

Town of Huntington — Selectboard Meeting

Monday, December 15, 2014—6:30 pm

Town Office (downstairs)

** DRAFT: UNAPPROVED ** MINUTES

Agenda	<ul style="list-style-type: none"> • Fire Department Budget Review • Professional Audit – Fothergill Segale & Valley • Town Auditors Budget Review • Highway Department: Budget items; Salt Reduction Program feedback; General updates • HR Subcommittee: Overtime calculation recommendation; General update • Public Comment • Other FY2015-2016 Budget Planning: Salaries & stipends; Other/new business • Administration & Planning <ul style="list-style-type: none"> ○ Administration: Warrants; Minutes; General updates; Correspondence & Communications; Other/New Business 																								
Members present:	Jim Christiansen (Chair), Dori Barton (Vice-Chair), Andrew Hendrickson, Roman Livak, Nancy Stoddard																								
Staff/Officials present	Barbara Elliott (Town Administrator), Dan Stoddard (Town Treasurer)																								
Others present	Ruth Blodgett (Times Ink! reporter)																								
Call to order	Christiansen called the meeting to order at 6:31 pm.																								
Updated Budget & Capital Plan Spreadsheets	<p>N Stoddard and D Stoddard updated the Capital Plan and Operating Budget spreadsheets. Revised Bridge 8 and Bridge 30 estimated local share amounts provided by the VTrans project managers have been included. The new local share numbers are:</p> <p style="text-align: center;"><u>REVISED: Anticipated Local Cost Share for State Bridge Program Work</u></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Bridge 8</th> <th>Bridge 30</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>FY 2014-2015</td> <td>4,000</td> <td>23,900</td> <td>27,900</td> </tr> <tr> <td>FY 2015-2016</td> <td>14,700</td> <td>21,500</td> <td>36,200</td> </tr> <tr> <td>FY 2016-2017</td> <td>35,590</td> <td>62,500</td> <td>98,090</td> </tr> <tr> <td>FY 2017-2018</td> <td>93,260</td> <td>0</td> <td>93,260</td> </tr> <tr> <td>TOTAL</td> <td>\$147,550</td> <td>\$ 107,900</td> <td>\$ 255,450</td> </tr> </tbody> </table> <p>Bridge 8: Main Road – just south of Moody – local share of project is 5% Bridge 30: Camel's Hump Road – local share of project is 10%</p>		Bridge 8	Bridge 30	Total	FY 2014-2015	4,000	23,900	27,900	FY 2015-2016	14,700	21,500	36,200	FY 2016-2017	35,590	62,500	98,090	FY 2017-2018	93,260	0	93,260	TOTAL	\$147,550	\$ 107,900	\$ 255,450
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Fire Department Budget Review	<p>Fire Chief Tate Jeffrey reviewed the Fire Department budget with the Board. Discussion items included:</p> <ul style="list-style-type: none"> • Building Repair & Maintenance: The \$8,000 requested is for standard items (landscaping, snow removal), not for additional work identified in the Building & Grounds report. • Protective Clothing: A new set of clothes (pants & coat, which are custom sized for individual firefighters) costs about \$2,400. A helmet and a pair of boots cost an additional \$225 each. • Trucks: The cost of a new truck increases 3-4% each year, while the residual resale value for the trade-in vehicle decreases. The 1999 truck resale value is 																								

<p><i>Follow-up: Elliott to send Jeffrey updated Capital Plan</i></p>	<p>currently estimated at \$75,000. Trucks over 10 years old have no ISO rating value as frontline, 1st due-out vehicles. Jeffrey suggested the \$20,000 allocated for fire truck reserve could go toward the \$27,000 first-year cost of a new truck. Hinesburg is now leasing both fire trucks and highway trucks with the intent to purchase at the end of the lease.</p> <ul style="list-style-type: none"> • Elliott will send Jeffrey a copy of the revised Capital Plan. • We received the annual \$100 donation request from the Vermont Rural Fire Protection Program for their dry hydrant program. Chief Jeffrey will cover this out of his dry hydrant budget line item. Our return on this investment (ROI) is significant, as Huntington has received 5 grants from this program since 1998.
<p>Professional Audit – Fothergill Segale & Valley (FSV)</p> <p><i>Follow-up: Elliott to work with FSV to get updated reports</i></p> <p><i>Follow-up: Elliott to distribute Historical Asset Schedule from FSV</i></p> <p><i>Follow-up: Elliott to research VMERS</i></p> <p><i>Follow-up: Elliott to coordinate Professional Audit RFP process in January</i></p>	<p>FSV Senior Accountant Melanie Rodjenski attended to review the professional audit report with the Selectboard. She reported that we had a clean audit with no material adjustments. Discussion points included:</p> <ul style="list-style-type: none"> • Budget Variance: Page 7 reports an incorrect figure for the favorable budget variance. The Selectboard requested the figure be revised to reflect the correct amount of \$58,385 and to have new reports issued. • Capital Asset Definition: It was recommended that we include “useful life” in our definition of capital assets. • Investment Policy: Rodjenski noted that at this time, Huntington does not need to have a formal investment policy in place. • Custodial Credit Risk/Deposit Policy: It was suggested that our policy could include that these will be insured and collateralized. • Rodjenski will forward Elliott the historical asset schedule. • VMERS: Elliott to research what the classification requirements/policies are for determining the specific VMERS Group employees or officials are assigned. • Beginning next year, liabilities will reflect Town retirees. • An RFP needs to be issued in January 2015 for the Professional Audit.
<p>Town Auditor Budget</p>	<p>The Selectboard reviewed correspondence with the Auditors and at this point no changes were made to their budget request.</p>
<p>Highway</p>	<p>Storm Update:</p> <ul style="list-style-type: none"> • Selectboard members expressed great appreciation for the Road Crew’s response to the storm – as well as for the efforts of the Fire Department, hired contractors and workers, and the many volunteers who helped open roads. • Elliott and Alger submitted a storm cleanup cost estimate of \$126,694 to VTrans District 5 and CCRPC to be forwarded to Vermont Emergency Management as part of the State’s request for FEMA recovery assistance. • The amount of damage from trees in the Town’s Right-of Way raises questions about how the Town Plan balances road maintenance with maintaining the rural characteristic of our roads. <p>Road Salt Reduction:</p> <ul style="list-style-type: none"> • No feedback has been received on the program other than a few public comments noted on Front Porch Forum. • Signs are on order and are due this week.
<p>HR Subcommittee</p>	<p>HR Subcommittee Chair N Stoddard outlined the discrepancy between how the Town’s Personnel Policy is written and the longstanding practice of how overtime is calculated for hourly workers.</p> <ul style="list-style-type: none"> • The Committee recommended that the current practice remain in place until such time as a comprehensive review of compensation has been completed. The Selectboard concurred with the Committee’s recommendation. The HR Subcommittee will spend the next 6 months developing a comprehensive compensation model for Selectboard consideration.

	<ul style="list-style-type: none"> Hendrickson recommended that implementation of compensation changes should correspond to the start of a new fiscal year. Selectboard members agreed. D Stoddard is going to develop a spreadsheet to assist in payroll processing.
Public Comment	No members of the public offered comment.
Budget Working Session Follow-up: See list to right	<p>The Selectboard continued review of the draft budget. Additional information was requested regarding the following:</p> <ul style="list-style-type: none"> Fire Department FY 13-14 actual hours spent on administrative services totaled half of the budgeted hours, and no hours have been logged year-to-date. Elliott will confirm with Chief Jeffrey whether the projected hours for FY15-16 should be reduced in the budget. Highway Department casual labor year-to-date hours are already at 500 hours against a budgeted 100 hours. In addition, the rate reflected in the budget spreadsheet does not correspond with the actual labor rates we are paying. Paid volunteers/substitutes for the Library have a potentially significant impact on the budget given that other volunteers are not paid. Christiansen estimated that the Town could incur an additional \$65,000 in costs, for example, if Fire Department, 1st Response and other volunteer workers are compensated. Selectboard will request to meet with the Library Trustees to further discuss this in more detail. Additional review is needed for: fuel costs; whether the projected list of highway projects is realistic given the amount of road and bridge maintenance work required; potential replacement of the 1999 1st due-out fire truck; and pay for Library Substitutes. No final decisions or votes on the budget were taken.
Administration & Planning <i>Follow-up: Elliott to work with Racht on Olga Hallock Award process</i> <i>Follow-up: Elliott to kick off re-appointment process in January</i>	<p><u>Signing of Warrants</u></p> <ul style="list-style-type: none"> 3 warrants were signed as presented. <p><u>Approval of Minutes</u></p> <ul style="list-style-type: none"> MOTION: Livak moved and Hendrickson seconded to approve the draft minutes from the December 01, 2014 Selectboard meeting. Passed unanimously with 5 members present and voting. <p><u>Other Items</u></p> <ul style="list-style-type: none"> Elliott will work with Town Clerk Heidi Racht, who has coordinated the Olga Hallock Award process for the Town. Elliott will kick off the re-appointment process for appointed Town board, commission and committee members whose terms expire in 2015.
Next Meeting <i>Follow-up: Elliott to invite Library Trustees</i>	<p>The Selectboard decided to schedule and warn an additional budget review meeting for the week of December 29th.</p> <ul style="list-style-type: none"> The meeting agenda will be limited to budget-related items. Elliott will invite the Library Trustees to attend the meeting.
Adjournment – MOTION	MOTION: Livak moved and Hendrickson seconded to adjourn the meeting at 9:50pm. Passed unanimously.
	<p>12/15/14 – Meeting date 12/19/14 – Draft/unapproved minutes distributed and posted on website. xx/xx/14 – Final/approved minutes approved xx/xx/14 – Approved minutes sent to Town Clerk for recording & website posting</p>