Town of Huntington — Selectboard Meeting

Monday, October 06, 2014—7:00 pm

Town Office (downstairs)

APPROVED MINUTES

RECEIVED

DATE November 18, 2014

Agenda	• Appointment to Selectboard
	• Public Comment
	• Highway, Planning & Administration
	  o Road naming – Maple Ridge Lane
	• Strategic Planning – review progress & set target timelines
	• Administration
	  o Warrants & Minutes
	  o Selectboard opening
	  o Correspondence
	  o Other/New Business
	• Commissions-Boards-Committees
	  o Finance Committee – Update on Capital Plan
	  ▪ Capital Plan
	  ▪ Operational Budget

Members present:	Jim Christiansen (Chair), Dori Barton (Vice-Chair), Andrew Hendrickson, Roman Livak, Nancy Stoddard
Staff/Officials present	Barbara Elliott (Town Administrator), Heidi Racht (Town Clerk); Dan Stoddard (Town Treasurer)
Others present	Ruth Blodgett, Lucinda Hill
Call to order	Christiansen called the meeting to order at 6:58 pm.
Appointment to the Selectboard **MOTION: APPOINTMENT TO SELECTBOARD**	**MOTION - Appointment** • **Livak moved and N Stoddard seconded that the Huntington Selectboard appoint Andrew Hendrickson to serve as a member of the Huntington Selectboard, effective immediately through Town Meeting March 2015, to fill the opening created by the resignation of Doug Graver.** Passed unanimously with 4 members present and voting. • **Oath of Office:** Town Clerk Heidi Racht administered the Oath of Office to Hendrickson – who then became an official voting member of the Selectboard.
Public Comment	**Welcome & Offer of Assistance** • Town Auditor Lucinda Hill welcomed Hendrickson to the Selectboard, thanking him for stepping in to serve the Town. She offered to provide whatever assistance she can to help with his transition to this new position. **Upcoming Election** • Racht noted that she will be looking to schedule Selectboard members for poll work, including ballot counting with the upcoming election on November 4.
Highway Department **MOTION: ROAD NAMING**	**Road Naming – Maple Ridge Lane** • MOTION: Livak moved and Hendrickson seconded to approve Maple Ridge Lane as the name for the new private road off Bridge Street (Purinton/Rand subdivision). Passed unanimously with 5 members present and voting. **Culverts** • Selectboard would like Alger to put out a notice on Front Porch Forum under his account/name asking residents for help in keeping their driveway culverts

	free of debris to help prevent road washouts. **<u>Mailbox Replacement</u>** • Elliott shared communication from Dave Clark requesting a status update on the issue of mail box replacement (such as a Town Mailbox Replacement Policy). • The Selectboard requested Elliott communicate back to Clark that the Town will continue the existing mailbox replacement practice (and not institute a formal Town mailbox replacement policy) whereby the Road Foreman will determine on a case-by-case basis, at his discretion, whether or not to replace personal mailboxes.

Strategic Planning
 	
(Follow-Up Items noted)
	Selectboard members reviewed and discussed their Strategic Planning document:
	• Stoddard will update the Planning spreadsheet with notes from the meeting and re-distribute it to Selectboard members.
	• Building & Grounds:
	  o Elliott will forward the Buildings & Ground report to Barton.
	  o Barton will draft a proposed outline of the responsibilities, ownership, authority and reporting (ROAR) for Town 'building overseers'.
	• Finance
	  o N Stoddard has been leading the Capital Planning & Budgeting processes.
	  o The Capital Plan will be sent to department stakeholders annually as part of the operational budgeting process – requesting the plan be reviewed, updated, and sent back to the Town Administrator.
	  o Elliott will develop a project specific sheet for stakeholders to use for reporting the status of projects (and also reminding them that the Town's Purchasing Policy must be followed). This will be sent to stakeholders following Town Meeting – when items for building maintenance and repair have been approved by the Town.
	• Human Resources
	  o N Stoddard will chair the Human Resources Committee; Barton and Livak will participate on the committee.
	  o The Committee will develop a 'charter' proposal for Selectboard review/approval. Topics may include pay ranges, benefits, total compensation, and a draft vision of the future and how we could migrate to new structures.
	  o It was noted that establishing pay ranges is most critical for positions where we are transitioning/replacing people (such as the Treasurer position, given that D Stoddard is not running for re-election).
	• Relationship to other Boards
	  o After 2015-2016 budgeting is completed, the Selectboard would like to look at how we define and improve relationships with other entities such as the Library Board of Trustees.
	• Planning Process
	  o Selectboard would like to review the Strategic Planning priorities quarterly (April, July, October, January).

Administration **MOTION: MINUTES APPROVAL**	**Warrants** • 4 warrants were signed as presented. **Minutes** • **<u>MOTION:</u>** Livak moved and Hendrickson seconded to approve the amended minutes of September 22, 2014. Passed unanimously with 5 Selectboard members present and voting).

Finance	**Municipal Budget Workshop Reporting & Financial/Budgeting Discussion** • N Stoddard reported on the day-long VLCT workshop she attended. Feedback she received indicated the Town is on the right track with the recent Finance Subcommittee work on capital planning and budgeting. • VLCT recommended that a minimum balance for the Fund Balance be established; a balance of 5% of the annual operating budget was suggested. • VLCT recommends holding Public input meetings prior to Town Meeting to solicit feedback during the capital plan and the operational budget process – which can help establish priorities and define what services townspeople feel are essential. • The Selectboard did not finalize what the specific purpose/anticipated outcome would be for a public input meeting. This needs to be clarified before it is decided if/when to hold such a meeting. A possible November timeframe was suggested. • VLCT recommended that roadway work be covered in the operational budget and not through a separate reserve fund. • VLCT recommended that if a Building & Grounds reserve fund is created, additional definition of what types of projects it would be used for is needed. **Budgeting** • Christiansen, N Stoddard, Alger and Elliott will meet to develop a project-specific outline of what work would be done as part of both the Capital Plan and the Operational Budget line items.
Adjournment – MOTION	**MOTION**: Livak moved and Hendrickson seconded to adjourn the meeting at 9:42pm. Passed unanimously.
	10/06/14 – Meeting date 10/09/14 – Draft/unapproved minutes distributed and posted on website. 10/20/14 – Final/approved minutes approved 11/18/14 – Approved minutes sent to Town Clerk for recording & website posting