

Received for Record
JLW
Feb. 21, 2012

Town of Huntington
Selectboard Meeting
February 6, 2012
Town Office, Downstairs

MINUTES

Selectboard Members Present: Jim Christiansen, Chair; Dori Barton, Vice Chair;
Ed Booth; Roman Livak
Selectboard Member Absent: Dan Rissacher
Staff Present: Hank Lambert, Interim Town Administrator
Others Present: Dan Stoddard, Town Treasurer; Heidi Racht, Town Clerk;
Doug Graver, Auditor; David Roberts, CCRPC/CCMPO;
John Merrifield, Dubois & King; Ruth Blodgett, Times Ink!

Call to Order Jim Christiansen called the meeting to order at 7 p.m.

Minutes Livak moved and Booth seconded to accept the minutes of January 23 and January 27, 2012. Approved unanimously.

Warrants The Selectboard signed three warrants and corrected another from last meeting.

Public Comment None

Main Road Pavement Assessment Roberts explained that the CCRPC in October 2011 contracted with the Town using federal funds to assess Main Road pavement conditions. Local match of 20% is \$3,320 for the \$16,600 project. CCRPC hired the firm of Dubois & King to conduct the assessment and provide a report. The CCRPC forwarded a written report to the Town in November 2011.

Merrifield explained that the assessment was done in two parts – visual evaluation and core borings. The visual assessment uses criteria of cracking, rutting, potholes, drainage and ride quality. They found some transverse cracking and rutting. Good maintenance calls for crack sealing, removal of berms, ditching in some areas.

Core borings considers pavement thickness, subgrade soils and ledge. The study revealed a constant pavement depth of eight inches. Reflective cracking is due to cracks on the bottom working their way to the surface. They found sandy gravels and detected shallow ledges in some areas from 2.5 feet and 4 feet.

Conclusions: The ideal remedy is to remove and grind pavement, re-laying the material as a base for a new wearing course of up to 4 inches. Construct curbs with drains in the lower village. Replace culverts as pavement is reclaimed.

Questions from the Board centered on pavement thicknesses, replacement of culverts, preferred types of culvert, desirable depth of overlay. Booth mentioned that the Town is trying to build a

reserve of funds each year in order to address the high cost of reclamation and paving. He then asked how long the Town could defer reclamation as it builds the reserve. Merrifield suggested waiting up to three years. It is advisable to schedule reclaiming/paving in the range of 7 to 15 years after the initial reclamation and paving.

Roberts suggested that if the Board had additional comments regarding the report to provide them soon so the project can be closed out.

Highway Department

Temporary Highway Administration Lambert reported that he and Yogi Alger, Road Foreman, met with road crew member Steve Barron on February 2 to discuss procedures in Alger's absence while on sick leave. Barron will guide operations in Alger's absence.

Assistance for Snow & Ice Wayne Ring of Richmond will be available to plow snow on Mondays through Fridays; Kenneth Russin and Earl Copeland will be available on weekends.

Excavator Purchase Lambert explained that the Federal Surplus Property Program has much equipment for sale including an early 1990s John Deere wheeled excavator at a cost of approximately \$27,000. Delivery to Vermont is expected in late March from Korea where it has been stored. Cost could be offset by the sale of the town's tractor-loader-backhoe, plus we are anticipating spending about \$10,000 to complete FEMA work in the spring. The town would need to spend up to \$5,000 for buckets and other preparation. Lambert confirmed with Bill Beard of VT Surplus Property that the town could refuse purchase if we thought the machine was unacceptable. Lambert "signed up" verbally for one of the three excavators expected to be delivered.

Livak moved, seconded by Booth that the Christiansen sign the *Application for Eligibility* so that the town can be prepared to take possession of the John Deere excavator. Approved unanimously.

FEMA / FHWA Storm Damage Update Lambert reported that he, Road Foreman Alger and Town Treasurer Stoddard met with Gary Shelley and Kevin Shelley, VTrans on February 2 to review records for the Camels Hump slide. FEMA estimates were \$113,000 and the town spent \$106,335. Under FEMA guidelines, projects over \$100,000 require a more formal bid process than telephone bids, and that G.W. Tatro successfully bid \$99,500 for the major work including providing the large rock required. Because of the urgency of the work, Tatro was working on the project as soon as the water quality permits were obtained.

Paperwork for other projects is progressing. FHWA work is complete and FEMA projects from Irene will be completed by town forces in the spring.

Town Treasurer

Road Foreman's Leave The Board agreed with Stoddard that Alger could use accumulated sick leave and vacation hours to supplement Workers Comp funds. The Board also confirmed that vacation and sick leave accumulate while an employee is out on sick leave or on vacation. Stoddard asked if an exception could be made to the Personnel Policy which states that compensatory time for worked holidays should be used within the next pay period. Because of the demands of work Alger could not take compensatory time for working on two holidays. The Board agreed that Alger could use compensatory time for those two days worked.

Lambert reported that Alger's surgery this morning was successful and rehabilitation on his arm is scheduled to begin in a week.

Compensation Summary Stoddard reported total compensation for the four road crew members, town treasurer and town clerk. The Board agreed that this is good information to share with employees during evaluation. It benefits both the employees and elected officials.

Auditors Report Stoddard reported that *Fothergill Segale and Valley*, professional auditors hired by the town are aware of the February 10 deadline for providing the auditor report and that they plan to meet it.

Selection of Professional Auditor The town received two proposals in response to the RFP for professional auditing services. Stoddard confirmed that occasional calls from the town to the firm will not be an extra expense unless something becomes a special project involving more than e.g. three hours. Stoddard recommended the hiring of *Fothergill Segale and Valley* inasmuch as they have been doing excellent work for the town and we have established a good relationship. Stoddard said he would demand the firm's report to the town be no later than December 31. It was late this year due primarily to the complications from the two federally declared disasters.

Livak moved and Booth seconded that the town enter into a three-year contract with *Fothergill Segale and Valley* for professional auditing services. Approved unanimously.

Administration

Bridge #10 Lambert confirmed that the \$25,000 cost reported at the last meeting for monitoring the wing wall, investigating the bridge deck and engineering for repair of the superstructure is included in the original estimate by *Parent Construction, Inc.* and is not an extra. After talking with Christiansen, Lambert authorized *Parent Construction, Inc.* to proceed with the work.

Road and Bridge Weight Report was submitted electronically to Vtrans according to Lambert.

Town Administrator Search Abby Friedman of VLCT reported that she has received 15 applications to date. Christiansen reported on Rissacher's e-mail message that discussion of the makeup of a hiring committee and related issues be taken up at the next meeting of the Board on February 20.

Overtime Policy Livak and Booth recommended the following changes to the Overtime Policy under Section 12.3. Overtime:

Paragraph #1, change last sentence to "The work week shall be from Sunday through Saturday" OR use language from Section 6.1: "The normal work week consists of forty (40 hours) including eight (8) hours per day or ten (10) hours per day."

Delete: "If a Highway Department Employee is required to work on a holiday, time will be paid at one and one-half (1 ½) times the regular rate, and the employee will be entitled to take the equivalent time off on a day no later than the next pay period. Any equivalent time taken will be by arrangement with the road foreman, and the employee will be paid at his/her regular rate.

Add new language: "If an hourly employee is required to work on a holiday, time will be paid at two (2) times the regular rate."

The Board agreed to take this matter up at its next meeting to give everyone a chance to think about it further.

Reapportionment Racht reported that Board of Civil Authority members from surrounding towns will meet on February 13 to discuss reapportionment. So far, Christiansen, Racht, Barton, Shelly McSweeney and Carol Wildman have agreed to attend.

Town Meeting Preparation The Board discussed members' responsibilities for leading the discussion of articles in the warning, the budget and town activities. The Board discussed how to insure that participants understand how various articles, if passed, would affect the total budget.

Olga Hallock Award At 9 p.m., Livak moved and Barton seconded that the Board go into executive session to discuss candidates for the Olga Hallock award. Unanimously approved.

At 9:05 p.m., Livak moved and Barton seconded that the Board come out of executive session. There was general agreement about the selection of a recipient of the Olga Hallock award. No formal motion was made. The name of the recipient is not revealed in these minutes because the surprise presentation will be made at Town Meeting.

Adjournment At 9:10 p.m., Livak moved and Barton seconded that the meeting be adjourned. Approved unanimously.

Dates

Unapproved minutes sent to Select Board: February 7, 2012

Minutes Approved: February 20, 2012

Approved minutes sent to Town clerk for Record: February 21, 2012