

Town of Huntington Selectboard

Monday, June 20, 2016
7:00 pm – Town Office (downstairs)



RECEIVED [Signature]
APPROVED MINUTES
DATE July 7, 2016

<p>Agenda</p>	<ul style="list-style-type: none"> • Highway <ul style="list-style-type: none"> ○ Moody Road realignment, Camels Hump Road Bridge 30, Projects, Work schedule & General updates • Public Comment • Administration & Planning <ul style="list-style-type: none"> ○ Current Year Budget Review ○ Tax Rate (Grand List; Approval of tax rate) ○ Admin (Minutes of 6/6 and 6/13, Warrants, VSP annual contract, Professional Audit engagement letter; Unregistered dog list; Annual Animal Control boarding charge) ○ Committees (HR: Revised Employee/Town health benefit contribution amounts; One-time adjustment to benefit year to be consistent with fiscal year, Benefits Summary approval, Handyperson services approved contractor list, other) ○ Correspondence & Communications ○ General Updates & Other/New Business
<p>SB Members present: SB Members absent: Staff / Officials Present: Others Present:</p>	<p>Andrew Hendrickson, Roman Livak, Nancy Stoddard (Vice-Chair) Dori Barton (Chair), Chris Norris Kathleen Clark (Town Treasurer), Barbara Elliott (Town Administrator) none</p>
<p>Call to Order</p>	<p>Stoddard called the meeting to order at 6:58 pm.</p>
<p>Highway Department</p> <p><i>Follow-up: Elliott to confirm acreage with surveyors</i></p> <p><i>Follow-up: Elliott to contact Listers for information</i></p> <p><i>Follow-up: Elliott to contact Gadhue</i></p> <p><i>Follow up:</i></p> <ul style="list-style-type: none"> • Elliott/Alger to secure speed hump signs • Elliott check with CCRPC • Livak/Norris/Alger to determine sign locations 	<p><u>Moody Road Realignment</u></p> <ul style="list-style-type: none"> • There is a 60 day waiting period from the public site visit/hearing until the Selectboard can make a final decision on the road realignment. A motion for this will be on the August 15th Selectboard agenda. • Elliott will confirm with the surveyors how much Gadhue acreage would be impacted by the road bed (quit claim) and acreage impacted by the right-of-way (easement). • Elliott will confirm with the Listers how the above will impact Gadhue's assessed value and share this with the Selectboard and Gadhue. • Elliott will request Gadhue make a proposal to the Selectboard regarding what he believes would be fair compensation. <p><u>Camels Hump Road Bridge 30</u></p> <ul style="list-style-type: none"> • Road closure last week went smoothly. Project is still on target. <p><u>Projects, Work Schedule & General updates</u></p> <ul style="list-style-type: none"> • Traffic control devices: The speed hump will be located according to the recommendation outlined in the Lower Village Bike/Pedestrian Study. <ul style="list-style-type: none"> ○ Elliott/Alger need to secure the Speed Hump signs. ○ Elliott was asked to check with CCRPC on borrowing speed tapes for 2 weeks. ○ Livak, Norris and Alger to determine when signs should be

MOTION – VSP CONTRACT

VSP Annual Contract

- The contract period has changed from 12 months to 6 months and the rate increased \$2.10/hour (slightly over 3%) for a 6-month contract amount of \$11,106.87. The hourly rate is calculated based on the average rate of overtime for the troopers.
- **MOTION – VSP CONTRACT:** Livak moved and Hendrickson seconded that the Huntington Selectboard sign the Vermont State Police contract for traffic enforcement as presented. Passed unanimously with 3 members present and voting.

MOTION – PROFESSIONAL AUDIT ENGAGEMENT

Professional Audit Engagement Letter

- FSV presented the Selectboard a price of \$12,800 to conduct the FY15-16 professional audit. Recent audit costs have been: 2015 = \$12,500, 2014 = \$14,000; 2013 = \$14,000; 2012 = \$14,000. FSV normally increases rates by 3-5% per year. The \$300 increase is a 2.4% increase. The auditors will be doing one billing after the audit is final rather than providing evidence of completion to pay the progress bill.
- **MOTION – PROFESSIONAL AUDIT:** Livak moved and Hendrickson seconded that the Huntington Selectboard approve and sign the proposed engagement letter for the FY 2015-2016 Professional Audit in the amount of \$12,800. Passed unanimously with 3 members present and voting.

Follow-up: Elliott to contact other Towns re: unregistered dog lists

Unregistered Dog List

- Town Clerk Heidi Racht submitted the unregistered dog list as of 5/30 to the Selectboard (a list of all dogs previously registered who have not passed away or moved away) without registration renewals.
- The Selectboard requested Elliott to contact neighboring Towns to determine their protocols for handling unregistered dogs.

MOTION – ANIMAL CONTROL BOARDING CHARGE

Animal Control Boarding Charge

- **MOTION – ANIMAL CONTROL BOARDING CHARGE:** Livak moved and Hendrickson seconded that the Huntington Selectboard, in accordance with the responsibilities specified in the Town’s Animal Control and Cruelty Ordinance, set the annual boarding charge for each day or fraction thereof during which a domesticated animal is impounded at \$10 for FY2016-2017. Passed unanimously with 3 members present and voting.

MOTION – FY 16-17 BENEFITS

HR Committee

Employee/Town Health Benefit Contribution Amount

- **MOTION – BENEFITS for FY2016-2017:** Livak moved and Hendrickson seconded that the Huntington Selectboard adopt the Town of Huntington FY 2016-2017 HR & Benefits Summary dated 6/20/2016 as presented. Passed unanimously with 3 members present and voting.
 - The summary outlines a change in benefit year from the anniversary of an employee’s date of hire to the fiscal year. It also changes the employee/Town health premium contribution

<p>MOTION – ONE-TIME LEAVE ADJUSTMENT</p> <p><i>Follow-up: HR Committee to provide guidelines</i></p> <p><i>Follow-up: Elliott to contact Library Trustees</i></p> <p><i>Follow-up: Elliott to contact Fire Chief</i></p> <p><i>Follow-up: Hendrickson to contact Senator Bray</i></p> <p><i>Follow-up: Elliott to arrange to have Town Office storm windows</i></p>	<p>amount from \$1000 per employee to a rate of 7% of the health plan premium for which the employee is qualified and has elected for participation.</p> <ul style="list-style-type: none"> • <u>MOTION – ONE-TIME ADJUSTMENT:</u> Livak moved and Hendrickson seconded to approve a one-time leave adjustment for vacation, sick and personal time in order to equitably change all current Full-time Employee and Part-time Employee leave allocations to coincide with the fiscal year (replacing the method of utilizing each individual’s date of hire anniversary date). Passed unanimously with 3 members present and voting. <p><u>Handyperson Services Approved Contract List</u></p> <ul style="list-style-type: none"> • Stoddard reported that the HR committee received hourly rates from all applicants ranging from \$25/hour to \$65/hour and that they will prepare guidelines to use when hiring handyperson services. <p><u>Cleaning Charges</u></p> <ul style="list-style-type: none"> • The HR Committee brought to the Selectboard’s attention that they have just noted that the Town Office and Fire Station cleaning is billed and paid at a \$15/hour rate while the Library cleaning rate is \$12/hour. The Selectboard requested Elliott contact the Trustees to notify them that this discrepancy has just been recognized. The Selectboard does not intend to modify the municipal cleaning rate for either the fire station or the Town Office. <p><u>Other</u></p> <ul style="list-style-type: none"> • <u>Fire Station Lighting:</u> The Selectboard asked Elliott to get an update from the Fire Chief on the status of the new lighting for the Fire Station. • <u>Cell Coverage:</u> Hendrickson will contact Senator Bray to inquire about the status of cell coverage in Huntington. • <u>Town Office Windows:</u> The storm windows & screens for the Town Office upstairs south side windows are non-functional. Cost to fix is about \$500-600. Selectboard requested Elliott ask Ryan Elliott to proceed with ordering and replacing new storm windows & screens. <p><u>TUESDAY JULY 5th is the next Selectboard meeting</u></p>
<p>MOTION: ADJOURNMENT</p>	<p><u>MOTION:</u> Livak moved and Hendrickson seconded to adjourn the meeting at 7:59 pm. Passed unanimously with 3 members present and voting.</p>
	<p>06/20/16 – Meeting date 06/23/16 – Draft/unapproved minutes distributed and posted on website. 07/05/16 – Final/approved minutes approved 07/07/16 – Approved minutes to Town Clerk for recording & web posting</p>