

Town of Huntington — Selectboard Meeting

Monday, April 27, 2015—7:00 pm

Town Office - Downstairs

RECEIVED



APPROVED MINUTES

DATE

[Handwritten signature]
 May 7, 2015

<p>Agenda</p>	<ul style="list-style-type: none"> • Public Comment • Executive Session: In accordance with 1 VSA § 313, the Selectboard will enter Executive Session for the purpose of discussing an offer of employment for the Huntington Road Crew • Administration: Approval of Minutes & Warrants; Correspondence & Communications; Other/New Business
<p>Members present:</p>	<p>Dori Barton (Chair), Andrew Hendrickson, Helen Keith, Roman Livak</p>
<p>Members absent:</p>	<p>Nancy Stoddard (Vice-Chair)</p>
<p>Staff/Officials present</p>	<p>Clinton 'Yogi' Alger (Road Foreman), Barbara Elliott (Town Administrator)</p>
<p>Others present</p>	<p>none</p>
<p>Call to Order</p>	<p>Barton called the Selectboard meeting to order at 6:58 pm.</p>
<p>Public Comment</p>	<p>No members of the public attended or submitted comment.</p>
<p>Highway Department</p> <p>MOTION: EXECUTIVE SESSION</p> <p>MOTION: ROAD CREW HIRING</p> <p>MOTION: EXECUTIVE SESSION</p>	<p><u>Road Crew Member Hiring</u></p> <ul style="list-style-type: none"> • Barton reviewed the hiring process flow diagram and activity to date: The position was advertised → Applications were received and reviewed by Alger & Elliott (deadline was 4/13) → Alger & Elliott held initial interviews on 4/17 & 4/19 → 4 candidate names were presented to the Interview Team (Barton & Livak) for their consideration/feedback → Barton & Livak interviewed candidates on 4/23 and presented advisory/informational feedback to Alger. The next step in the process is for Alger to present the hiring recommendation to the full Selectboard for their approval. • Alger, Barton, Livak and Elliott all reported that they feel good about the effectiveness of the overall hiring process. <p><u>MOTION – EXECUTIVE SESSION</u></p> <ul style="list-style-type: none"> • Livak moved and Hendrickson seconded that in accordance with 1 VSA Section 313 the Selectboard enter Executive Session for the purpose of discussing an offer of employment for the Huntington Road Crew. Passed unanimously with 4 members present and voting. • The Selectboard exited Executive Session without taking action. <p><u>MOTION - HIRING</u></p> <ul style="list-style-type: none"> • Livak moved and Hendrickson seconded that, in accordance with the recommendation presented by Road Foreman Yogi Alger, the Selectboard offer the position of Road Crew member to "Candidate C" with a start date of May 18, 2015. Passed unanimously with 4 members present and voting. • Alger contacted "Candidate C" to discuss an offer of employment. <p><u>MOTION – EXECUTIVE SESSION</u></p> <ul style="list-style-type: none"> • Livak moved and Hendrickson seconded that in accordance with 1 VSA Section 313 the Selectboard enter Executive Session for a second time for the purpose

<p>MOTION – BRIDGE 32</p>	<p>of discussing the offer of employment for the Huntington Road Crew. Passed unanimously with 4 members present and voting.</p> <ul style="list-style-type: none"> • The Selectboard exited Executive Session without taking action. • Alger contacted "Candidate C" who accepted Alger's employment offer. <p><u>BRIDGE 32 CONTRACT AMENDMENT MOTION</u></p> <ul style="list-style-type: none"> • Livak moved and Hendrickson seconded that the Selectboard sign the proposed Amendment #1 to the Finance & Maintenance Agreement between the State of Vermont Agency of Transportation and the Town of Huntington for Bridge 30, Huntington BRO 1445(35) EA 1445035 Contract No. FM0132, which corrects the amount of Municipal Share in Section 17 to match the amount of municipal share specified in other parts of the contract. Passed unanimously with 4 members present and voting.
<p>Administration</p>	<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 04/20/2015 Selectboard meeting as amended. Passed unanimously. • The following statement under the VELCO pole discussion was changed: <ul style="list-style-type: none"> ○ FROM: Keith raised concern regarding the elementary school's lack of effective communications capabilities. ○ TO: Keith noted that this is an example of an opportunity that may exist to enhance BPSM radio communication capabilities and is an example of the type of synergy that can happen with increased coordination of resources. <p><u>Signing of Warrants</u></p> <ul style="list-style-type: none"> • No warrants were presented or signed. <p><u>Correspondence & Communications</u></p> <ul style="list-style-type: none"> • MOTION - BANK OF AMERICA CREDIT CARD – Livak moved and Hendrickson seconded that, at the recommendation of former Town Treasurer Dan Stoddard and current Town Treasurer Kathleen Clark, the Selectboard sign the letter to Bank of America changing the authorized contact person for the Town credit card from former Town Treasurer, Dan Stoddard, to the current Town Administrator, Barbara Elliott. Passed unanimously with 4 members present and voting. • LOCAL EMERGENCY OPERATIONS PLAN (LEOP) - Elliott distributed copies of the LEOP basic plan, contact list and mutual aid list that are being submitted to Vermont Emergency Management and CCRPC, as well as the Administrator's internal emergency management procedure.
<p>Upcoming Agenda Items</p>	<p><u>DRAFT: May 4 Selectboard Meeting Agenda Items</u></p> <ul style="list-style-type: none"> • Highway <ul style="list-style-type: none"> ○ Grant Updates (FEMA, BBR, Structures) ○ Highway Budget Review: Synopsis of year-to-date & end-of-year status • Administration & Planning <ul style="list-style-type: none"> ○ Budget Review Process ○ Notice of Violations update ○ Agenda items for the Strategic Planning Session (May 30 @ 9am to 1pm)

	<p><u>Wednesday May 13: Lower Village Scoping Study Public Informational Meeting—6:30pm at the Library</u></p> <p><u>DRAFT: May 18 Selectboard Meeting Agenda Items</u></p> <ul style="list-style-type: none"> • Monthly Town Budget & Capital Plan review • CSWD – annual budget review meeting • Conservation Commission – potential for the Town to provide an easement to CTA on existing trails within the Town Forest <p><u>DRAFT: May 30 Annual Retreat Agenda Items</u></p> <ul style="list-style-type: none"> • Interactive exercise on principles of behavior (such as how we engage at meetings, with employees & with the public; norms; operating guidelines) • Town Meeting review: learnings & follow-up items • Annual calendar & work plan • Subcommittees • Liaison Roles with other boards/committees/commissions • Role of Ex-Officio Members <p><u>Annual Tax Bill Preparation Process</u></p> <p>06/04 – Lodge Grand List 06/18 – Begin Listers’ Grievance Period 06/25 – Completion of Listers’ Grievance Period 06/29 – Special Selectboard Meeting to Set the Tax Rate 07/14 – Final Deadline for Tax Bills to be in the mail</p>
MOTION: ADJOURNMENT	<u>MOTION:</u> Livak moved and Hendrickson seconded to adjourn the meeting at 8:07pm. Passed unanimously.
	04/27/15 – Meeting date 04/30/15 – Draft/unapproved minutes distributed and posted on website. 05/04/15 – Final/approved minutes approved 05/06/15 – Approved minutes sent to Town Clerk for recording & website posting