

Town of Huntington — Selectboard Meeting

Monday, November 17, 2014—6:30 pm

Town Office (downstairs)

APPROVED MINUTES



RECEIVED *[Signature]*
DATE 12.4.14

| | |
|--|--|
| <p>Agenda</p> | <ul style="list-style-type: none"> • Budget Working Session <ul style="list-style-type: none"> ○ Requests for support; Review & working session • Commissions-Boards-Committees <ul style="list-style-type: none"> ○ Human Resources Committee: Insurance Opt Out Policy • Public Comment • Highway, Administration & Planning <ul style="list-style-type: none"> ○ Highway: Request to waive Town Sand Shed zoning permit fee; General updates; Other & new business ○ Administration: Warrants; Minutes; Action item updates; Annual report messages; Correspondence & communications (2015 MS Bike Ride, other); Updates; Other/new business |
| <p>Members present:</p> | <p>Jim Christiansen (Chair), Dori Barton (Vice-Chair), Andrew Hendrickson, Roman Livak, Nancy Stoddard</p> |
| <p>Staff/Officials present</p> | <p>Barbara Elliott (Town Administrator)</p> |
| <p>Others present</p> | <p>Ruth Blodgett (Times Ink reporter), Kathleen Clark</p> |
| <p>Call to order</p> | <p>Christiansen called the meeting to order at 6:30 pm.</p> |
| <p>Budget Working Session</p> <p><i>Follow-up: SB to send specific budget questions to Elliott to forward to departments</i></p> <p><i>Follow-up: Specific budget related follow-up items are noted</i></p> | <p>The Selectboard conducted a department-by-department review of the budget noting specific questions for follow-up research and/or requests for feedback from department stakeholders. No final decisions were made and no binding votes were taken related to the draft budget.</p> <p>Selectboard members will forward specific questions for various departments to Elliott so that the groups have an opportunity to prepare in advance of the meeting requests noted below.</p> <p>Elliott will communicate the status to different stakeholders, request additional information, and/or follow up as needed on the following items discussed:</p> <ul style="list-style-type: none"> • <u>Finance</u>: Clarify the data in a couple of cells (S5, S88) with Dan Stoddard. • <u>Auditors</u>: Clarify the rational for the \$750 increase in purchased services. • <u>Cemeteries</u>: Clarify the rational for the \$200 increase in salary. Request meeting in the January/February timeframe to discuss long range planning and the vision for the future (strategy for expenses over time, feasibility of becoming self-supporting, 5-10 year expansion plans, internment rate, feasibility of tiered system of rates for residents/non-residents, relationship between the smaller cemeteries & Maplewood, and special funds versus the operational budget). • <u>Conservation</u>: Initial review reduced the requested \$1,000 for purchased services to \$500 – taking out funding for projects/activities related to a possible new town forest site. The Selectboard noted that if a new site is |

secured then trail work and other associated improvements/projects for that site could be built into a proposal/application for the use of Conservation Funds. Or, if activities/projects are not able to be incorporated into a Conservation Fund application, the Selectboard's expectation is that the HCC could come to the Selectboard to discuss those specific opportunities as proposed expenses over the \$500 amount budgeted for purchased services.

- Criminal Investigation: Selectboard would like to touch base with Jim Whitcomb of the Vermont State Police in the January/February timeframe for dialogue and to discuss expectations regarding traffic enforcement.
- Development Review Board/Planning Commission: Selectboard noted that in this first year of change from HPC/ZBA to HPC/DRB, it is difficult to know how the budget split between the 2 departments will 'sugar out'. Selectboard requests the boards track expenses and notify the Selectboard if it appears expenses will exceed their budgeted amounts. The combined FY 15-16 budget request from the 2 groups is for level funding except for an overall \$100 increase for the Clerk positions.
- Fire Department: Selectboard is requesting the Fire Chief attend the 12/01 Selectboard meeting.
- General Expenses:
 - Energy Committee: Consensus is that the board is inclined to include the request for \$1,500. Selectboard requested Elliott contact the Committee for an update on their Solar Heat program.
 - Town Park: Need a breakdown of the \$1,100 in expenses.
 - Tree Warden: \$500 allocation can be spent for tree pruning. Elliott to work with Nate Sands.
- Health Education & Welfare:
 - Richmond Rescue – Elliott to work with D Stoddard to see if this can be changed to a more appropriate category since it is not an HEW organization (it is more similar to Fire and 1st Response).
 - Selectboard would like to have a conversation at Town Meeting about the philosophy and criteria for allocating HEW funds (such as allocating a total percentage of the overall budget to HEW; how the program directly benefits Huntington residents; etc.). This would provide a framework for making decisions for future budget seasons.
 - The Selectboard reviewed requests from new organizations [Winooski Natural Resource Council (\$250), COTS (\$250) and OCCO (\$100)] and decided that until a more comprehensive plan for HEW is developed, they do not want to add funding for new/additional organizations.
- Highway: Selectboard is requesting the Road Forman attend the 12/01 Selectboard meeting.
- Library: Selectboard is requesting the Library Trustees attend the 12/01 Selectboard meeting for a dialogue about how to approach the budget. They would also like to review the Library Policies & Procedures prior to the meeting. Topics to cover include:
 - What is the relationship between the Town's operational budget and

| | |
|--|---|
| | <p>the Library's special revenue funds?</p> <ul style="list-style-type: none"> ○ Should the Library budget that is presented at Town Meeting be broken down into individual line items as it currently is – or should a lump sum be proposed by the Selectboard and voted on at Town Meeting – or should another approach be used? If a lump sum amount is presented, are the Library Trustees interested in having time at Town Meeting to discuss their budget? ○ What is an 'acceptable' year-over-year rate of increase for the Library, today and into the future? ○ What is the year-over-year usage of the library (number of residents, number of visits, circulation, hours, etc.) and how does that compare with the recent past as well as projections for the future? <ul style="list-style-type: none"> ● <u>UMH</u>: N Stoddard volunteered to compare the budget request to the Buildings and Grounds report. ● <u>Listers</u>: Selectboard is requesting the Listers attend the 12/01 Selectboard meeting to discuss the possibility of reducing the frequency of cyclical reappraisals given our CLA is close to 100%, which is a practice in many other towns. ● <u>Selectboard</u>: Selectboard decided to change the Town Employee Merit Pool line item to an Appreciation & Employee Merit Pool line item and to increase the funding from \$500 to \$2,000. ● <u>Town Office</u>: A couple of future IT related projects were noted: developing a computer capital plan and developing a disaster recovery plan. |
| <p>Commissions-Boards-Committees</p> <p><i>Follow-up: Selectboard to address opt-out in January</i></p> | <p><u>Human Resources Sub-Committee</u></p> <ul style="list-style-type: none"> ● N Stoddard noted that the question has been asked about whether or not to continue offering an insurance opt-out option. She recommended that a comprehensive approach be used in addressing compensation and benefits issues rather than addressing issues with 'one-off' changes. Currently we do not have anyone utilizing opt-out, however the issue may arise with the election of a new Town Treasurer. The Selectboard decided to address this issue in January. |
| <p>Public Comment</p> | <p>Kathleen Clark attended the meeting to announce that she will be running for the open Town Treasurer position.</p> |
| <p>Highway Department</p> <p>MOTION: WAIVE ZONING APPLICATION FEE FOR TOWN SAND SHED ADDITION</p> <p><i>Follow-up: Selectboard members to visit Moody Bridge</i></p> <p><i>Follow-up: Alger to get cost estimates for Moody Bridge realignment and movable</i></p> | <p><u>Zoning Application Fee for Addition to the Town Sand Shed</u></p> <ul style="list-style-type: none"> ● <u>MOTION</u>: Livak moved and N Stoddard seconded that the Huntington Selectboard waive the Zoning Permit application fee for the construction of the addition to the Town's Sand Shed. Passed unanimously with 5 members present and voting. ● Alger has applied for the State fire/safety permit. ● Alger will be holding off on the electrical plugin and lighting because the quote of \$4,500 exceeds the amount allocated at Town Meeting for the addition. <p><u>Updates</u></p> <ul style="list-style-type: none"> ● <u>Moody Bridge</u>: Selectboard members will visit Moody Bridge to familiarize themselves with the current and proposed bridge access alignment. Alger will secure cost estimates for the realignment construction, for moving the power, and for purchasing movable stoplights. In addition to using the lights for |

| | |
|---|--|
| <i>stoplights.</i> | detours, they could be used in place of flaggers and for special events. It was noted that there may be grant funds available for movable lights. |
| <p>Administrative Items</p> <p>MOTION: MINUTES APPROVAL</p> <p>MOTION: GREEN MT MS BIKE RACE – August 2015</p> <p><i>Follow-up: Elliott to contact Stevens, Ellis, Ayer & Bray</i></p> | <p><u>Signing of Warrants</u></p> <ul style="list-style-type: none"> • 4 warrants were signed as presented. • As requested, Elliott prepared a summary of the hiring policies for the Selectboard as outlined in the Personnel Manual and the Purchasing Policy. <p><u>Approval of Minutes</u></p> <ul style="list-style-type: none"> • MOTION: Livak moved and Hendrickson seconded to approve the draft minutes (with one typographical correction) from the November 3, 2014 Selectboard meeting. Passed unanimously with 5 members present and voting. <p><u>Annual Report</u></p> <ul style="list-style-type: none"> • It was recommended that we coordinate the 750 word messages which are due in January from the Selectboard, Road Foreman and Town Administrator for the Annual Report. N Stoddard is preparing a report from the Finance Subcommittee to be included in the capital planning section that is separate from the Selectboard report. She will identify what might be appropriate to include in the Selectboard message regarding financials. <p><u>Green Mt. Getaway MS Bike Ride</u></p> <ul style="list-style-type: none"> • Drew Davis submitted a request to use Main Road for the annual ride, which will be held 8/1/2015 & 8/2/2015. • MOTION: Livak moved and N Stoddard seconded that the Huntington Selectboard authorize Selectboard Chair Jim Christiansen to sign Green Mountain Getaway MS Bike Ride's request for shared use of Main Road on August 1-2, 2015 for their annual fundraising ride. Passed unanimously with 5 members present and voting. • Christiansen noted that it is a great annual event and he is thrilled that they are coming back again. <p><u>Legislative Roundtable Discussion</u></p> <ul style="list-style-type: none"> • Tom Stevens emailed to see if the Selectboard is interested in meeting with our legislators either prior to or just after the session begins in January. Elliott will see if they can come January 5th (second choice is January 19th). Possible topics include property taxes and an update on cell coverage. |
| Other/New Business | <ul style="list-style-type: none"> • CCRPC Legislative Breakfast is Thursday 12/18/2014, 7:30am-9:00am. • We may have an opening for a CSWD delegate if Jim Christiansen resigns that position when his Selectboard term is over. • Livak requested the Selectboard address zoning enforcement as a future agenda item. |
| Adjournment – MOTION | MOTION: Livak moved and Hendrickson seconded to adjourn the meeting at 8:57pm. Passed unanimously. |
| | <p>11/17/14 – Meeting date 11/20/14 – Draft/unapproved minutes distributed and posted on website. 12/01/14 – Final/approved minutes approved 12/02/14 – Approved minutes sent to Town Clerk for recording & website posting</p> |