

RECEIVED *[Signature]*
DATE *March 9, 2012*

Town of Huntington
Selectboard Meeting
February 20, 2012
Town Office, Downstairs

MINUTES

Selectboard Members Present: Jim Christiansen, Chair; Dori Barton, Vice Chair; Ed Booth; Roman Livak; Dan Rissacher
Staff Present: Hank Lambert, Interim Town Administrator;
Others Present: Heidi Racht, Town Clerk; Doug Graver, Auditor; Dave Brautigam, Camels Hump Nordic Ski Area; 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 February 6, 2012 as amended: on page 4, in discussion of Overtime Policy, strike the words "OR use language." Four voted 'aye' and Richasser abstained. Approved unanimously.

Warrants The Selectboard signed four warrants.

Public Comment

Street Light Blodgett mentioned that the street light above the steps is not working. Lambert will inquire about it.

Shades Racht reported that Tina's in Burlington quoted a price of \$1,179 for insulated shades for the 5 windows upstairs. Current shades are fragile and of little use. New shades would have an energy payback of an estimated 5 years. Tina's would install the shades as part of the price. Shades come with a 25-year guarantee. Eliminating new shades for the 3' X 5' window would yield a further \$370 savings or a cost of just over \$800. The Selectboard agreed that, if Racht can find money in the Town Clerk's budget, she has the authority to make the purchase.

Highway Department

Posting of Roads Lambert reported that the crew is working well, currently laying and grading gravel in troublesome spots. The Selectboard suggested making citizens aware of road posting that is currently underway: try posting a notice on Front Porch Forum and at Beaudry's Store.

Calendar Lambert distributed a calendar of major road activities scheduled for 2012. The Selectboard suggested that this be kept up to date by the Road Foreman and Town Administrator. As each year progresses, add details particularly of recurring activities.

Excess Vehicle Weight Permits Mary Keller-Butler is recording applications in the database and issuing permits. She learned the system quickly and is keeping the system in very good order.

Letter Christiansen mentioned a letter he received complaining of the road crew using excessive sand and salt on town roads. Lambert will discuss with Road Foreman Alger.

Request for Letter of Support by Camels Hump Nordic Ski Area Brautigam had submitted a draft letter to the Selectboard and was present to discuss it. The organization is applying for a grant from the Vermont Recreation Trails Program. A letter from the Selectboard expressing that the project is in the interest of the Town would give weight to the application and would demonstrate community support. Application is for about \$18,000 requiring a local match of 20% (cash or in-kind). The grant would cover improved signage and drainage on the trail system, and creation of a second parking area for 18 cars on land of Nils Smith, an area of 60' X 90' off Bert White Road. The project would encourage greater use of the south end of the trail network, and would improve access to the town forest. Neighbors support the concept.

In response to questions from the Board, Brautigam said CHNSA would like to create a better arrangement for e.g. free skiing. They envision acquiring an inventory of ski equipment to lend to the public at no cost. UVM Medical School students have already donated labor as will the Vermont Common School. The group has had a good response to fundraising efforts. An Act 250 permit would be required. A Town site plan review would be needed. CHNSA will apply for a driveway permit. Once funds are received, the State wants coherent follow through on how funds are to be applied.

Livak moved and Booth seconded to deny sending a letter of support because the project feels like a hurried project and lacks sufficient detail. Livak voted yes, Rissacher and Booth voted no, Barton recused herself from the vote and the motion failed.

Rissacher moved and Booth seconded that the Selectboard send a letter of support for the application by the Camels Hump Nordic Ski Area to the Vermont Recreation Trails Program. Rissacher, Booth, Christiansen voted aye, Livak voted no, Barton recused herself from the vote and the motion was approved.

Administration

Driveway Permit The Selectboard did not approve a driveway permit application by Heidi Weston on Mayo Road for lack of detail about its location. Lambert will obtain more specifics.

Selectboard Institute, an annual program on roles and responsibilities to be held on March 31 in Montpelier, and April 28 in Fairlee. Current and new selectboard members may want to attend.

Reapportionment Racht reported on the recent meeting with BCA representatives from Huntington, Bolton and Waterbury, a positive experience. After Bolton hadn't really met on the issue and Waterbury's first choice was for a new district of Waterbury, Bolton and Duxbury. It looks like the solution that is evolving is for a Waterbury-Bolton-Huntington two-member district. Waterbury does not want to be split. Legislation has passed the House and is under consideration by the Senate.

Hazard Mitigation Grant Program The federal grant application was submitted to Vermont Emergency Management on Friday, February 17 by the CCRPC on behalf of the town.

Lambert will fax the signature page tomorrow morning, February 21. Funds are requested to raise Jay and Vicki Centerbar's house to mitigate damage in future storms. Total estimated cost is over \$111,000. The Centerbars have signed an agreement that they are responsible for the 25% match. Applications will compete against other Vermont projects for funds allocated to Vermont. A decision by a review panel is expected in the spring.

Town Administrator Selection Process Rissacher reported that about 30 applications for the position are held by the Vermont League of Cities and Towns who will provide copies to the Town by February 29 according to the timeline established earlier. The tentative process is for a five-member selection committee to review the applications and provide the Selectboard with 2 to 4 finalists. Committee membership: Rissacher agreed to continue as a citizen Chair; Lambert and Barton agreed to participate; Racht and Stoddard, Town Treasurer will discuss which of them would be on the committee. Lambert will ask Alger, Road Foreman if he would like to be on the committee.

Overtime Policy After discussion continued from the February 6 meeting, Livak moved and Rissacher seconded to amend Section 12.3 of the *Town of Huntington Personnel Policies and Procedures Manual* adopted June 27, 2011 by replacing existing **Section 12.3 Overtime** with the following language:

"It shall be the policy of the Town of Huntington to pay one and one half (1 ½) times the hourly rate of pay to all hourly employees for hours worked in excess of forty (40) hours during a given work week. The work week shall be defined as Sunday through Saturday.

Vacation, holidays, sick, bereavement and personal hours are paid at the standard hourly rate. Vacation, sick and personal days may be taken in hourly increments and will not be used to calculate overtime in a given pay period.

Vacation, sick, bereavement and personal hours shall not be considered as time worked for the calculation of overtime pay.

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

Employees shall not work overtime unless specifically directed to do so by their supervisor. All overtime must be approved by the supervisor prior to scheduling and working overtime."

The motion was unanimously approved.

The Selectboard directed Lambert to re-type the title page to reflect the change, and to start an amended page / revision list of this and subsequent changes.

Exterior Repairs to the Town Office Building Livak will meet with Dean Grover, Grover Engineering, to discuss alternatives for a replacement ramp for the physically disabled and generation of RFPs for Town Office Renovations & Maintenance. Tom Keefe, Architect, has sent recommendations for some modifications to the building including window treatments, grading, carpentry and painting.

Town Meeting Preparations The Selectboard agreed that the next meeting on March 5 would be devoted to RFP considerations, the Town Administrator Search and review of topics for next day's Town Meeting. Barton thought the large road map used by Dubois & King at the February 6 meeting would be helpful for her presentation. Lambert will inquire.

The Selectboard agreed to warn an organizational meeting for March 12 starting at 6:45 p.m., after which the Board would meet with Tom Bailey, Planning Commission Chair and Bill Hegeman who is working under the Municipal Planning Grant.

Racht mentioned that, since many appointments are made as part of the organization meeting each year, it would be appropriate to incorporate thank-you letters to outgoing members of boards and commissions.

Adjournment Livak moved and Booth moved to adjourn the meeting at 9:16 p.m. Approved unanimously.

Dates

Unapproved minutes sent to Select Board: February , 2012

Minutes Approved: March 5, 2012

Approved minutes sent to Town clerk for Record: March 7, 2012