

Town of Huntington — Selectboard Meeting

Monday, December 01, 2014—6:30 pm

Town Office (downstairs)

APPROVED MINUTES



RECEIVED *[Signature]*
 DATE *December 22, 2014*

<p>Agenda</p>	<ul style="list-style-type: none"> • Working Session <ul style="list-style-type: none"> ○ Highway Budget, Correspondence & General Updates ○ Library Budget ○ Fire Department Budget ○ Listers Budget ○ Other Budget Research/Updates (Auditors, Cemeteries, etc.) • Public Comment • Administration & Planning <ul style="list-style-type: none"> ○ Administration: Warrants; Minutes; General Updates; Correspondence & Communications; Other/New Business ○ Draft Professional Audit Report & Management Discussion Input
<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>Clinton 'Yogi' Alger (Road Foreman), Barbara Elliott (Town Administrator), Dan Stoddard (Town Treasurer)</p>
<p>Others present</p>	<p>Ruth Blodgett (Times Ink reporter), Don Dresser, Paula Kelley, Lorrie Richland, Joan Sargeant, Carol Wildman</p>
<p>Call to order</p>	<p>Christiansen called the meeting to order at 6:30 pm.</p>
<p>Working Session</p> <p><i>Follow-up: Elliott to adjust Highway figures in budget spreadsheet</i></p> <p>MOTION: FINANCE, ROW & MAINTENANCE AGREEMENT FOR BRIDGE 30</p>	<p>Highway Budget</p> <ul style="list-style-type: none"> • FY15-16 Planning: Selectboard reviewed the spreadsheet prepared by N Stoddard, with input from Alger and Elliott, covering the planned FY '15-16 highway projects with anticipated timeframes, material costs, and potential grant funding. These figures, in conjunction with the cost of 'regular' maintenance and repair, were plugged into the budget spreadsheet. • Selectboard and Alger agreed to postpone the projected FY15-16 work for Bert White Road and the lower part of Moody Road based on available resources (cost and labor), retaining only money for Moody Road culverts at \$2895. Elliott will adjust the budget spreadsheet accordingly. • Casual Labor: The current year (FY 14-15) budget for casual labor is \$1,000. Fiscal year to date, the expense of casual labor hours has totaled nearly \$5,000. Alger stated this was necessary for winter maintenance work. <p>Highway Updates & Correspondence</p> <ul style="list-style-type: none"> • MOTION - Finance, Right-of-Way & Maintenance Agreement for Bridge 30 (Camel's Hump Road): Livak moved and Barton seconded that the Huntington Selectboard sign the Bridge 30 (Camel's Hump Road) Finance, Right-of-Way and Maintenance Agreement presented by VTrans for Project # HUNTINGTON BRO 1445(35) – Contract No. FM0132. Passed unanimously with all members present and voting. (Note: This is the standard VTrans bridge agreement. The Town's share of this project is 10%; the State/VTrans will pay 90%.)

Follow-up: N Stoddard & D Stoddard will update Operations & Capital Budgets with revised bridge costs

Follow-up: Alger & Elliott post communication on new Salt Reduction Program

Follow-up: Selectboard to solicit salt reduction feedback at Town Mtg.

Follow-up: Alger to check on Worksafe grants for stoplights

- **Local Cost Breakdown for Bridge 8 (Main Road just south of Moody) and Bridge 30 (Camel's Hump Road):** In consultation with VTrans, Elliott prepared the following fiscal year breakdown of the anticipated local cost for these projects. N Stoddard and D Stoddard will update the data in the Capital Plan and the Operations Budget.

Anticipated Local Cost Share for State Bridge Program Work

	Bridge 8	Bridge 30	Total
FY 2014-2015	\$8,350	\$16,500	\$24,850
FY 2015-2016	\$20,900	\$20,000	\$40,900
FY 2016-2017	\$41,300	\$45,500	\$86,800
FY 2017-2018	\$233,925	\$500	\$234,425
TOTAL	\$303,475	\$82,500	\$385,975

Bridge 8: Main Road – just south of Moody Road
 Bridge 30: Camel's Hump Road

- **Salt Reduction Program:** With the cost of salt increasing from \$58/ton to \$72/ton, we will be implementing a salt reduction program for paved roads – with the exception of 4 key areas (Horseshoe Bend, Lower Village, Hinesburg Hollow/Main Road intersection, and Huntington Center). Alger & Elliott will post notices on Front Porch Forum, the website, and locations around town. Program will be implemented as soon as the signs arrive. The Selectboard will solicit community feedback on the program at Town Meeting.
- **Moveable Stoplights:** Alger will check with Worksafe regarding potential grants for moveable stoplights that could be used for traffic control at Moody Bridge when the detour is in place for the future Bridge 8 replacement work.

Library Budget

- Selectboard met with Trustees Paula Kelley and Lorrie Richland to better understand goals, visions, and perspectives. Unlike other 'departments', the Selectboard does not govern the Library, which creates a unique relationship between the two entities. Key outcomes from the discussion included:
 - **Paid Substitutes:** Trustees reported that being able to pay substitutes has made it much easier to get coverage. The Selectboard noted that this practice is not consistent across Town since volunteers in other departments (who also commit substantial hours to provide coverage—such as EMTs and Firefighters) are not paid.
 - **Building Maintenance:** Trustees confirmed that there are no plans FY 15-16 plans for exterior painting. Roof replacement will be delayed until it is absolutely necessary. Barton suggested the Trustees contact the Town Hall Committee for grant suggestions for this type of work.
 - **Human Resources:** N Stoddard is chairing the HR Sub-Committee for the Selectboard and will attend a future Trustee meeting to explore areas for greater consistency and collaboration between Town and Library policies.
 - **Budgeting Process:** The Selectboard suggested that the Library budget could be presented as a 'lump sum' allocation, similar to how Richmond Rescue appears in the budget. Trustees would like to continue to have their budget presented as it has been: as individual line items in the General Fund budget presented at Town Meeting.
 - **Reserve & Special Revenue Funds:** There are currently 5 separate funds, some of which are very restrictive. The Trustees concurred with

<p><i>Follow-up: Elliott to schedule Fire & 1st Response for 12/15</i></p> <p><i>Follow-up: Listers to solicit sample contract from the Appraiser</i></p> <p><i>Follow-up: Elliott to contact Town Auditors</i></p> <p><i>Follow-up: Elliott to contact Cemetery Trustees</i></p> <p><i>2016 Follow-up: Consolidate the mowing RfQ</i></p>	<p>the suggestion that these be reported individually in the Town Report (not as one lump sum) in order to give a clearer financial picture.</p> <ul style="list-style-type: none"> ○ <u>Salaries</u>: Discussion of salaries is pending. Trustees have requested the Library staff receive the same COLA or standard increase granted to Town employees. <p><u>Fire & 1st Response Department</u></p> <ul style="list-style-type: none"> ● The budget review for the Fire & 1st Response Department was rescheduled to the 12/15 Selectboard meeting. The Selectboard expressed sincere gratitude for the department's response to the tragic accident on Lincoln Hill Road on 11/28. They acknowledged that we are incredibly fortunate to have such a competent and compassionate team of responders who provide assistance in town—especially under such difficult and heartbreaking circumstances. <p><u>Listers Budget</u></p> <ul style="list-style-type: none"> ● Listers Wildman, Sargeant and Dresser attended to discuss plans to postpone the cyclical reappraisal. Based on the current CLA (Common Level of Appraisal) and the COD (Coefficient of Dispersion) the Listers agreed to the Selectboard's recommendation to postpone the cyclical reappraisal. This reduces the annual budget request for the Appraiser's contract from \$21,000 to \$12,000. ● The Listers will ask the Appraiser for a sample contract for services to appraise buildings that are issued permits, property transfers, mapping, answering questions, and completing the grand list. ● Errors & Omissions Report: Livak reminded the Listers that the Errors & Omissions statement needs to be completed before December 31st. <p><u>Other Budget-Related Items</u></p> <ul style="list-style-type: none"> ● <u>Auditors</u> <ul style="list-style-type: none"> ○ A representative from the Town's professional audit firm, Fothergill Segale & Valley, will attend the December 15, 2014 Selectboard meeting. Elliott will notify the Town Auditors of the meeting time. ○ Town Auditors will be invited to attend the 12/15 meeting to discuss their budget request. Questions were raised regarding available options and costs for producing the different Annual Report formats. ● <u>Cemeteries</u> <ul style="list-style-type: none"> ○ Selectboard reviewed the Maplewood Cemetery Handbook provided by Heidi Racht and found it very informative and helpful. ○ Elliott will notify the Cemetery Trustees that the HR Sub-Committee will be taking a comprehensive look at pay ranges and stipends (researching other towns' policies and looking at consistency across Huntington). The Committee will report recommendations back to the Selectboard on general practices and policies. Based on this action plan, the Selectboard will not propose a change to the Cemetery Advisor's stipend for this year. ○ The Selectboard plans to solicit RFQs (requests for quotes) for a consolidated town-wide mowing contract when the current cemetery contract expires in December 2016.
<p>Administrative Items</p>	<p><u>Signing of Warrants</u></p> <ul style="list-style-type: none"> ● 4 warrants were signed as presented.

MOTION: MINUTES APPROVAL	<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 17, 2014 Selectboard meeting. Passed unanimously with 5 members present and voting. <p><u>Letter of Endorsement – Huntington Conservation Commission</u></p> <ul style="list-style-type: none"> • The Selectboard Chair signed a letter to property owner Lynda Swannie, expressing general conceptual support for the HCC's proposal to purchase property on Mayo Road for a new town forest. <p><u>Management Discussion & Analysis (MD&A) - Professional Audit</u></p> <ul style="list-style-type: none"> • Christiansen, Elliott and D Stoddard will meet to draft and submit the MD&A to Fothergill, Segale & Valley for the professional audit report.
Adjournment – MOTION	MOTION: Livak moved and Hendrickson seconded to adjourn the meeting at 9:09pm. Passed unanimously.
	<p>12/01/14 – Meeting date 12/05/14 – Draft/unapproved minutes distributed and posted on website. 12/15/14 – Final/approved minutes approved 12/19/14 – Approved minutes sent to Town Clerk for recording & website posting</p>