

Town of Huntington — Selectboard Meeting

Monday, May 04, 2015—7:00 pm

Town Office - Downstairs

RECEIVED

DATE

May 22, 2015

APPROVED MINUTES

<p><b>Agenda</b></p>	<ul style="list-style-type: none"> <li>• Highway Department             <ul style="list-style-type: none"> <li>○ Budget Synopsis/Review</li> <li>○ Grant Updates</li> <li>○ Lower Village Bike/Pedestrian Meeting</li> <li>○ Other/New Business</li> </ul> </li> <li>• Public Comment</li> <li>• Administration &amp; Planning:             <ul style="list-style-type: none"> <li>○ Budget Review Process: review; approval; communication</li> <li>○ Strategic Planning Session: agenda</li> <li>○ Correspondence &amp; Communications: support letter for Richmond Rescue paramedic level of service; draft proclamation criteria; Women's Lung Health Week May 10-16; National Public Works Week May 17-23; update on H.361</li> <li>○ General Updates: appointment recruitment for CSWD &amp; CCRPC; emergency management</li> <li>○ Minutes &amp; Warrants, Appointments</li> <li>○ Other/New Business</li> </ul> </li> </ul>
<p><b>Members present:</b></p>	<p>Dori Barton (Chair), Andrew Hendrickson, Helen Keith</p>
<p><b>Members absent:</b></p>	<p>Roman Livak, Nancy Stoddard (Vice-Chair),</p>
<p><b>Staff/Officials present</b></p>	<p>Clinton 'Yogi' Alger (Road Foreman), Barbara Elliott (Town Administrator)</p>
<p><b>Others present</b></p>	<p>Ruth Blodgett</p>
<p><b>Call to order</b></p>	<p>Barton called the meeting to order at 6:59 pm.</p>
<p><b>Highway Department</b></p> <p><i>Follow-up: Elliott to research transferring Highway balances to Highway Reserve Funds</i></p> <p><i>Follow-up: Elliott to confirm Class 2 &amp; 3 line items are combined for FY15-16</i></p> <p><i>Follow-up: Finance Committee asked to consider channeling FEMA \$ to Highway Reserves</i></p>	<p><b><u>Budget Synopsis &amp; Review</u></b></p> <ul style="list-style-type: none"> <li>• Alger &amp; Elliott prepared a summary detailing \$187,808 in known, upcoming expenses against the current budget balance of \$198,229 – which leaves about \$10,421 of 'unallocated' dollars in the Highway budget for the remainder of this fiscal year (ending June 30, 2015).</li> <li>• The summary also included explanations for major line item overages, mostly due to the December 2014 storm recovery, increases in the cost of salt and sand, and unanticipated repairs to Truck 4 (one-ton).</li> <li>• Elliott will investigate whether Highway General Fund line item balances can be transferred to Highway Reserves at the end of the year (for example blacktop maintenance; culvert allocation not used since we did not receive Structures Grants).</li> <li>• Elliott will confirm whether Class 2 &amp; 3 road line items have been combined and that equipment rental appears as a line item in just one highway category.</li> <li>• The Finance Committee, which will be reactivated for the upcoming budget season, will be asked to explore whether FEMA reimbursements for non-purchased services or materials (ie: for employee labor &amp; highway equipment) can be channeled to Highway Reserves rather than to the General Fund fund balance.</li> </ul>

	<p><u>No updates on grants</u></p> <p><u>Lower Village Scoping Study public meeting is scheduled for 5/13 @ 6:30pm</u></p>
Public Comment	<p><u>Items in the Huntington River</u></p> <ul style="list-style-type: none"> <li>Ruth Blodgett noted that there is a large red object in the Huntington River near the East Street Bridge. While this does not fall under the Selectboard's scope of responsibility, it was suggested that Blodgett could contact Dhyan Nirmegh, who has been canoeing in that area, to see if he can assist.</li> <li>Keith noted that there is also a large red dinosaur in the swamp off Pond Road.</li> </ul>
<p>Administration &amp; Planning</p> <p><b>MOTION - MONTHLY BUDGET &amp; CAPITAL PLAN REVIEW</b></p> <p><i>Follow-up: Elliott to prepare policy document for signature</i></p> <p><i>Follow-up: Elliott to communicate to D-C-B-C heads</i></p> <p><i>Follow-up: Strategic Planning session "to-do" list:</i></p> <ul style="list-style-type: none"> <li>Elliott to contact Stoddard</li> <li>Elliott, Stoddard &amp; Barton to flesh out agenda</li> <li>Elliott to provide updated appointment/official list</li> <li>All to review spreadsheet</li> <li>Elliott to prepare food sign-up</li> </ul> <p><b>MOTION: PROCLAMATION POLICY, GUIDELINES &amp; PROCEDURES</b></p>	<p><u>Budget Review Process</u></p> <ul style="list-style-type: none"> <li>Nancy Stoddard prepared a draft "Monthly Budget and Capital Plan Review" process to be used for the Selectboard's 3<sup>rd</sup> Monday of the month budget review agenda item.</li> <li>Recommended changes are to include the Town Treasurer in communications regarding significant overages, proposed solutions and department updates; and to label the "Products" category "Products/Outcomes".</li> <li><b>MOTION - MONTHLY BUDGET &amp; CAPITAL PLAN REVIEW:</b> Hendrickson moved and Keith seconded that the Selectboard adopt the Monthly Budget and Capital Plan Review process as amended. Passed unanimously with 3 members present and voting.</li> <li>Elliott to prepare the adopted process for Selectboard signature at the 5/18 meeting.</li> <li>Elliott to communicate the process to all department, committee, board &amp; commission heads, requesting that they also review their budgets for any potential miscoding or discrepancies.</li> </ul> <p><u>Strategic Planning Session (May 30<sup>th</sup>)</u></p> <ul style="list-style-type: none"> <li>Barton, Stoddard &amp; Elliott will flesh out the agenda, the process to be used, and any preparation work to be requested of Selectboard members prior to the planning session.</li> <li>Keith requested Elliott provide an updated list of all elected and appointed officials.</li> <li>All Selectboard members are asked to review the Strategic Planning spreadsheet from last year to which Stoddard added updated statuses for various items.</li> <li>Elliott will send out a sign-up email so Selectboard members can pick what refreshments they want to bring to the planning session.</li> </ul> <p><u>Richmond Rescue Letter of Support</u></p> <ul style="list-style-type: none"> <li>Elliott drafter a letter of support for Richmond Rescue's plan to request paramedic level of service designation, which was signed by the Chair.</li> </ul> <p><u>Proclamation Criteria</u></p> <ul style="list-style-type: none"> <li>Elliott prepared a draft "Proclamation Request Policy Guidelines &amp; Procedures" for Selectboard review. Elliott presented Roman Livak's recommendation that those authorized to request proclamations include Huntington landowners in addition to Huntington residents.</li> <li><b>MOTION – PROCLAMATION POLICY:</b> Hendrickson moved and Keith seconded that the Selectboard adopt the Town of Huntington Proclamation Request Policy, Guidelines &amp; Procedures as amended. Passed unanimously with 3 members present and voting.</li> </ul>

*Follow-up: Elliott to prepare policy for Selectboard signature*

- Elliott will prepare the Proclamation Policy for Selectboard signature at the May 4, 2015 Selectboard meeting.

**Women’s Lung Health Week – May 10-16**

- Rebecca Ryan is spearheading educational outreach for the week.

**National Public Works Week – May 17-23**

- Governor Shumlin issued a proclamation recognizing public works employees – which includes our Road Crew.

**Update on H.361**

- Keith provided the Selectboard a summary of H.361, an act relating to making amendments to education funding, education spending and education governance along with a copy of Carol Brigham’s testimony to the Senate’s Education Committee.
- Keith also provided a list of resources on the status of the 2015 education reform legislation:  
[www.vtvsba.org/legis.html](http://www.vtvsba.org/legis.html)  
[www.leg.state.vt.us](http://www.leg.state.vt.us)  
[www.legislature.vermont.gov/committee/detail/2016/24](http://www.legislature.vermont.gov/committee/detail/2016/24)  
[www.vlct.org/assets/Advocacy/Legislative\\_Reprots/wlr\\_16\\_15\\_web.pdf](http://www.vlct.org/assets/Advocacy/Legislative_Reprots/wlr_16_15_web.pdf)
- Elliott will forward Brigham testimony to Ruth Blodgett, Times Ink reporter.

*Follow-up: Elliott to forward Brigham testimony to Blodgett*

**Appointment Recruitment**

- Elliott reported that Livak is scheduling a tour of the CSWD facility, and would like to know if any Selectboard members are interested in attending. We are still looking for an alternate to serve on the CSWD Board of Commissioners.
- We are still looking for an Alternate for the CCRPC Board of Directors and an Alternate for the CCRPC Transportation Advisory Committee (TAC).

*Follow-up: Elliott to address Emergency Shelter items:*

- Update volunteer information
- Organize Steering Committee meeting
- Provide 2-hour volunteer training

**Emergency Management**

- Elliott has updated and submitted the 2015 Local Emergency Operations Plan (LEOP) to CCRPC and Vermont Emergency Management (VEM).
- Elliott reported that she has been contacting Emergency Shelter volunteers to solicit updated contact information and areas they are willing to support. She then plans to schedule a meeting of the Steering Committee followed by a 2-hour shelter volunteer training session.

**MOTION: MINUTES APPROVAL**

**Approval of Minutes**

- **MOTION:** Hendrickson moved and Keith seconded to approve the draft minutes from the 04/27/2015 Selectboard meeting, with no corrections. Passed unanimously with 3 members present and voting.

**Signing of Warrants**

- 3 warrants were signed as presented.

**Other/New Business**

- VELCO/Fire Department: Elliott will contact Fire Chief Tate Jeffrey for an update on the status of the power pole. It appears work has begun since conduit has been laid out at the site.
- Keith noted that VEC is holding their annual meeting on May 9, 2015.

*Follow-up: Elliott to get updated status on VELCO/FD communications pole*

<p><b>Upcoming Agenda Items</b></p>	<p><b><u>DRAFT: May 18 Selectboard Meeting</u></b></p> <ul style="list-style-type: none"> <li>• CSWD annual budget presentation</li> <li>• VEC Gillett Pond Line Relocation – Isaac Gillen VEC Operations Supervisor</li> <li>• Highway Department</li> <li>• Finance - Monthly Town budget &amp; capital plan review</li> <li>• Committees &amp; Communications</li> <li>• Administration &amp; Planning</li> </ul> <p><b><u>May 30 Annual Retreat Agenda Items will include:</u></b></p> <ul style="list-style-type: none"> <li>• Interactive exercise on principles of behavior (how we engage at meetings, with employees &amp; with the public; norms, operating guidelines, etc.)</li> <li>• Town Meeting review: learnings &amp; follow-up items</li> <li>• Annual calendar &amp; work plan</li> </ul> <p><b><u>DRAFT: June 1 Selectboard Meeting</u></b></p> <ul style="list-style-type: none"> <li>• Conservation Commission – potential for Town to provide an easement to CTA (Catamount Trail Association) on existing trails within the Town Forest</li> <li>• Highway Department</li> <li>• Committees &amp; Communications</li> <li>• Administration &amp; Planning</li> </ul> <p><b><u>Annual Tax Bill Preparation Process</u></b></p> <p>06/04 – Lodge Grand List  06/18 – Begin Listers’ Grievance Period  06/25 – Completion of Listers’ Grievance Period  <b>06/29 – Special Selectboard Meeting to Set the Tax Rate</b>  07/14 – Final Deadline for Tax Bills to be in the mail</p>
<p><b>MOTION: ADJOURNMENT</b></p>	<p><b><u>MOTION:</u></b> Hendrickson moved and Keith seconded to adjourn the meeting at 8:46pm. Passed unanimously with 3 members present and voting.</p>
	<p>05/04/15 – Meeting date  05/06/15 – Draft/unapproved minutes distributed and posted on website.  05/18/15 – Final/approved minutes approved  05/22/15 – Approved minutes sent to Town Clerk for recording &amp; website posting</p>