

RECEIVED *[Signature]*
DATE *November 22, 2011*

Town of Huntington
Meeting of the Selectboard
November 7, 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
- Other Elected Officials Present:** Heidi Racht, Town Clerk; Dan Stoddard, Town Treasurer
- Others in Attendance** Ruth Blodgett, Time Ink!

1) Call to Order

Christiansen called the meeting to order at 6:35 p.m.

2. Budget The board projected the budget on the wall and began discussing each category of past and present expenditures and placed budget estimates in the 2012-2013 columns. A number of detailed questions arose. Notes were placed next to many items for further discussion as the budgeting process occurs over the next number of weeks. The Selectboard made no firm decisions. Discussion stopped at Health Officer, line 145.

The Selectboard agreed to warn a public budget meeting for Monday, November 14 at 6 p.m. to discuss only the budget.

3) Minutes The Selectboard reviewed the minutes of October 17, 2011. Due to a number of edits, the minutes of October 17, 2011 will be reconsidered at the next meeting of the Selectboard. The Selectboard agreed that attaching periodic reports from the Town Administrator and others would enhance the completeness of minutes.

4) Warrants

The Selectboard signed warrants presented by the Town Treasurer.

Reports/Guests

5) AP/Payroll Position Stoddard asked about the process for reviewing candidates for the part time AP/Payroll position. Lambert reported that thirteen people have submitted applications. The Selectboard agreed to cease accepting applications after November 9. The Board further agreed that Barton, Livak, Stoddard, Racht and Lambert would meet to review the applications and conduct telephone interviews with perhaps three candidates in preparation for its meeting of November 21, and hopefully a selection on that date.

6) Resignation Christiansen regretfully reported that Tom Bailey is choosing to step down as a member of the Town Planning Commission effective March 1, 2012. It was noted that Tom has contributed much to the Town over recent years as a member and current Chair of the Planning Commission. Barton will check with the Planning Commission for the status of vacancies and recruitment. Racht suggested that in the light of this and any resignation from commissions and boards that the Selectboard conduct exit interviews.

Road Foreman Report See 2-page *Road Projects Status* dated November 7, 2011 attached and made part of these minutes.

7) Pending Road Projects Discussion of pending projects resulting from the spring and Irene floods. Stoddard said carrying over anticipated funds from FEMA and VTrans complicates the budgeting process. It would help greatly if as many projects as possible were to be completed this fall. The Town could then get reimbursed by FEMA and VTrans before conclusion of the budget process. Christiansen, Stoddard and Lambert will meet with Alger on November 17 to discuss the status of road projects and to develop a plan for accomplishing projects this fall and spring. In anticipation of that meeting, Lambert and Stoddard will ask VTrans to clarify the payment process.

8) Bids for Handy/Terrien Roads Lambert reported on the bids for ditching/stone lining Handy Road and Terrien Road. Jeff Palin Excavating: \$63,850; John Scott Excavating: \$68,109. Livak suggested that, since the work involved both FEMA repairs and Town-initiated repairs on both roads, the bids may or may not be excessive. Lambert suggested that the Moody/Carse ditching project by town forces earlier this year, though somewhat smaller, cost considerably less.

Barton moved and Booth seconded that the Town reject both bids. Barton, Booth and Rissacher voted Yea; Livak voted No, and the motion passed.

9) Main Road Culvert Lambert reported that the concrete invert is in place and machinery has moved. He will check on the status of the project and report to the Selectboard.

10) Winter Maintenance Livak asked whether the Town has a route showing winter plowing routes. If so, it would be good information to post in the Town office for all to see. Lambert will follow up and report.

Dan Stoddard, Town Treasurer

11) Abating Penalties Stoddard raised the question of abating the penalties for late filing of school taxes and the Homestead Declaration. When late filing occurs, the State sends notices to the Town that school taxes have changed and a new bill needs to be printed and sent to the individual. Some of these bills include penalties which is the state's method of reimbursing the Town for collecting their school taxes. The process of downloading files each week, sending out bills and follow up creates a lot of work.

Towns cannot abate penalties for individuals, but State law allows for abatement for all late filers if a Town chooses to do so.

Livak moved and Booth seconded to abate all penalties for late filing of school taxes and homestead declaration. Livak and Booth voted Aye, Barton, Rissacher and Christensen voted No, and the motion failed.

12) **IT Work** *Connecting Solutions* does the major IT work for the Town. Stoddard not only manages the consultant, but also performs IT tasks that do not require the expertise of the consultants. This saves the Town money by not paying larger fees to CS for travel and consulting. Stoddard proposes being reimbursed for work he performs which is 7.5 hours since October 1, 2011.

Livak moved and Rissacher seconded to compensate Dan Stoddard at the rate of \$15 per hour to do IT work beginning October 1, 2011, not to exceed an average of three hours per week. Unanimous approval.

13) **Clarification of Overtime Policy** Stoddard said the personnel policy is unclear in regard to overtime pay for hourly workers. (Section 12.3 of the *Town Personnel Policies and Procedures Manual*, p. 25.) The issue surrounds the language to pay 1.5 times the hourly rate of pay for hours worked "...in excess of forty hours during a given work week." The road crew works forty hours Monday – Thursday. The question arises "What is their "given work week?" and "What compensation is due if they are called out on a Friday?" Or is Friday part of the "given work week?" The policy states "hours worked outside of the given work week" (Saturday and Sunday) leaving Friday ambiguous.

By consensus, the Selectboard agreed that Livak would study the issue, talk it over with Christiansen, and report to the Selectboard at its November 21 meeting.

14) **Winter Vehicle Storage** Stoddard is willing to pay a rental fee to the Town for winter storage of a vehicle in the Old Fire House. The Old Fire House needs to be cleaned out, and discussion ensued about getting a group of people together to dispose of the contents by identifying what can be saved or sold or donated.

Livak moved and Booth seconded that Dan Stoddard be allowed to over-winter a vehicle in the Old Fire House in exchange for organizing a clean up party; that a monetary fee be waived for doing the work; and that Stoddard sign a waiver stipulating the Town bears no obligation in the event of damage to the vehicle. Unanimous approval.

Heidi Racht, Town Clerk

15) **Waste Reduction Grant** Racht reported on a \$3,492 grant award from the Chittenden Solid Waste District for an 8' X 14' pre-built building to recycle packing

materials. She explained that the turn-around time was short and she did not have time to solicit formal Selectboard approval. The local match of \$814 can be in-kind. Stone, fabric, recycled paint and a sign have been identified as match items. The cost to the Town could be in the area of \$300 - \$400. The building will be placed in an appropriate location in the spring of 2012.

Livak moved and Booth seconded to support the CSWD waste reduction grant and a budget not to exceed \$4,306 for work to be completed in the Spring of 2012. Unanimous approval.

Hank Lambert, Interim Town Administrator See 2-page *Memo to the Selectboard* dated November 7, 2011 attached and made part of these minutes.

16) Certificate of Public Good *All Earth Renewables*, on behalf of Bruce Hennessey and Beth Whiting (Maple Wind Farm) sent copies of an application to amend their Public Service Board permit by adding two AllSun Trackers on their land.

The Selectboard agreed to pass this on to the Zoning Administrator for action if he finds a need to reply within 30 days of the application: 10/28/2011

17) Water/Wastewater Capacity Assessment

Livak moved and Barton seconded that the Selectboard appoint Hank Lambert as the authorized representative of the Town of Huntington for the purpose of furnishing to the State of Vermont such information, data and documents as may be required pertaining to Project # EPA-PC-392 (Water/Wastewater Capacity Assessment). Unanimous approval.

18) Fund Balance Policy.

Livak moved and Rissacher seconded that the Selectboard approve and sign the Fund Balance Policy as presented. Unanimous Approval.

19) Policies and Procedures

Lambert presented a list of policies and procedures which he, Dan Stoddard and Heidi Racht identified as possible topics to address. The trio plans to will update official policies and ordinances and present them to the Selectboard for deliberation and approval. They will also draft procedures for many topics to help insure the smooth operation of routine or recurring activities.

20) Injury Lambert reported that Yogi Alger suffered a wrist injury during a fall last week. Also, Lambert will file a *First Report of Injury* for an arm injury Yogi suffered last spring and required physical therapy .

21) **EECBG** Lambert is gathering Davis Bacon wage information from contractors, and is filling out the final report (Fire Station and Town Garage insulation).

22) **Auditor RFP** Lambert is drafting a Request for Proposal to engage a professional auditor for the next three years.

23) Job Description for Town Administrator Position

The Selectboard reviewed a draft job description. The Board agreed that the Chair would consolidate all the information and create a new draft that he will send to all Selectboard members.

24) **Old Route Relay** *Heart of Vermont Productions* proposes a 50-mile team relay running race partially through the Town of Huntington on Main Road. They request permission for runners and volunteers to pass through the Town on April 22, 2012 from 6:30 a.m. to 10:30 a.m.

The Selectboard agreed that, before granting permission, the Town receive a certificate of liability insurance with a limit of \$1 million.

25) Amend Speed Limit Ordinance

Lambert raised the issue of possibly amending the Speed Limit Ordinance based on the recommendations of a speed study on Main Road by the Chittenden County Regional Planning Commission in a report dated December 2009. The Selectboard was agreed to revisit this at another time.

26) **Executive Session** Motion to enter Executive Session @ 9:37 PM by Ed Booth, seconded by Dan Rissacher. Unanimous approval (5-0).

Motion to exit Executive Session @ 9:48 PM by Ed Booth, seconded by Roman Livak. Unanimous approval (5-0).

Motion by Roman Livak that no additional compensation be provided to Roger Thompson for the completion of his CDL, which is a requirement for his position. Unanimous approval (5-0).

Motion to adjourn @ 9:53 PM by Roman Livak, seconded by Ed Booth. Unanimous approval (5-0).