

Town of Huntington — Selectboard Meeting

Monday, January 20, 2014—6:30 pm

Town Office Building - downstairs

APPROVED MINUTES

RECEIVED

DATE

[Handwritten Signature]
 January 6, 2014

Agenda	<ul style="list-style-type: none"> • Minutes and Warrants • Public Comment • Fire Department Capital Plan • 2014-2015 Budget Working Session • Highway & Administrative Items
Selectboard members present:	Jim Christiansen (Chair), Dori Barton (Vice-Chair), Doug Graver (via Skype & Webex), Everett Lewis, Jr., Roman Livak
Staff/Officials present	Barbara Elliott (Town Administrator), Heidi Racht (Town Clerk), Dan Stoddard (Town Treasurer)
Others present	Alan Campbell, Tate Jeffrey (Fire Chief)
Call to order	Christiansen called the meeting to order at 6:30 pm.
Minutes (01/06/2014)	Livak moved and Graver seconded to approve the draft minutes of 01/06/2014 as presented. Passed with 4 members in favor and 1 abstention (Livak was absent from the 01/06 meeting).
Warrants	5 warrants were signed as presented.
Fire Department Capital Plan – Chief Tate Jeffrey	Chief Jeffrey reviewed the proposed Fire Department equipment capital plan for inclusion in the Town Report Capital Program / Projects Plan. Jeffrey noted that improvements in the fire station building including regular sealing of the floor and undercoating of vehicles will improve vehicle life span.
2014-2015 Budget <i>Follow-up: Personnel Committee Work Plan</i>	<ul style="list-style-type: none"> • The Selectboard continued reviewing the Fiscal Year (FY) 2014-2105 General Fund Budget. • An action item for the Personnel Committee for next year is to develop pay ranges and to review/revise the salary planning process. <p>Salaries – discussion regarding salaries included:</p> <ul style="list-style-type: none"> • <u>Draft Salary Proposal</u>: Christiansen and Barton presented the following strawhorse proposal– noting that there was a significant total compensation increase already granted for all those who receive health insurance coverage: <ul style="list-style-type: none"> ○ <u>Town Treasurer</u>: Increase the current salary by 1.5%. ○ <u>Town Clerk</u>: Based on the Article 6 vote at last year’s Town Meeting, which in essence removed the Selectboard from determining the Clerk salary, granted a \$10,400 increase for the Clerk and called for a committee to report back to the Town, they proposed that the Selectboard add a 1.5% increase to the Clerk’s current salary. ○ <u>Highway</u>: That the proposed budget incorporate increases in the \$550-\$575 range. • <u>Town Clerk Salary</u>: <ul style="list-style-type: none"> ○ Heidi Racht stated her support for the proposal from the 01/06/14 Selectboard meeting, which was to combine last year’s raises for the Clerk and Treasurer and divide that equally between the two positions for a salary amount of \$32,790. She stated she was still planning to propose a cut in her salary.

<p>MOTION: PROPOSED GENERAL FUND BUDGET</p>	<ul style="list-style-type: none"> ○ Christiansen and Barton stated that the only proposal on the table from the Selectboard is to earmark level funding plus a 1.5% raise for the Clerk position and that if a lower number is to be presented in the budget it needs to be a number that is determined by the Clerk. The Selectboard concurred that they are not proposing a compromise figure and that they are not requesting a salary amount less than what was voted on at last Town Meeting. ○ Livak indicated that he personally feels that the salary for the position should be less than \$30,000 per year – however, given the Article 6 vote last year, he believes the number presented in the budget needs to come from the Clerk, not from the Selectboard, if it is less than voted at last year’s Town Meeting. ○ Alan Campbell asked if Article 6 specifically stated that the salary increase was for one year only. Christiansen replied that the article did not specify a time period. Graver stated that it would be customary that the amount would be considered as the base salary and not as a one-year ‘bonus’. ○ The Selectboard agreed that they would pass a budget figure contingent upon the Clerk determining by 5pm 01/21/2014 the salary figure she would like presented in the budget. <ul style="list-style-type: none"> ● <u>Town Treasurer Salary</u> <ul style="list-style-type: none"> ○ Stoddard stated that he was disappointed with the proposed 1.5% raise for his salary and proposed a 4% raise. Christiansen stated that he was not comfortable with a 4% raise, but that he was willing to compromise at 3%, which was supported by the rest of the Selectboard. Stoddard responded that the 3% compromise was acceptable to him and that figure was plugged into the budget. <p>Livak moved and Lewis seconded to approve a General Fund budget for FY 2014-2015 in the amount of \$1,529,892 with the stipulation that this amount would be adjusted based on the final salary figure submitted by the Town Clerk to the Selectboard by 5pm 01/21/2014 (which would then be reflected in line 388 of the budget planning spreadsheet). Passed unanimously.</p>
<p>Town Meeting Articles</p>	<p>Article 8 – Order of Town and School Meetings on Town Meeting Day</p> <ul style="list-style-type: none"> ● With input from the BPMS School Board, the Selectboard agreed to propose that on even years (2014, 2016, 2018...) Town Meeting Day commence with the Town Meeting followed at its conclusion by the School Board and that on odd years (2015, 2017, 2019...) Town Meeting Day commence with the School Board meeting followed at its conclusion by the Town Meeting. <p>Article 9 – Number of Planning Commission Members</p> <ul style="list-style-type: none"> ● Selectboard agreed to warn: Shall the Town reduce the number of Huntington Planning Commission members from seven (7) to five (5) members? <p>Article 10 – Development Review Board</p> <ul style="list-style-type: none"> ● Huntington Planning Commission (HPC) Chair Knox Cummin requested via email a rewording of the article to move from a PC/ZBA model to a PC/DRB model. The HPC has scheduled a Public Hearing on this for February 24th in order to provide information to the voters prior to Town Meeting. ● Based on Cummins’ input, the Selectboard modified the Article to read: Do the voters of the Town of Huntington support moving from the current model of a Planning Commission (PC) and Zoning Board of Adjustment (ZBA) to the model of a Planning Commission (PC) and Development Review Board (DRB)?

<p>Highway & Administrative Items</p> <p>MOTION: Debris removal outside the Town ROW</p> <p><i>Follow-up: Alger to secure and file documentation</i></p> <p>MOTION: NEW MILEAGE REIMBURSEMENT RATE \$0.560</p> <p><i>Follow-up: Elliott to communicate updated rate</i></p> <p><i>Follow-up: Elliott to submit approval for the MS Bike ride</i></p>	<p>Certificate of Highway Mileage</p> <ul style="list-style-type: none"> Selectboard signed the Certificate of Highway Mileage Year Ending February 10, 2014: Class 2 Roads = 11.18 miles; Class 3 Roads= 32.78 miles for a total mileage of 43.96. In addition Huntington has 2.07 miles of Class 4 roads. <p>Debris Removal – Sherman Hollow & Main Roads</p> <ul style="list-style-type: none"> Road Foreman Alger has been working with 2 separate property owners on the removal of debris outside the Town right-of-way that poses a threat to town highway infrastructure in the event of a heavy rainfall. His goal is to have the homeowners pay ½ the cost of removal. MOTION: Livak moved and Lewis seconded to authorize the Road Forman to contract for work to be performed outside the Town right-of-way on private property in order to protect Town infrastructure, with the written permission of the property owners as follows: the one-time removal of gravel and debris from the gravel bar on the south side of the property located at 1369 Sherman Hollow Road (owned by Sandra and David Enman) and the one-time removal of gravel and debris from the south side of the property located at 1000 Main Road (owned by Jeffrey and Joann Groleau). Passed unanimously. Alger is to ensure that all necessary documentation, permits and signed permission have been secured and that copies are filed with the Town Administrator. <p>Updated Mileage Reimbursement Rate</p> <ul style="list-style-type: none"> Elliott reported that the IRS lowered their reimbursable rate from \$0.565 to \$0.560 effective 01/01, and recommended adoption of the new rates. Livak moved and Lewis seconded that the Town of Huntington adopt the new IRS optional standard mileage rate of \$0.560 per mile for use in calculating mileage reimbursement for miles traveled beginning 01/01/2014. Passed unanimously. Elliott to communicate this to the various departments. <p>MS Society’s Green Mountain Getaway MS Bike Ride – August 2 & 3</p> <ul style="list-style-type: none"> The annual bike ride through Huntington is slated for Sunday August 3rd. Route will be Hinesburg Hollow Road, turning south on Main Road and proceeding to Route 17. Chief Jeffrey indicated approval for the use of the Fire Station side parking lot as a rest stop/refreshment stand. Selectboard Chair Christiansen signed the letter of approval which will be returned by Elliott to the MS Society. <p>Upcoming Meeting Agenda Items:</p> <ul style="list-style-type: none"> Olga Hallock award decision (nomination deadline is 5pm February 3rd; Town Hall Committee VCDP grant; Town Plan; Town Fair day (slated for March 9th); decision regarding Town Highway 9 (off Happy Hollow Road)
<p>Adjournment</p>	<p>Livak moved and Lewis seconded to adjourn the meeting at 9:37pm. Passed unanimously.</p>
	<p>01/20/14 – Meeting date 01/31/14 – Preliminary draft minutes to Selectboard / Clerk, Treasurer & Auditors 02/03/14 – Final minutes approved by Selectboard 02/06/14 – Approved minutes sent to Town Clerk</p>