holidays, and it might create a gap until the first of the year. Once advertised, however, the Town should not delay and reduce the list to 3 or 4 applicants, set up interviews, and make a decision. The Board agreed to the following tentative timeline:

- December: Town creates job description and draft language for the advertisement; Forward these to VLCT.
- January: Post advertisement and send applicants copy of job description
- February: Refine the list of candidates; Interview candidates
- March – April: Final selection and job offer

Livak moved and Booth seconded to enter into an agreement with the VLCT to assist in the search for a Town administrator. Approved unanimously.

3) Approval of Minutes Livak moved and Rissacher seconded to approve minutes of the Selectboard meeting of October 3, 2011 as amended. Ayes 5, Nays 0. Motion Carried.

4) Warrants The Selectboard signed three warrants as presented by the Town Treasurer.

5) Public Comment None

6) Town Treasurer Stoddard reported that the Town has received a check for $34,000. He will verify with FEMA and the VTrans what project it is for.

Stoddard pointed out that the contract with the professional independent auditor is expiring. The Selectboard directed Lambert to draft an RFP and send it to auditing firms.

Town Clerk

7) HAVA Grant Racht reported that an application for a $10,000 HAVA grant to construct a new entrance ramp to the Town Office Building was approved. The grant includes some funds for paving the parking area. No local match is required. Deadline for completion of the work is September 1, 2012.

8) Debris on Bank of Huntington River Racht reported that debris visible from Main Road is washing down the Huntington River. She is concerned about pollution downstream as well as some assurance that the landowner is aware of the problem and corrects it. The Selectboard directed Lambert to contact Wally Jenkins, Chair of the Conservation Commission, to see what he could do.

9) Clutter at the Old Fire House Racht reported on clutter at the Old Fire House that prevents full use for storage by others. The Chittenden Solid Waste District (CSWD) puts aside $500 per year for use by the Town for debris disposal purposes. Stoddard affirmed that CSWD is holding $2,000 for use by the Town for waste disposal.

10) Road Foreman Alger reported on the status of various road projects.

- Crack sealing has been postponed to 2012 because of autumn's cold weather conditions.
- Beane Road Bridge. Awaiting word from contractor for commencement of work
- Main Road Culvert: To begin week of October 24
- Ditching and replacement of 5 culverts on Texas Hill Road has been completed
- Bids for ditching and stone lining of Handy Road and Terrien Road to be opened November 7
- Projects resulting from the April – May storms are in various states of completion. Yogi will try to complete as many as possible. Big rock at the Main Road Quarry has been depleted. Need to determine cost for blasting.
- Guard rails to be installed on Camels Hump Road and Main Road (Hanksville) with estimated cost of $3,150 to be submitted to FEMA for approval.

11) Planning Commission Chairperson Bailey requested permission to apply for a Municipal Planning Grant for up to $12 to $15 thousand. The first $8,000 requires no match. An amount over $8,000 to a maximum of $15,000 requires a match.

Motion by Livak seconded by Booth to deny authority for the Planning Commission to commit to more than $8,000 in an application. 4 voted Aye; One voted No, and the motion passed.

12) Hazard Mitigation Grant Program Discussion of the HMGP began at the request of Jay Centerbar, 97 Huntington Acres, who wants to raise his house 4 feet to prevent future flood damage . The HMGP requires the Town to be the applicant and act as administrator on behalf of residents. A 25% match is required. Lambert stated that the grant application process is complicated and would be time consuming. Among other things it requires engineering, and a cost benefit analysis. Barton stated that the Town alone does not have resources to apply for the HMGP grant, but that with assistance from the CCMPO and Mr. Centerbar, it may be possible to move an application forward. If an application is forthcoming it is agreed that the Town would not provide the 25% match, and that Mr. Centerbar would pay for engineering costs. The Board directed Lambert to see what could be done.

Town Administrator

13) Pending Issues Lambert presented a memo to the Selectboard outlining issues he is working on, some with imminent deadlines. He suggested that more time may be needed to complete those projects than anticipated.

14) Contract_Discussion of more time needed by Lambert to perform duties. The current contract specifies "approximately sixteen hours per week."

Motion by Livak, seconded by Barton, to extend Lambert's time up to 30 hours per week for Town Administrator work. Approved unanimously.

15) AP/Payroll Clerk An ad for a part time Accounts Payable / Payroll Clerk has been placed in Seven Days and on the Front Porch Forum.

16) Appointments

Motion by Livak, seconded by Booth, to appoint Gordon Miller to the Zoning Board of Adjustment with term expiring in March 2012. Four approved, Barton abstained and the motion passed.

Motion by Livak, seconded by Rissacher, to appoint Cindy Sprague and Jim Stadler to the Conservation Commission, terms to March 2014. Approved unanimously.

17) Budget for FY 2012 – 2013 Discussion of the budget was rescheduled for the next meeting. Lambert will remind town departments, committees and commissions to submit their requests before the next Selectboard meeting November 7.

Adjournment Livak moved and Barton seconded to adjourn. Approved unanimously.