

Town of Huntington — Selectboard Meeting

Monday, November 16, 2015—7:00 pm

Town Office – Downstairs

APPROVED\*\* MINUTES



RECEIVED

DATE

*[Handwritten signature]*  
*December 8, 2015*

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| <p><b>Agenda</b></p>   | <ul style="list-style-type: none"> <li>• Welcome &amp; Introductions: Representative Theresa Wood</li> <li>• Public Comment</li> <li>• Administration: Minutes &amp; Warrants Approval; Correspondence &amp; Communications; Other/new Business</li> <li>• Human Resources Sub-Committee; Salary ranges, Compensation &amp; Benefits Proposals</li> <li>• Highway: FY16-17 Workplan, Operations Budget, Capital Plan</li> <li>• Executive Session: In accordance with provisions outlined in 1 V.S.A. § 313, the Selectboard will enter Executive Session (which is not open to the public) for the purpose of “negotiating or securing of real estate purchase options.”</li> <li>• Lease Agreement</li> </ul>  |
| <p><b>SB Members present:</b></p> <p><b>SB Members absent:</b></p> <p><b>Staff /Officials Present:</b></p> <p><b>Others Present:</b></p> | <p>Andrew Hendrickson, Helen Keith, Roman Livak, Nancy Stoddard (Vice-Chair)</p> <p>Dori Barton (Chair)</p> <p>Barbara Elliott (Town Administrator)</p> <p>Jay Centerbar, Vicki Centerbar, Charles Godfrey, Lucinda Hill, Cara Labounty, Representative Theresa Wood</p>   |
| <p><b>Call to order</b></p>  | <p>Selectboard Vice-chair Nancy Stoddard called the meeting to order at 7 pm.</p>  |
| <p><b>Welcome/Introductions – Representative Woods</b></p>   | <p>Stoddard welcomed Theresa Woods, our new Representative to the Vermont House.</p> <ul style="list-style-type: none"> <li>• Woods shared her background, which includes serving: 12 years on the Waterbury School Board; as deputy commissioner of the VT Department of Disabilities, Aging &amp; Independent Living; as director of developmental services in the Department of Developmental &amp; Mental Health Services; and as a community liaison for VTRANS road projects in Waterbury.</li> <li>• Concerns discussed with Woods included: the excessive burden of property taxes; lack of rural transportation; lack of cell service in Huntington; proposed PILOT (Payment In Lieu Of Taxes) changes; and lack of data regarding the impact of Act 46/School Merger.</li> <li>• The Selectboard thanked Woods for reaching out and noted that they look forward to our January legislative roundtable with her, Rep. Stevens, Sen. Ayer and Sen. Bray.</li> </ul> |
| <p><b>Public Comment</b></p>   | <p><b><u>Hazard Mitigation Grant Program (HMGP)– Project Management Proposal</u></b></p> <ul style="list-style-type: none"> <li>• Residents Jay and Vicki Centerbar have been approved by FEMA for a HMGP house elevation project. Towns serve as the subgrantee for these</li> </ul>  |

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| <p><i>Follow-up: Elliott to present HMGP project management proposal to the Selectboard</i></p> <p><i>Follow-up: Alger to develop plan to remedy Beane Road drainage problem</i></p> | <p>projects, and enter into agreements with property owners to establish the property owner's responsibility for covering the full 'local share' of the project. Cara Labounty has worked as a volunteer with a number of residents in Bolton and Richmond on HMGP elevation projects and offered to be hired as the project manager for the Centerbar project in exchange for being paid the HMGP 2% project management fee.</p> <ul style="list-style-type: none"> <li>Elliott will work off-line with Labounty and Centerbar and bring forward a proposal to the Selectboard.</li> </ul> <p><b><u>Beane Road Drainage Issues – Charles Godfrey</u></b></p> <ul style="list-style-type: none"> <li>Godfrey outlined drainage problems on Beane Road that are threatening his foundation. He noted that the ditches need to be cleared out, and culvert and other drainage issues need to be addressed in order to resolve water issues impacting his property.</li> <li>Stoddard stated that the Road Foreman is on vacation this week, but that the Selectboard will follow up with him next week. She thanked Godfrey for bringing this issue to the Selectboard's attention.</li> </ul> |
| <p><b>Administration</b></p> <p><b>MOTION: MINUTES</b></p> <p><b>SIGNING: WARRANTS</b></p> <p><i>Follow-up: Elliott to work with Listers on posting the Lister vacancy</i></p>       | <p><b><u>Minutes</u></b></p> <ul style="list-style-type: none"> <li><b><u>MOTION – MINUTES:</u></b> Livak moved and Hendrickson seconded to approve the 11/02/2015 Selectboard meeting minutes with minor edits (no substantive changes) and the 11/09/2015 Selectboard meeting minutes with no changes. Passed unanimously with 4 members present and voting.</li> </ul> <p><b><u>Signing of Warrants</u></b></p> <ul style="list-style-type: none"> <li>3 warrants were signed as presented.</li> </ul> <p><b><u>Other/New Business</u></b></p> <ul style="list-style-type: none"> <li><b><u>LISTER VACANCY:</u></b> Elliott reported that, in accordance with 24 VSA § 961-963, the Selectboard must alert the public to the Lister vacancy. The Selectboard agreed to follow the appointments procedure for committees, and requested Elliott work with the Listers to advertise the opening, have letters of interest submitted to the Listers by 11/30, and have the Listers make a recommendation by 12/3 to the Selectboard for a candidate to fill the Lister vacancy until the March 2016 election.</li> </ul>   |
| <p><b>Human Resources Sub-Committee</b></p>  | <p><b><u>Salary Ranges, Compensation &amp; Benefits Proposals</u></b></p> <ul style="list-style-type: none"> <li>Stoddard reported that updated job descriptions have been created for most positions.</li> <li>The Selectboard reviewed recommendations from the Committee which will be incorporated into proposed Personnel Policy changes and/or an Employee Benefits Statement and that will be put forward to the full Selectboard for review/adoption.</li> <li>Research was conducted on health care benefit packages provided by other towns, and a recommendation was presented that the package provided to Huntington employees be changed from the current structure (whereby employees are contributing \$1,000 toward their premium and the Town covers the remaining costs) to a structure</li> </ul>  |

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| <p><i>Follow-up: HR Committee will propose personnel policy changes, a benefits statement, and salary adjustment proposals</i></p> | <p>whereby employees pay 7% of their plan premium (single, couple, parent+ child(ren), or family). The Selectboard agreed to adopt this new funding proposal so that as insurance costs increase, employees will assume a portion of the increased costs. It was noted that the percentage amount would not be “locked in” at 7%, but is subject to change. It was also noted that a standing philosophy of the Selectboard has been to provide good coverage for employees and their dependents/partners.</p> <ul style="list-style-type: none"> <li>• Stoddard presented a comprehensive spreadsheet analysis of salaries and salary ranges based on the annual VLCT compensation data for towns with a similar population as Huntington (+/- 500). From this data, Stoddard outlined minimum and maximum pay ranges and where, within those ranges, specific Huntington positions currently fall (referred to as ‘range penetration’). The proposed concept of positioning people in pay ranges according to experience and performance was endorsed by the board.</li> <li>• The HR Committee proposed that the ‘benefit year’ be a consistent date for all employees based on the fiscal calendar (July 1 – June 30), and not be based on individual dates of hire. A one-time adjustment will be made for each individual when this change is implemented July 1, 2016.</li> <li>• The HR Committee will propose Personnel Policy changes to accommodate the above recommendations, and develop an Employee Benefits Statement that incorporates specific benefit amounts/ calculations that will be reviewed, updated and adopted annually.</li> <li>• Stoddard, Barton and Livak will propose salary adjustments for the full Selectboard’s consideration.</li> </ul> |
| <p><b>Highway</b></p>  | <p><b><u>Studded Tires</u></b></p> <ul style="list-style-type: none"> <li>• Keith raised concern about the damage that studded tires do to our roadways when they are used from May through October.</li> </ul> <p><b><u>Work Plan, Capital Plan, Operations Budget</u></b></p> <ul style="list-style-type: none"> <li>• Livak presented an FY 16-17 Highway work plan, incorporating special projects and regular maintenance, for a total cost of \$482,405 plus an additional \$50,000 allocation to the paving reserve fund.</li> <li>• The comprehensive paving plan presented by Livak proposes spending \$216,400 in FY16-17 (combined cost of operations and reserve funding) and \$220,000 per year thereafter through FY23-24.</li> </ul>   |
| <p><b>Budget Work – Next Steps</b></p> <p><i>Follow-up: Elliott &amp; Alger to develop revised budget recommendations</i></p>      | <p><b><u>Budget Work – Next Steps</u></b></p> <ul style="list-style-type: none"> <li>• Prior to the meeting, having reviewed highway and budget spreadsheets, Chair Barton requested Elliott pass on her appreciation for Livak’s and the Highway Committee’s work to give us a clear picture of the actual highway needs—as well as for Keith’s work with the Lower Village Ad Hoc Traffic Calming Committee and Hendrickson’s work on Buildings and Grounds. Given the huge increase reflected in the initial full operations budget roll-up, Barton requested that staff (Elliott and Alger) review the budget and recommend a proposal that reflects no more than a 10% increase for the Selectboard’s review on 11/30.</li> </ul>  |

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| <b>Executive Session</b>   | <ul style="list-style-type: none"> <li>• In accordance with provisions outlined in 1 V.S.A. § 313, Livak moved and Keith seconded at 9:17pm that the Selectboard enter Executive Session (which is not open to the public) for the purpose of "negotiating or securing of real estate purchase options". Passed unanimously with 4 members present and voting</li> <li>• The Selectboard exited Executive Session at 9:32pm.</li> </ul>   |
| <b>Lease Agreement</b>     | <p><b>Lease Agreement</b></p> <ul style="list-style-type: none"> <li>• <b>MOTION – LEASE AGREEMENT:</b> Livak moved and Keith seconded that the Huntington Selectboard approve an Agreement, prepared by the Town's delinquent tax attorney, for the sole purpose of allowing the current resident(s) of 727 Weaver Road a means to reacquire title to said property by repaying monies owed to the Town; that said agreement specify a monthly payment amount of \$264.00 commencing on December 15, 2015 and concluding with a final payment due on July 15, 2019, at which time the property shall be reconveyed to the residents, who shall thereafter be responsible for payment of future property tax assessments; and that said agreement be signed by the Town Agent as the duly authorized agent for the Town of Huntington. Passed unanimously with 4 members present and voting.</li> </ul> |
| <b>Other/New Business</b>  | <p>Upcoming Selectboard Regular &amp; Special Budget Meetings</p> <p>11/23: no meeting</p> <p>11/30: 7:00 – 7:15      Library<br/> 7:15 – 8:45      Highway – revised work plan &amp; capital plan<br/> 8:45 – 9:15      Operations Budget review<br/> 9:15 – 9:40      Review: Preliminary Professional Audit<br/> 9:40 – 9:45      Wrap-up &amp; Review<br/> 9:45              Adjourn</p> <p>12/07: Selectboard Regular Meeting &amp; Budget Work<br/> 12/14: FINAL Budget Meeting (completion of the planning process)<br/> 01/04: Selectboard Regular Meeting<br/> 01/11: SB Special Meeting to adopt the budget, articles for Town Meeting and budget narratives for the annual Town Report)</p>  |
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| <b>MOTION: ADJOURNMENT</b> | <p><b>MOTION:</b> Livak moved and Hendrickson seconded to adjourn the meeting at 9:38 pm. Passed unanimously with 4 members present and voting.</p>   |
|                            | <p>11/16/15 – Meeting date<br/> 11/19/15 – Draft/unapproved minutes distributed and posted on website.<br/> 12/07/15 – Final/approved minutes approved<br/> 12/08/15 – Approved minutes sent to Town Clerk for recording &amp; website posting</p>  |