

Town of Huntington — Selectboard Meeting

Monday, June 15, 2015—7:00 pm

Town Office – Downstairs



RECEIVED

DATE

Handwritten signature and date: June 30, 2015

APPROVED MINUTES

<p>Agenda</p>	<ul style="list-style-type: none"> • Highway Department <ul style="list-style-type: none"> ○ June 9 Rain Storm Damage ○ Driveway Permit Application ○ VEC Gillett Pond line relocation update ○ Lower Village Scoping Study research update ○ General updates (FEMA, Bridge visits, Other/new business) • Public Comment • Planning & Administration <ul style="list-style-type: none"> ○ Monthly Budget Review ○ Strategic Planning Session Follow-up (Finalize sub-committee & ad-hoc committee assignments, comprehensive work prioritization spreadsheet; next steps) ○ Committees, Boards, Commissions & Departments <ul style="list-style-type: none"> ▪ HR Committee (FY15-16 Purpose, Process, Products; FY15-16 Salary & Stipend approvals; animal control & health officer reporting) ▪ Professional Audit Contract ▪ Unregistered Dog List ▪ Request to Videotape Selectboard Meetings ▪ Other ○ Administrative Items <ul style="list-style-type: none"> ▪ VSP 2015-2016 Contract ▪ Minutes from 6/1/2015 and 6/6/2015 Conservation Commission request for Town Forest easement ○ General updates (Town Office repair project; Other/new business)
<p>SB Members present: SB Members absent:</p> <p>Staff Present: Others Present:</p>	<p>Dori Barton (Chair), Andrew Hendrickson, Roman Livak, Nancy Stoddard (Vice-Chair) Helen Keith</p> <p>Barbara Elliott (Town Administrator) Ruth Blodgett</p>
<p>Call to order</p>	<p>Barton called the Selectboard meeting to order at 7:00 pm.</p>
<p>Highway Department</p> <p><i>Follow-up: Elliott—collect stakeholder feedback; Elliott—research safety standards;</i></p>	<p><u>June 9 Rain Storm Damage</u></p> <ul style="list-style-type: none"> • Elliott and Alger prepared a spreadsheet with a cost estimate of \$134,300 in damages from the June 9 rain storm. This includes anticipated estimates for labor, equipment, materials and contractor work. There were 19 roads impacted by the storm. • Determination of whether the storm will be declared a disaster is pending. • Elliott will complete 19 applications (one per road) for State Emergency Funds, in the event FEMA funding is not available this storm. <p><u>Driveway Permit Application</u></p> <ul style="list-style-type: none"> • Stakeholder feedback to date has only come in from Town Clerk Heidi Racht. Elliott sent a second request to the Zoning Administrative Officer for his input.

<p><i>Elliott—confirm line of sight requirements with Alger; Barton—check with other towns on line of site requirements</i></p> <p><i>Follow-up: Elliott to check on legal fee coverage</i></p> <p><i>Follow-up: Alger will schedule bridge site visits</i></p>	<ul style="list-style-type: none"> • Elliott will confirm with Alger his recommendation for what the line of sight should be in to policy (500' as stated in the current ordinance, 300' or some other determination). • Barton will check with other Towns on what they require for line of sight. • Elliott will research line of sight safety standards requirements. <p><u>VEC Gillett Pond Relocation</u></p> <ul style="list-style-type: none"> • We will be getting a copy of the standard VEC Town permit, and already have a copy of the custom permit being used by the Town of Richmond for this project. • Elliott will contact VEC to see if they will be willing to cover the Town's legal fees for review of the permit. <p><u>Lower Village Bike/Pedestrian Study</u></p> <ul style="list-style-type: none"> • No update <p><u>FEMA December Storm Reporting</u></p> <ul style="list-style-type: none"> • Alger and Elliott are working on wrapping up the reporting for FEMA for December 2014 storm expenses. <p><u>Bridge Site Visits</u></p> <ul style="list-style-type: none"> • Alger will schedule the bridge training based on the weather and Tim Parent's availability for 7am, preferably on a Monday or Wednesday).
<p>Public Comment</p> <p>MOTION – WEBSITE UPGRADE</p> <p><i>Follow-up: Finance Comm. to build upgrade cost into budget</i></p>	<p><u>Website</u></p> <ul style="list-style-type: none"> • Stoddard reported that Will Keyworth notified her that our website software, Joomla, needs to be upgraded. This is an unplanned \$1,500 expense. Going forward, we will need to make sure to incorporate funds every 2 years for regular Joomla upgrades. Stoddard reported that the work would take about a week, and Keyworth is able to start this upgrade immediately. • <u>MOTION – WEBSITE UPGRADE:</u> Livak moved and Hendrickson seconded that the Huntington Selectboard authorize contracting with Keyworth Graphics for the software upgrade of the Town website for an amount not to exceed \$1,500 and that Barbara Elliott be designated as the authorized agent. Passed unanimously with 4 members present and voting. • Stoddard recommended that the Finance Committee plan for Joomla website upgrades to occur at least every other year (\$1,500-2,000).
<p>Planning & Administration</p> <p><i>Follow-up: Elliott to contact Fire Chief Jeffrey</i></p>	<p><u>Monthly Budget Review</u></p> <ul style="list-style-type: none"> • Updated budget status reports that include the invoices approved for payment 6/15 will be available on 6/16 on the Treasurer's page of the Town website (www.huntingtonvt.org). • Selectboard noted that the First Response Department is over budget. Elliott explained that since the Fire Department is still under budget, the combined department expenses should still be under budget for the year. Elliott will confirm this with the Fire Chief. • Highway expenses, in the report reviewed by the Selectboard, does not include the estimated \$24,000 spent on material for the June 9 storm damage recovery. • The Town Office budget does not reflect the approximate \$10,000 in expenses for window and drainage repair that will be paid before year end. • The Highway salary line item is over budget due to casual labor for December storm recovery work, overlap for the retiring and new road crew members,

Follow-up: HR to review casual labor & overtime policies

Follow-up: Each committee to report back at 7/20 SB meeting

MOTION – STIPENDS & SALARIES

and crew overtime from storm recovery and snow removal. It was recommended that the HR sub-committee review casual labor and summer overtime policies/procedures.

- Barton reported that the Planning Commission had inquired whether they can carry-over unspent purchased services funds to the new fiscal year. General Fund budget allocations are not allowed to be carried over as available funds in to a subsequent fiscal year.

Strategic Planning – Work Plan Prioritization

- Elliott distributed updated copies of the work prioritization spreadsheet with tabs for the annual Selectboard Calendar, top-level Selectboard priorities, and priorities for each SB sub-committee and ad-hoc committee.
- Chairs of the committees were confirmed to be:
 - Top Level Selectboard Items – Dori Barton
 - Building & Grounds – Andrew Hendrickson
 - Finance – Helen Keith
 - Highway – Roman Livak
 - HR – Nancy Stoddard
 - Traffic Calming – Helen Keith, INTERIM
- At the 7/20 Selectboard meeting, each committee chair will present their committee’s proposed membership, charter (purpose, process, products/outcomes), work plan priorities, and proposed milestones and timelines.

HR Sub-Committee

- **Membership & charter:** Stoddard presented the HR proposed membership and charter (Purpose, Process & Products/Outcomes) for the coming year. Selectboard proposed no changes to the charter presented.
- **Stipends & Salaries:** Elliott presented the payment authorization documents she prepared for FY15-16 stipends and salaries, which is based on the Selectboard’s General Fund Budget that was approved at Town Meeting.
 - **Email Request:** The Town Auditors submitted a written request asking that the Selectboard continue to pay the Town Auditors in the same manner as has previously been paid (by the Auditors submitting invoices at the conclusion of the Town Report preparation and distribution), and that budgeted and approved line item stipend amount be equally allocated among the 3 auditors. The Selectboard respectfully approved the equal allocation of funds among the 3 auditors. The Selectboard respectfully declined the Auditors’ request regarding lump-sum payment at the conclusion of the Annual Report preparation in favor of maintaining one consistent schedule and process of payment for all stipend positions.
- **MOTION – STIPENDS & SALARIES:** Livak moved and Stoddard seconded that the Selectboard approve and sign the salary payment authorization document and the stipend positions payment authorization and schedule document for FY2015-2016 as updated at the meeting. Passed unanimously with 4 members present and voting.
- **Animal Control Officer (ACO) & Health Officer (HO) Reporting:** The HR sub-committee proposed initiating a simple monthly incident reporting form for the ACO and HO in order to keep the Selectboard informed of incidents that occur. Stoddard, as HR Chair will send the draft reporting form to the ACO and HO for feedback. Hendrickson noted that this would help inform the Selectboard in a manner similar to the monthly report submitted by the Zoning Administrative Officer.

**MOTION – PROFESSIONAL
AUDIT CONTRACT**

*Follow-up: Elliott to research
implications of not doing
annual professional audits*

*Follow-up: Elliott to add Animal
Control Ordinance review &
recommendations to SB 'to-do'
list*

*Follow-up: Elliott to get more
information from MMCTV*

Professional Audit Contract

- **MOTION – PROFESSIONAL AUDIT CONTRACT:** Livak moved and Stoddard seconded that the Huntington Selectboard approve the proposed Fothergil Segale & Valley (FSV) one-year contract extension for the Town's Professional Audit for FY 2014-2015, as recommended by the Town's Board of Auditors, for an amount of \$12,500, and that the Selectboard further request that sufficient notice be relayed by the on-site FSV audit team to the FSV billing department to insure invoices include a breakdown of actual time spent at FSV's standard hourly rates, travel and other out-of-pocket costs, as is stated to be the basis for payment in paragraph six (6) of the section titled "Engagement Administration, Fees, and Other". Passed unanimously with 4 members present and voting.
- At the Selectboard's request, Elliott will research the impact of not doing an annual professional audit with Melanie Rodjenski of FSV and report back to the board.

Unregistered Dog List

- Town Clerk Heidi Racht submitted a list of dogs that have been previously registered that were not registered this year. She has called owners of all dogs 10 years old or older, to be sure the dogs were still living with the owners. She noted on the list those people with whom she spoke, with whom she left messages, was unable to reach, and who indicated they are moving. Racht also noted other known but unregistered dogs that were not on the list because they did not have the dogs previously registered.
- Selectboard requested that reviewing and proposing changes to the current Animal Control & Cruelty Ordinance be added to the Selectboard 'to do' list for prioritization. Additional suggestions were:
 - The team to address this should be Livak, Elliott, Alexander, and Racht.
 - Proposed changes should make it easier for people to register their dogs – such as offering online registration. Stoddard suggested the team could research how are other towns do online registration.

Videotaping Selectboard Meetings

- Correspondence was received from MMCTV inquiring about videotaping Selectboard meetings.
- Discussion points included:
 - The Times Ink reports on every Selectboard meeting (thanks to reporter Ruth Blodget).
 - The Selectboard fully supports transparency. While there is nothing to hide, having cameras can intimidate both residents and Selectboard members from speaking up. It was noted that videotaping could also change the dynamics of our meetings—for example, making the meetings more 'formal'—and that we would likely need to find a new meeting location in order to accommodate the camera equipment.
 - The Board appreciates MMCTV's offer but wonders if there is demand for this, and requested data on the viewership for Richmond's meetings.
- Elliott was asked to speak with MMCTV for more information on what precipitated the request, what the video experience has been with Richmond; data on viewership, and any other background information MMCTV may have.

<p>MOTION—TRAFFIC ENFORCEMENT CONTRACT</p> <p>MOTION: MINUTES APPROVAL</p>	<p>Traffic Enforcement Contract – Vermont State Police (VSP)</p> <ul style="list-style-type: none"> MOTION—TRAFFIC ENFORCEMENT CONTRACT: Livak moved and Stoddard seconded to accept the Vermont Department of Public Safety Traffic Control/Enforcement Services contract for FY15-16 (July 1, 2015-June30, 2016) for 6.25 hours per week of traffic enforcement and control coverage by the Vermont State Police (VSP), for a total annual contract amount not to exceed \$21,531.25. Passed unanimously with 4 members present and voting. Barton signed the contract, which Elliott will forward to the VSP. <p>Approval of Minutes</p> <ul style="list-style-type: none"> MOTION: Livak moved and Hendrickson seconded to approve the minutes from the 06/01/2015 and 06/06/2015 as amended. Passed unanimously with 4 members present and voting. <p>Signing of Warrants</p> <p>3 warrants were signed as presented.</p> <p>General Updates</p> <ul style="list-style-type: none"> The Town Office drainage repair seems to be holding up, given there were no problems from the rain storm deluge on 6/9. The work and billing will be completed by the 6/30/2015 deadline.
<p>Upcoming / Open Agenda Items</p>	<ul style="list-style-type: none"> Easements / ROW Permits <ul style="list-style-type: none"> Town Hall Easement VELCO/Fire Department Easement Town Forest Easement VEC Permit for Gillett Pond line relocation project Driveway Permit Application – proposed changes Sub-Committee reports on membership, charters, project priorities, and work plan milestones with proposed timelines (7/20) <p>Annual Tax Bill Preparation Process</p> <p>06/04 – Lodge Grand List (NOTE: 7-day extension has been requested)</p> <p>06/18 – Begin Listers’ Grievance Period</p> <p>06/25 – Completion of Listers’ Grievance Period</p> <p>06/29 – Special Selectboard Meeting to Set the Tax Rate</p> <p>07/14 – Final Deadline for Tax Bills to be in the mail</p>
<p>MOTION: ADJOURNMENT</p>	<p>MOTION: Livak moved and Stoddard seconded to adjourn the meeting at 8:29pm. Passed unanimously with 4 members present and voting.</p>
	<p>06/15/15 – Meeting date</p> <p>06/19/15 – Draft/unapproved minutes distributed and posted on website.</p> <p>06/29/15 – Final/approved minutes approved</p> <p>06/30/15 – Approved minutes sent to Town Clerk for recording & website posting</p>