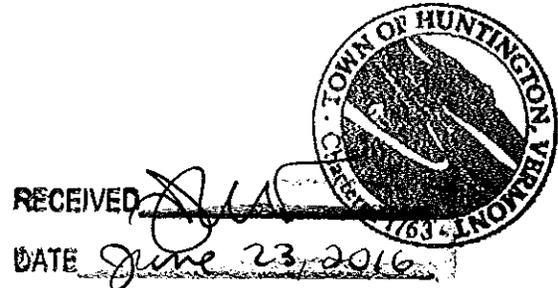


Town of Huntington Selectboard

Monday, June 06, 2016
7:00 pm – Town Office (downstairs)



APPROVED MINUTES

<p>Agenda</p>	<ul style="list-style-type: none"> • Highway <ul style="list-style-type: none"> ○ Projects, Work schedule & General updates (Town grader, Moody Road realignment, Bridge 30, Stagecoach Road intersection, Traffic control devices, other) • Public Comment • Administration & Planning <ul style="list-style-type: none"> ○ Admin (Minutes, warrants bond documents for bridges & fire truck, update on Hazard Mitigation Grant Program project) ○ Committees (HR: FY 16-17 salary approvals, handyperson services, report on VLCT HR employment law workshop; other) ○ Correspondence & Communications (Internal audit, HPC/SB planning session, CCRPC mapping tool) ○ General Updates & New Business
<p>SB Members present:</p>	<p>Dori Barton (Chair), Andrew Hendrickson, Chris Norris, Roman Livak, Nancy Stoddard (Vice-Chair)</p>
<p>Staff / Officials Present:</p>	<p>Clinton ‘Yogi’ Alger (Road Foreman), Kathleen Clark (Town Treasurer), Barbara Elliott (Town Administrator), Heidi Racht (Town Clerk)</p>
<p>Others Present:</p>	<p>Ruth Blodgett, Jay Centerbar, Vicki Centerbar, Cara LaBounty</p>
<p>Call to Order</p>	<p>Barton called the meeting to order at 7:05 pm.</p>
<p>Highway Department</p> <p><i>Follow-up: Alger will call Tom Gadhue</i></p> <p><i>Follow-up: Meeting to determine traffic device locations</i></p>	<p><u>New Grader</u></p> <ul style="list-style-type: none"> • The Selectboard took a quick field trip to the sand shed addition to see the new Town grader. Payment for the grader is not due until after 7/1. <p><u>Moody Road Realignment</u></p> <ul style="list-style-type: none"> • The public site visit will be held Monday, June 13 at 7pm on Moody Road, just north of the bridge. It will be followed by a public comment period at 7:30pm at the Town Office. • Alger will contact Tom Gadhue to discuss the proposed realignment plans prior to the public meeting. <p><u>Stagecoach Road Intersection</u></p> <ul style="list-style-type: none"> • Alger plans to do ditching work at the intersection and install a new culvert. He will fit this one-day job into the crew’s work schedule. <p><u>Traffic Control Devices</u></p> <ul style="list-style-type: none"> • The speed hump is due this week. We are still waiting for shipping confirmation for the speed feedback signs. • Concern has been expressed regarding potential impact the speed hump may have on farm equipment. One option is to delay spring installation until after manure trucks have completed work in the fields. • Livak, Norris and Alger will meet to determine final locations for the speed hump, speed signs, crosswalks, and other pavement markings.

<p><i>Follow-up: Elliott to post notice about wild parsnip on Front Porch Forum</i></p>	<ul style="list-style-type: none"> ○ Consensus is that we should add a cross walk at the Audubon Center for people crossing over to the river. ○ Consensus is that we should discontinue the crosswalk at the old Jacques Store. ○ Consensus is that we should use red paint on crosswalks to help slow traffic, as noted in the Lower Village Study. <p><u>Work Schedule / General updates</u></p> <ul style="list-style-type: none"> ● FEMA Work is coming along. Taft Road has almost been completed; Salvas Road work should be completed by Thursday; the crew will then tackle Shaker Mountain Road, Beane Road and Trapp Road. ● Paving work on Hinesburg Hollow Road should be completed by Tuesday evening. Alger is pleased with the work ST Paving has done. ● Pavement Markings: Alger will contact the State about line striping. He is also checking on prices for painting the fog lines. ● Roadside mowing will begin Tuesday. One goal is to ensure wild parsnip is mowed before it goes to seed. A double-pass will be mowed on Taft Road where there is an abundance of parsnip. Other problem areas include Hinesburg Hollow Road (at Lincoln Hill Road) and Main Road before and after the Brace Bridge. Elliott will post a notice on Front Porch Forum about the wild parsnip mowing and ask Racht to forward it to her distribution list. ● Other Updates: There was no damage as a result of the weekend rain.
<p>Public Comment</p>	<p>No members of the public offered comment.</p>
<p>Administration & Planning MOTION – MINUTES</p> <p>WARRANTS APPROVAL</p> <p>MOTION – BOND DOCUMENTS</p>	<p><u>Minutes</u></p> <ul style="list-style-type: none"> ● MOTION - MINUTES: Livak moved and Stoddard seconded to approve the minutes from the 05/16/16 Selectboard meeting as amended. Passed unanimously with 5 members present and voting. The following addition was made to the minutes: <ul style="list-style-type: none"> ● <i>She [Barton] also reminded Jay Centerbar that the Selectboard has consistently communicated its preference for upfront payment into an escrow account prior to start of construction.</i> <p><u>Warrants Approval:</u></p> <ul style="list-style-type: none"> ● 4 warrants were approved and signed as presented. <p><u>Bond Documents for Bridges & Fire Truck</u></p> <ul style="list-style-type: none"> ● The Selectboard reviewed a letter from Attorney Guiliani and bond documents including the Resolution & Certificate for general obligation. ● MOTION – BOND DOCUMENTS: Livak moved and Hendrickson seconded that the Huntington Selectboard approve and sign the Resolution and Certificate (of General Obligation) for the 2016 Series 1 Vermont Municipal Bond Bank Sale and other bond related documents for the bond approved at Town Meeting 2016. Passed unanimously with 5 members present and voting.

MOTION – SALARY INCREASES

Follow-up: Elliott to request Payroll Clerk to update NEMRC

Follow-up: Elliott to forward applications to Selectboard

Follow-up: Elliott to clarify salary threshold for exempt workers

Follow-up: HR Subcommittee to evaluate VTH187 sick time provisions.

Hazard Mitigation Grant Program House Elevation Project

- Stoddard reported that she and Elliott met with Lee Krohn of CCRPC and reviewed a preliminary project checklist. Krohn will be the primary project manager for the project, develop the detailed project plan, and act as the primary communication link between the homeowners and the Town. Stoddard will be the primary Town contact person and will request assistance from Elliott as needed.
- Stoddard will request that Krohn copy the Centerbars and Labounty on correspondence. Labounty has resource information that she will share with Krohn so that he has access to the information she has gathered (such as a procurement policy).

HR Committee Salary Approvals for TY16-17

- **MOTION – SALARY APPROVALS:** Livak moved and Stoddard seconded to approve the salary increases for FY 16-17 as outlined in the document titled “Salary Increases – FY 2016-2017, Town of Huntington Selectboard, Monday, June 6, 2016” and that any payroll changes be made in time for them to be effective July 1, 2016. Passed unanimously with 5 members present and voting.

HR Handyperson Applications

- 5 applications have been received to date from people interested in being considered for the Town’s Qualified Handyperson List. Elliott will forward these, along with the posting, to the Selectboard.

VT League of Cities & Towns (VLCT) Human Resources Employment Law Workshop

- Stoddard attended this all day program and provided the following updates:
 - US Department of Labor – Overtime rules have been updated to clarify that payment for hours worked over 40 hours/week, at the time-and-one-half overtime rate only kicks in after 40 hours of time worked, which does not include sick or vacation time. Municipalities can have their own policies that allow for sick and overtime to be counted as time worked. Municipalities can offer comp time in place of overtime.
 - The threshold for exempt employees is that they must earn over \$46,476/year. Elliott will get clarification on whether an employee must be exempt if they make more than \$47,476/year.
 - VT H.187 passed, which says that the maximum amount of sick time that can be carried over to a new year is 40 hours. In addition, sick time can only be taken for an employee’s illness, doctor’s appointments, and to take care of sick family members. The HR Committee will discuss this further.
 - Accidents MUST be reported and filed with VLCT within 72 hours of the injury.
 - The WorkStrong program is available as a resource along with an

<p><i>Follow-up: Elliott to get details on PACIF \$ for asbestos removal</i></p> <p><i>Follow-up: Barton to contact Auditors for more info</i></p> <p>MOTION – HCC APPOINTMENT</p> <p><i>Follow-up: Elliott to contact CCRPC</i></p>	<p>extensive online university resource.</p> <ul style="list-style-type: none"> ○ PACIF may have assistance available for asbestos removal. Elliott will follow up with PACIF for further details. <p><u>Internal Audit</u></p> <ul style="list-style-type: none"> • The Town Auditors will be conducting an internal audit this summer. Their letter referenced a 2009 internal audit. Selectboard members would like to see a copy of those findings and understand what the follow-up process for corrective action was. Questions were raised regarding what the benefit of this will be to the Town and how to fit this into the work plan given the other priorities that have been established for staff. Barton will follow up with the Auditors. <p><u>Huntington Planning Commission (HPC)/Selectboard Meeting</u></p> <ul style="list-style-type: none"> • The HPC will be discussing this opportunity on 6/13. Agenda items could include understanding how the ZBA/DRB change has impacted the HPC; new legislative requirements for Town Plan implementation; what work is being done to follow up on studies that have been conducted; and how to evaluate proposed Town Plan implementation recommendations in light of capital budget constraints. <p><u>Huntington Conservation Commission Appointment</u></p> <ul style="list-style-type: none"> • <u>MOTION – APPOINTMENT:</u> Stoddard moved and Hendrickson seconded that, as recommended by the Huntington Conservation Commission, the Huntington Selectboard appoint Maggie Mae Anderson to the Conservation Commission for a 4 year term ending March 2020. Passed unanimously with 5 members present and voting. <p><u>CCRPC Mapping Tool</u></p> <ul style="list-style-type: none"> • The mapping tool demo was postponed. Elliott will follow up with CCRPC on how the layering functionality works. <p><u>June 20th Selectboard Meeting</u></p> <ul style="list-style-type: none"> • Barton and Norris will not be available for the 6/20 meeting.
<p>MOTION: ADJOURNMENT</p>	<p><u>MOTION:</u> Livak moved and Norris seconded to adjourn the meeting at 8:52 pm. Passed unanimously with 5 members present and voting.</p>
	<p>06/06/16 – Meeting date 06/09/16 – Draft/unapproved minutes distributed and posted on website. 06/20/16 – Final/approved minutes approved 06/23/16 – Approved minutes to Town Clerk for recording & web posting</p>