

Town of Huntington — Selectboard Special Budget Planning Session

Monday, November 09, 2015—7:00 pm

Town Office – Downstairs

RECEIVED

APPROVED MINUTES

DATE

November 14, 2015



<p><b>Agenda</b></p>	<ul style="list-style-type: none"> <li>• Fire Department: General Fund; Equipment Capital Plan</li> <li>• Town Hall: General Fund</li> <li>• Highway Committee: Work/Project Plan; Capital Plan Final Review &amp; Preliminary Approval for Highway Equipment, Paving &amp; Bridges; Schedule for Lower Village Scoping Study Wrap-up</li> <li>• Capital Plan Budget: Final Review &amp; Preliminary Approval</li> <li>• General Fund Budget: Computer Strategy; Social Service Allocations</li> </ul>
<p><b>SB Members present:</b></p> <p><b>Staff /Officials Present:</b></p> <p><b>Others Present:</b></p>	<p>Dori Barton (Chair), Andrew Hendrickson, Helen Keith, Roman Livak, Nancy Stoddard (Vice-Chair)</p> <p>Kathleen Clark (Town Treasurer), Barbara Elliott (Town Administrator)</p> <p>Barbara Felitti (Town Hall Committee), Tate Jeffrey (Fire Chief)</p>
<p><b>Call to order</b></p>	<p>Barton called the meeting to order at 7:00 pm.</p>
<p><b>Fire &amp; 1<sup>st</sup> Response Department Budget Review</b></p>	<ul style="list-style-type: none"> <li>• The Selectboard reviewed the Fire Department budget request with Chief Tate Jeffery. Follow up items were identified and added to the FY 16-17 Budget Action Item document. This includes getting a quote for the water heater, confirming training dollars for new members, and researching the actual expense trend for purchased service.</li> </ul>
<p><b>Town Hall Budget Review</b></p>	<ul style="list-style-type: none"> <li>• The Selectboard reviewed the Town Hall Committee budget request with Chair Barbara Felitti. Follow-up items were identified and added to the updated FY 16-17 Budget Action Item document. This includes addressing how income from usage fees is handled and resolving phone requirements for the septic alarm system and emergency use.</li> <li>• It was noted that there are no painting plans for FY 16-17.</li> </ul>
<p><b>Highway</b></p>	<ul style="list-style-type: none"> <li>• The work plan, operating budget, and capital plan were not ready for Selectboard review. Among the issues that need to be resolved are:             <ul style="list-style-type: none"> <li>○ Paving plan: Livak and Alger will meet with Pike</li> <li>○ Bridge maintenance plan: get estimates from Parent</li> <li>○ Casual labor plan: add to budget spreadsheet</li> </ul> </li> <li>• Lower Village Scoping Study Wrap-up             <ul style="list-style-type: none"> <li>○ FY15-16: Stoddard and Keith will conduct a survey to collect qualitative data on the speed radar feedback signs that were tested. The Highway Committee will move forward with the purchase of a speed feedback radar sign (aprox. \$3,500), since there isn't time to purchase, install and test a moveable speed table before snow flies.</li> <li>○ FY16-17: A \$12,000 placeholder is in the operations budget for speed tables, an additional radar feedback sign, painting, etc.</li> <li>○ Keith will send a wrap-up/thank you note to the Ad-Hoc Committee for the completion of Phase 1.</li> <li>○ Phase 2: Village Green Redirection will be addressed by the</li> </ul> </li> </ul>

	Highway Committee in conjunction with the Dubois & King report (draft due 11/18) and the Highway Paving Plan as outlined in the Capital Plan. It may be that interim steps can still be taken prior to full redesign and repaving of the Lower Village.
<b>General Fund Budget</b>	<p><b>Computer Strategy</b></p> <ul style="list-style-type: none"> <li>Andrew Hendrickson presented a computer hardware asset management plan and recommended a 5-year replacement cycle.</li> </ul> <p><b>Social Service (HEW – Health Education &amp; Welfare) Allocations</b></p> <ul style="list-style-type: none"> <li>The Selectboard requested CUSI (Chittenden Unit for Special Investigation) budget be moved from HEW to Criminal Investigation.</li> <li>The Selectboard reviewed each HEW agency/ organization budget request against the HEW General Fund Criteria previously established by the Selectboard and a funding eligibility determination was made.</li> </ul>
<b>Lister Resignation</b>	<ul style="list-style-type: none"> <li>The Selectboard reluctantly accepted the letter of resignation as a Lister submitted by Les Hunton, effective at the end of the day 11/12/15. The Selectboard expressed appreciation for his service to the Town. Hunton is moving to North Carolina.</li> <li>The Selectboard asked Elliott to determine if the Listers would prefer to have someone appointed prior to Town Meeting or to wait until then.</li> </ul>
<b>Upcoming Selectboard Schedule</b>	<p>11/16: Regular Selectboard Meeting Follow up on Highway workplan, budget &amp; capital plan</p> <p>11/23: Special Budget Meeting (may include department meetings) 7:00 – Library 7:15 – Highway 8:00 – Report on follow up items from 11/9 meeting 8:15 – General Fund operations budget work session</p> <p>11/30: Special Selectboard Meeting – Review/discuss Professional Audit</p> <p>12/07: Regular Selectboard Meeting</p> <p>12/14: FINAL Budget Meeting (completion of the planning process)</p> <p>12/21: Regular Selectboard Meeting</p> <p>12/23: Budget submitted to Town Auditors for review</p> <p>01/04: Regular Selectboard Meeting</p> <p>01/11: SB Special Meeting to adopt the budget, articles for Town Meeting and budget narratives for the annual Town Report)</p> <p>01/18: Regular Selectboard Meeting</p> <p>01/18: All final Selectboard Town Report materials submitted to Auditors</p>
<b>MOTION: ADJOURNMENT</b>	<b>MOTION:</b> Livak moved and Stoddard seconded to adjourn the meeting at 9:44 pm. Passed unanimously with 5 members present and voting.
	<p>11/09/15 – Meeting date</p> <p>11/13/15 – Draft/unapproved minutes distributed and posted on website.</p> <p>11/16/15 – Final/approved minutes approved</p> <p>11/17/15 – Approved minutes sent to Town Clerk for recording &amp; website posting</p>