Town of Huntington — Selectboard Meeting – SPECIAL BUDGET WORKING SESSION

Tuesday, December 30, 2014—6:30 pm

Town Office (downstairs)

RECEIVED

DATE 1.6.15

APPROVED MINUTES

Agenda	• Public Comment • Budget Working Session: Library Budget; Full Operations Budget Review • Administration, Highway & Planning: Warrants; Minutes; Correspondence & Communications; Other/New Business
Members present:	Jim Christiansen (Chair), Andrew Hendrickson, Roman Livak, Nancy Stoddard
Members absent:	Dori Barton (Vice-Chair)
Staff/Officials present	Barbara Elliott (Town Administrator)
Others present	Liz Greenberg, Paula Kelley, Lorrie Richland
Call to order	Christiansen called the meeting to order at 6:30 pm.
Public Comment	No members of the public presented comment.
Budget Working Session *Follow-up: Elliott/Christiansen to follow up with each department where changes are being proposed or requested*	Library Trustees • Trustees Greenberg, Kelley & Richland attended to discuss the Library budget. • Christiansen stated that the draft budget now reflects a 6.1% increase. The Selectboard is not willing to present an increase of this magnitude to voters. • Issues related to compensation for substitutes were discussed. Clarification was requested regarding the purpose of the special revenue funds. It was suggested that it would be helpful for townspeople to know what funds are being used to supplement the Town's operating budget contribution. General Operations Budget Review/Working Session • The Selectboard agreed that they are not willing to present a budget to the Town that reflects more than a 3.0 to 3.5 % year-over-year increase. • It was agreed that all line items need to be "on the table" for review in order to achieve the necessary reductions. • The budget spreadsheet was reviewed line-by-line and potential cuts were discussed although no final votes or decisions were made. • Some departments are already at or below level funding. • The HR Committee will be working over the next 6 months on addressing a holistic and consistent town-wide salary plan. Until that time, the Selectboard does not want to make changes to current stipends and would like to limit any raises that are planned to the 1.7% federal cost-of-living adjustment rate. • The Selectboard requested Elliott/Christiansen contact various departments to explain the current status and propose areas and/or amounts that they reconsider based on the Selectboard's line-by-line budget review. • The Board will continue budget review on January 5th and January 12th. A final proposed budget will be adopted at the January 12th meeting.
HR Committee	2 items for the HR Subcommittee to consider were recommended: • Research how other towns handle overtime on holidays and clarify/and or propose changes to be incorporated in the updated policies. • Consider funding transition stipends for the Town Clerk and Town Treasurer in the event they leave their positions so that they can be compensated for

Follow-Up: Elliott to contact Clerk & Treasurer regarding transition compensation planning	training/transition time for a new Clerk or Treasurer. Elliott was asked to communicate this to the Clerk & Treasurer and request an estimate from D Stoddard for hours/$ for transition this March/April.
Administration, Highway & Planning	**Signing of Warrants** • 5 warrants were signed as presented. **Approval of Minutes** • **MOTION:** Stoddard moved and Livak seconded to approve the draft minutes from the December 15, 2014 Selectboard meeting as presented. Passed unanimously with 4 members present and voting. Correspondence & Communication • The Selectboard reviewed correspondence from Heidi Racht regarding the lack of a process for proposing salary changes in the Selectboard's public meetings. No action was taken. • The Listers presented a draft contract for Selectboard consideration from the Vermont Appraisal Company for a one-year, $12,000 contract for July 1, 2015 to June 30, 2016. No action was taken. • The Selectboard received a fundraising solicitation from the Preservation Trust of VT. No action was taken.
Next Meeting	The Selectboard decided to schedule and warn an additional budget review meeting to be held on January 12. This will be in addition to the regularly scheduled 1st and 3rd Monday evenings (1/01 and 1/19).
Adjournment – MOTION	**MOTION**: Livak moved and Stoddard seconded to adjourn the meeting at 9:47pm. Passed unanimously with 4 members present and voting.
	12/30/14 – Meeting date 12/31/14 – Draft/unapproved minutes distributed and posted on website. 01/05/15 – Final/approved minutes approved 01/06/15 – Approved minutes sent to Town Clerk for recording & website posting