



Town of Huntington Selectboard

Monday, December 12, 2016
7:00 pm – Town Office, Lower Level

** APPROVED ** MINUTES

RECEIVED *[Signature]*
FOR RECORD
DATE December 22, 2016

<p>Agenda</p>	<ul style="list-style-type: none"> • Public comment • Highway General Fund Budget • Library General Fund Budget • HR Subcommittee Recommendations • Full General Fund and Capital Plan Walkthrough: Identify open questions and Town Meeting articles • Other/New Business: Warrants; VSP 6-month contract
<p>SB Members present:</p>	<p>Dori Barton (<i>Chair</i>), Andrew Hendrickson, Chris Norris , Roman Livak, Nancy Stoddard (<i>Vice-Chair</i>)</p>
<p>Staff Present:</p>	<p>Barbara Elliott (<i>Town Administrator</i>)</p>
<p>Others Present:</p>	<p>Paula Kelley (Library Trustee)</p>
<p>Call to Order</p>	<p>Barton called the meeting to order at 7:01 pm.</p>
<p>Highway Budget</p>	<p>The Selectboard reviewed the Highway budget to determine additional changes or follow-up required. Decisions and action items include:</p> <p><u>Excavator</u></p> <ul style="list-style-type: none"> • Selectboard is inclined to present this as an article at Town Meeting, with the funds incorporated into the General Fund budget. This would be transparent for voters and consistent with how other highway equipment is handled – including the proposed new truck. • ALGER (Road Foreman): Determine price difference between a 5-year lease/purchase agreement and an outright purchase next summer. • ALGER: Get copies of the above quotes. • ALGER: Get a copy of a sample contract for the 5-year lease/purchase agreement. • ELLIOTT: Ensure correct cost numbers are reflected in both the General Fund and the Capital Plan. • KATHLEEN CLARK (Treasurer): What would be more cost effective: lease vs loan? <p><u>Truck 1 Replacement</u></p> <ul style="list-style-type: none"> • This will be an article at Town Meeting. As applicable, financing will be incorporated into the General Fund. • ALGER: Secure copies of the truck, dump body and trade in value quotes for Truck 1. • ELLIOTT: Ensure correct cost numbers are reflected in both the General Fund and the Capital Plan

	<p><u>Salt Shed Siding</u></p> <ul style="list-style-type: none"> • At this time, the Selectboard plans to push out the \$7,500 requested for Salt Shed siding. • ELLIOTT: follow up with Alger on the Salt Shed siding.
<p>Library Budget</p>	<p><u>Library General Fund Budget</u></p> <ul style="list-style-type: none"> • The General Fund Budget proposed by the Library Trustees reflected an 11.3% year-over-year increase. (Without their proposed \$1,660 transfer from the Library CSA, it would have been a 15.1% increase). • The Selectboard discussed with Trustee chair Paula Kelley that the maximum increase the Selectboard can consider is 3.2% - which is a total year-over-year increase of \$1,412. This can be met by one of the following ways: 1) increasing the amount of money they transfer from their Library CSA Fund account (over the \$1,660 originally proposed) to a total transfer of \$5,238; 2) reducing expenses; or 3) a combination of additional transfer and expense reduction. • Kelley noted that the Library CSA Fund has a balance of \$17,577 as of June 30, 2016 compared to a balance of \$22,448 the year before (year ending June 30, 2015).
<p>HR Sub-Committee Recommendations / Selectboard Discussion</p>	<p><u>Vacation</u></p> <ul style="list-style-type: none"> • Vacation accrual amounts ballooned for Alger, Liberty and Thompson based on the amount of FEMA work they have been involved in and the one-time change made to make the benefit year coincide with the Fiscal Year. The HR Subcommittee recommended the Selectboard consider a one-week vacation buy-out (payment in lieu of vacation time) effective July 1, 2017. Based on this proposal: 1) the impacted highway personnel would be able to carry over greater than the previously authorized 3-week carry over for July 2017; and 2) the Selectboard will re-evaluate next year whether to propose additional vacation buy-out. • Vacation is accrued as follows: <ul style="list-style-type: none"> ○ Employed for 1-4 years: 2 weeks (FY17-18 this will include Scott Poland) ○ Employed for 5-9 years: 3 weeks (FY17-18 this will include Barbara Elliott) ○ Employed for 10 or more years: 4 weeks (FY17-18 this will include Clinton Alger, Raymond Liberty and Roger Thompson) • A goal is for employees to take their full vacation allotment each year and to minimize vacation carry-over. The proposed plans are being made for a one-time correction so that employees can get back to a maximum carry-over of 2 weeks of vacation time without losing vacation time accrued. <p><u>Salary Planning</u></p> <ul style="list-style-type: none"> • The Selectboard currently includes compensation recommendations in the budget except for Library positions (which are determined by the Library Trustees) and their own stipend amounts (which are determined by the Town Auditors). • Based on HR Subcommittee recommendations, the Selectboard

	<p>determined pay ranges for non-contracted positions based on the VLCT Compensation Analysis Report. The Selectboard then evaluated where people are positioned within those ranges compared to where they 'should' be positioned based on performance and longevity.</p> <ul style="list-style-type: none"> • The HR Subcommittee will update the Salary Planning Pay Range Analysis every 2 years. The next full update will be done in Fall 2017. • The Selectboard is considering a 1.5% baseline salary increase, with additional funds applied to positions where an employee is positioned below where they should be within their pay range. It is recognized that for employees who have been significantly under-positioned, it may take several years to get them properly positioned.
<p>General Fund & Capital Plan Walkthrough: Identify open items & Town Meeting articles</p>	<p>The Selectboard reviewed the Budget & Capital Plan and Open Items List.</p> <p><u>Town Meeting Articles</u></p> <ul style="list-style-type: none"> • Highway Truck 1 replacement • Highway Excavator purchase • Optional purchase of additional traffic enforcement services <p><u>Open Items:</u></p> <ul style="list-style-type: none"> • KATHLEEN CLARK: Are we being consistent in reporting fund transfers for both the Library and the Town Hall or, are there differences in how the funds and revenues are reported?
<p>Other/New Business: Warrants & VSP 6-month contract</p> <p>MOTION: VSP CONTRACT</p>	<p><u>Warrants</u></p> <ul style="list-style-type: none"> • 3 warrants, as presented, were signed by all 5 Selectboard members during the meeting. <p><u>Vermont State Police Traffic Control/Enforcement Contract</u></p> <ul style="list-style-type: none"> • Lieutenant Garry Scott provided the Selectboard with an incident report and summary of trooper hours with numbers of warnings and tickets issued. • <u>MOTION – VSP CONTRACT:</u> Livak moved and Stoddard seconded that the Huntington Selectboard approve the 6 month contract for Vermont State Police traffic control/enforcement services for January 1, 2017 through June 30, 2017 for 162.5 hours of coverage at an amount not to exceed \$11,106.87. Passed unanimously with 5 members present and voting.
<p>MOTION: ADJOURNMENT</p>	<p><u>MOTION:</u> Livak moved and Stoddard seconded to adjourn the meeting at 9:53 pm. Passed unanimously with 5 members present and voting.</p>
	<p>12/12/16 – Meeting date 12/13/16 – Draft/unapproved minutes distributed and posted on website. 12/19/16 – Final/approved minutes approved 12/21/16 – Approved minutes to Town Clerk for recording & web posting</p>