

Town of Huntington — Selectboard Meeting

Monday, October 01, 2012—7:00 pm

Town Office Building – Lower Level

APPROVED MINUTES

RECEIVED   
 DATE October 16, 2012

<p><b>Agenda</b></p>	<ul style="list-style-type: none"> <li>• Highway Department – Yogi Alger</li> <li>• Town Clerk – Heidi Racht</li> <li>• Town Treasurer – Dan Stoddard</li> <li>• Town Administrator – Barbara Elliott</li> <li>• Budget Process</li> <li>• Selectboard Work Plan</li> </ul>
<p><b>Selectboard members present</b></p>	<p>Jim Christiansen (Chair), Dori Barton (Vice-Chair), Doug Graver, Everett Lewis</p>
<p><b>Selectboard members absent</b></p>	<p>Roman Livak</p>
<p><b>Staff present</b></p>	<p>Yogi Alger (Road Foreman), Barbara Elliott (Town Administrator), Heidi Racht (Town Clerk), Dan Stoddard (Town Treasurer)</p>
<p><b>Others present</b></p>	<p>Everett Marshall (Planning Commission member)</p>
<p><b>Call to order</b></p>	<p>Christiansen called the meeting to order at 7:00 pm.</p>
<p><b>Highway Department – Yogi Alger</b></p> <p><i>FOLLOW-UP: Alger &amp; Elliot to wrap up FEMA reporting</i></p> <p><i>FOLLOW-UP: Alger &amp; Elliot to devise a process</i></p> <p><i>FOLLOW-UP: Elliot to reschedule public meeting</i></p> <p><i>FOLLOW-UP: Elliot to follow up on UST report</i></p> <p><i>FOLLOW-UP: Elliot to forward application to Planning Commission &amp; contact Smiths</i></p>	<p><b>FEMA</b></p> <ul style="list-style-type: none"> <li>• FEMA storm recovery work has been completed on all the roads.</li> <li>• Open items are to schedule the final site inspections; complete all the paperwork; and file the necessary final reimbursement reports so that we receive the balance of funds. Alger &amp; Elliott will be addressing these.</li> <li>• People requested fill after it had already been trucked away from the work sites. Going forward, we should look at how we can better advertise fill availability.</li> </ul> <p><b>GENERAL UPDATES</b></p> <ul style="list-style-type: none"> <li>• New truck was delivered on Thursday.</li> <li>• Truck 3 is having clutch problems, which could run \$6,000-\$7,000. Alger will get quotes for repair work.</li> <li>• Crew will begin Bridge #30 replanking next week (10/10)</li> <li>• Need to reschedule the Bridge #30 Scoping meeting to 11/05. Elliott to contact VTRANS, CCRPC and property owners.</li> <li>• Clark’s credited \$395 on the repair bill which was submitted for approval with the warrants.</li> <li>• Underground Storage Tank was inspected and we will be receiving a report for corrective action on the drop tube for overflow and the inter-sensor device.</li> </ul> <p><b>DRIVEWAY PERMIT – Smith, Bert White Road</b></p> <ul style="list-style-type: none"> <li>• Alger approved the driveway permit application for Mark &amp; Marijke Smith. Barton noted that the Planning Commission has requested that, prior to the Selectboard granting final driveway permit approval, the Planning Commission have an opportunity to review and make recommendations on applications that are part of sub-division proposals. Elliott to forward application to Planning Commission for their review and contact the Smith’s regarding the status of their application.</li> </ul>
<p><b>Public Comment</b></p>	<p><b>Municipal Planning Grant – Everett Marshall for the Planning Commission</b>  <i>Note: Barton recused herself from this agenda item based on her company's involvement with the project.</i></p>

<p><b>MOTION – resolution for Municipal Planning Grant application</b></p> <p><i>FOLLOW-UP: Elliot to submit resolution for the grant &amp; to Racht for recording</i></p>	<ul style="list-style-type: none"> <li>• Marshall requested the Selectboard sign a resolution regarding Huntington’s authorization for the Municipal Planning Grant as part of the <i>Forests, Wildlife &amp; Communities Science to Action Project</i>.</li> <li>• The grant’s match component can be met with funds from the ECOS grant and/or with the discount being offered by the company slated to assist with the study. There is no financial obligation for the Town associated with the grant.</li> <li>• Graver moved and Lewis seconded that, in accordance with the motion approved at the September 17, 2012 Selectboard meeting granting permission to the Planning Commission to prepare grant applications for ECOS and Municipal Planning Grant funding, the Selectboard sign the Resolution for FY2013 Municipal Planning Grant to be submitted to the VT Department of Economic, Housing &amp; Community Development, along with similar resolutions already submitted by Richmond and Bolton. Passed with 3 members voting to approve (Graver, Lewis and Christiansen) and 1 abstention (Barton).</li> </ul>
<p><b>Minutes – MOTION</b></p>	<p>Barton moved and Graver seconded to approve Selectboard minutes of 09/17/2012. Passed unanimously by the members present.</p>
<p><b>Warrants</b></p> <p><i>FOLLOW-UP: Elliot to research</i></p>	<p>4 warrants were signed as presented.</p> <p>Graver questioned why check stubs were attached to warrants and the invoices were already stamped ‘paid’. The procedure has been to prepare the checks, submit them to the Selectboard with the warrants, and if a particular payable does not receive Selectboard authorization, it is held or voided based on the Selectboard’s instruction. Elliott will confirm our AP warrant practice meets state statute and modify if necessary to ensure appropriate controls are in place.</p> <p>Christiansen requested that future Fothergill, Segale &amp; Valley bills be passed by the Auditors for their approval prior to being submitted to the Selectboard.</p>
<p><b>Town Clerk – Heidi Racht</b></p>	<p>The Selectboard met with Racht in order to get a better understanding of the scope of work and service to the community that is provided by the Clerk’s office. Racht prepared a 6-page summary that included her vision of the role of the office in supporting residents and volunteers. The comprehensive overview of her responsibilities and services included management of: voter registration and Huntington’s town, state, and federal elections; licenses (marriage, dog, hunting &amp; fishing) and car registrations; building permit applications; the rabies clinic; vital records for the Town (Town Report, land records, recording of minutes, lodging the Grand List, etc.), mailing of tax bills, and staffing office hours – to name just a few. The Clerk’s office is the go-to place for inquires people have regarding just about anything.</p> <p>Graver noted that Racht has set an excellent precedent for teamwork and how the Clerk’s office can work effectively with other groups, which he experienced first-hand when he was one of the Town Auditors.</p> <p>Christiansen expressed gratitude for the extensive documentation Racht and Stoddard have done related to office procedures, which is a most valuable safety-net for the Town.</p>
<p><b>Town Treasurer – Dan Stoddard</b></p>	<p>The Selectboard met with Stoddard in order to get a better understanding of the scope of work and service to the community that is provided by the Treasurer’s office. Stoddard presented a summary of ongoing duties, recent projects, and upcoming/anticipated tasks. While State statute only mandates that Treasurers sign checks and secure bonds and loans, Stoddard is very hands-on and fills the role of Financial Officer for the Town. This includes handling property taxes; general ledger</p>

	<p>expense and income accounts; cash management; tracking 18 reserve and special revenue funds; overseeing payroll and AP; benefits management; and Brewster Pierce school accounts (including the hot lunch program). Stoddard has also handled the development and execution of a grants management system (including creating an extensive tracking system); preparation for the professional audit; and computer/IT management for the Town. Stoddard has also extensively documented Treasurer, AP and payroll procedures.</p> <p>Graver noted that the State continues to off-load responsibilities to towns – and asked Racht &amp; Stoddard to keep track of how changes in state law and practices impacts their work load.</p>
<p><b>Budget Process</b></p> <p><i>FOLLOW-UP: Elliot to contact VLCT regarding budget timing</i></p> <p><i>FOLLOW-UP: Elliot to send budget letter &amp; work with Stoddard on budget worksheets</i></p>	<p>Considerations:</p> <ul style="list-style-type: none"> <li>• Stoddard noted that VLCT reports that as things stand now in Montpelier we may be facing an approximate 5 cent increase in statewide school tax next year. It was also noted at the meeting that Brewster Pierce Memorial School is currently operating at a known deficit due to hiring of a new teacher because of the unexpected increase in the student population. These will make the upcoming budgeting process even more challenging, especially when coupled with the current economic conditions.</li> <li>• Selectboard will identify a couple of members to work with Alger on developing the Highway budget.</li> <li>• Notes from last year will be retained in the budget spreadsheet – and new notes added for the current year.</li> <li>• VLCT insurance figures are historically late. Elliott to contact them for when the new rates will be available.</li> <li>• Need to revisit income lines, such as the winter plowing charges for Starksboro and Camel’s Hump State Park.</li> </ul> <p>The overall agreed upon budget process includes:</p> <ul style="list-style-type: none"> <li>• By 10/03: Elliott to send a letter to all departments, commissions, boards and committees outlining the overall budget process and requesting that each line item be accompanied by explanation/justification. Elliott to work with Stoddard to provide worksheets.</li> <li>• By 11/02: Draft budgets are due to Elliott</li> <li>• By 11/05: Stoddard to have all info on loans, bonds, etc. and Elliott to have draft budget request figures entered in the Selectboard budget spreadsheet.</li> <li>• By 12/15: Selectboard to finalize the budget (with perhaps just the insurance lines pending).</li> </ul>
<p><b>Town Administrator – Barbara Elliott</b></p>	<p>In addition to items covered during the Highway section, Elliott reported on the following:</p> <ul style="list-style-type: none"> <li>• <b>Town Office Railings:</b> Elliott secured 3 quotes: Fecteau of Huntington (\$9,227.50); Brown’s Welding of Bristol (\$6,100) and Sargent’s Welding of Bristol (\$3,400). Elliott will contact references for Sargent’s (as the low bid) and if they are positive, she will prepare the contract for Christiansen’s signature. If Sargent’s is not acceptable, she will proceed with Brown’s.</li> <li>• <b>Richmond Rescue:</b> Elliott shared correspondence from Richmond Rescue’s new President, Richard Dana, outlining his goals for the organization and a report on their activities, accomplishments and financial status.</li> <li>• <b>Highway Database:</b> Development work is almost complete and ready for beta testing; modification of time cards; and rolling out to the Road Crew. The highway calendar will be updated so we can measure ‘plan versus actual’ based on the data collected.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Asset Management:</b> Reconciled asset tracking for vehicles in preparation for the professional audit and created a spreadsheet to track vehicles and other Town equipment.</li> <li>• <b>Emergency Management:</b> October is disaster preparedness month. Elliott is developing a flyer with Sandy Heyman from BPMS, and inputs from the Fire Chief. This will be distributed to parents in the school's newsletter and be available at the Post Office, Beaudry's and the Library.</li> <li>• <b>Payroll/AP:</b> Elliott will begin payroll and AP training with Keller-Butler this fall.</li> </ul>
<b>Selectboard Work Plan</b>	Tabled until the next meeting.
<b>Executive Session</b>	<p>Graver moved and Lewis seconded to go into Executive Session in accordance with: 1 V.S.A. § 313(a)(3) 'The appointment or employment or evaluation of a public officer or employee.' Passed unanimously.</p> <p>Lewis moved and Graver seconded to come out of Executive Session, with no action having been taken, at 9:34 pm. Passed unanimously.</p>
<b>Other Business</b>  <b>MOTION – Merit Pool awards</b>	<p>Lewis moved and Barton seconded to allocate \$100 from the Merit Pool to Roger Thompson for achieving Level II in the Roads Scholar Program (sponsored by Vermont Local Roads). Passed unanimously.</p> <p>Lewis moved and Barton seconded to allocate \$1,000 from the Merit Pool to Clinton Alger for his exemplary performance during our FEMA and Federal Highway projects which culminated in the successful completion of the storm recovery efforts. Passed unanimously.</p>
<b>Adjournment</b>	Lewis moved and Graver seconded to adjourn the meeting at 9:38 pm. Passed unanimously.
	<p>10/01/12 -- Meeting date  10/12/12 -- Preliminary draft minutes to Selectboard / Clerk, Treasurer &amp; Auditors  10/15/12 -- Final minutes approved by Selectboard  10/16/12-- Approved minutes sent to Town Clerk</p>