

TOWN OF UNDERHILL
Regular Selectboard Meeting
Underhill Town Hall - 12 Pleasant Valley Road
In-person and remote access meeting (see below)
Thursday, February 8, 2024, 6:00 p.m.

- 6:00 p.m. **Call meeting to order/adjustments to the agenda**
- 6:00 p.m. **Opening Public Comment**
- 6:05 p.m. **Town Highway Items** - Russ Clark, Highway Supervisor
- Consider and approve 2021 dump truck lease finance option
 - Consider two new accessory attachments for the 2024 Case excavator
 - Revisit Innovative Solutions Chloride Agreement
 - Storm cleanup update
- 6:25 p.m. **FY24 6-month budget review** – Jennifer Silpe-Katz, Town Finance Officer
- 6:35 p.m. **Review draft RFP for financial audit services** – Jennifer Silpe-Katz, Town Finance Officer
- 6:45 p.m. **Review/discuss a draft amendment to an Ordinance regarding street naming, numbering, and street addressing** – Amanda Bosley, Underhill E911 Coordinator
- 7:05 p.m. **April 8, 2024 Solar Eclipse discussion, discuss outside support options/Sherriff’s Department**
- 7:20 p.m. **Town Administrator Items**
- Review & sign 2024 VTRANS Mileage Certificate
 - Review & sign Municipal Energy Resilience Program (MERP) MOU
 - Energy Committee appointment
 - Confirm/announce February 26, 2024 Town Meeting Informational Hearing
- 7:35 p.m. **Closing Public Comment Period**
- 7:40 p.m. **Warrants & Minutes: Review/Approve warrants and consider CY 2023 vacation time roll-over and or payout for two employees and review/approve the minutes from the January 18, 2024 meeting**
- 7:50 p.m. **Member items, correspondence, announcements, schedule. The next Selectboard regularly meeting is scheduled for February 22, 2024**
- 8:00 p.m. **Executive Session (2 items): 1 V.S.A. Section 313(a)(1)(A) to discuss a potential contract agreement that may affect the Town and that premature public knowledge of said contract may put the public body at a disadvantage. And 1 V.S.A. Section 313(a)(3) The appointment or employment or evaluation of a public officer or employee.**
- 8:30 p.m. **Adjourn Selectboard meeting (tentative)**

Underhill Selectboard Regular Meeting Feb 8, 2024

Feb 8, 2024, 6:00 PM

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/294456765>

You can also dial in using your phone.

Access Code: 294-456-765

United States: [+1 \(224\) 501-3412](tel:+12245013412)

Get the app now and be ready when your first meeting starts:

<https://meet.goto.com/install>

TO: Selectboard and Finance

FR: Sherri Morin, Treasurer 

RE: Tax Exempt Lease Purchase

Date: February 6, 2024

For your consideration, attached please find 2 formal proposals with regard to leasing purchasing a 2021 dump truck. The Town would be financing \$69,900 over 3 years with a balloon payment 30 days after the last payment. Since the Town is not borrowing money to finance the truck, annual payments will be in the budget, starting the next fiscal year.

Municipal Leasing Consultants (MLC) and KS State Bank have provided the following information to be considered.

Municipal Leasing Consultants

- Fixed rate of 6.39%
- Annual payment of \$13,890.25
- Balloon payment of \$40,000 due 30 days after the last payment

KS State Bank (Baystone Government Finance)

- Fixed rate of 6.50%
- Annual payment of \$13,952.40
- Balloon payment of \$40,000 due 30 days after last payment

Based on the amortization schedules and rates, there's only a \$375 difference between the financing companies, with Municipal Leasing Company being less.



Baystone Government Finance

January 22, 2024

FORMAL PROPOSAL

OBLIGOR: TOWN OF UNDERHILL, VT

- ✓ This is a finance/ownership contract. Final payment will be guaranteed by the vendor..
- ✓ Fixed interest rate for the three (3) year term.

EQUIPMENT: 2021 PLOW TRUCK

OPTION 1

Acquisition Cost:	\$89,900.00	Term:	Three (3) years	First Payment Due:	One Year from Close
Down Payment:	\$ 0.00	Payment Mode:	Annual in Arrears	Payment Amount 1-3:	\$13,952.40
Trade In:	\$20,000.00	Interest Rate:	6.500%	Final Payment Due:	One Month after 3 rd Payment
Principal Balance:	\$69,900.00			Final Payment Amount:	\$40,000.00

- This is a proposal only and is not a commitment to finance. This proposal is subject to credit review and approval and proper execution of mutually acceptable documentation.
- Failure to consummate this transaction once credit approval is granted and the documents are drafted and delivered to Obligor may result in a documentation fee being assessed to the Obligor.
- This transaction must be credit approved, all documents properly executed and returned to Baystone Government Finance and the transaction funded on ALL proposals on or before February 5, 2024. If funding does not occur within that time-frame, or there is a change of circumstance which adversely affects the expectations, rights, or security of Obligee or its assignees, then Obligee or its assignees reserve the right to adjust and determine a new interest rate factor and payment amount, or withdraw this proposal in its entirety. Should there be a significant change in market rates at any time prior to funding of the transaction, Baystone Government Finance reserves the right to adjust the Interest Rate quoted above.
- This transaction must be designated as tax-exempt under Section 103 of the Internal Revenue Code of 1986 as amended.
- **OBLIGOR'S TOTAL AMOUNT OF TAX-EXEMPT DEBT TO BE ISSUED IN THIS CALENDAR YEAR WILL NOT EXCEED THE \$10,000,000 LIMIT, OR THE INTEREST RATE IS SUBJECT TO CHANGE.**
- **Neither KS StateBank nor Baystone Government Finance is acting as an advisor to the municipal entity/obligated person and neither owes a fiduciary duty pursuant to Section 15B of the Exchange Act of 1934**

BAYSTONE GOVERNMENT FINANCE

TOWN OF UNDERHILL, VT

Christina Ummel ~ cummel@ksstate.bank
Vice President

Signature

Title

Date

1010 Westloop Place, Manhattan, KS 66502
800.752.3562 ~ Fax: 785.537.4806

6.30%

SAMPLE AMORTIZATION SCHEDULE

Obligor: Town of Underhill, Vermont
 Date of first payment: 15-Feb-25
 Original Balance: \$69,900.00
 Total Number of Payments: Four (4)
 Number of Payments per year: One (1)

Pmt No.	Due Date	Contract Payment	Applied to Interest	Applied to Principal	*Purchase Option Price
1	15-Feb-25	\$13,952.40	\$4,543.50	\$9,408.90	\$60,909.43
2	15-Feb-26	\$13,952.40	\$3,931.92	\$10,020.48	\$50,672.51
3	15-Feb-27	\$13,952.40	\$3,280.59	\$10,671.81	\$39,811.13
4	15-Mar-27	\$40,000.00	\$201.19	\$39,798.81	\$0.00

81,857.20 11,957.75 69,900.00

*Assumes all Contract Payments due to date have been paid



February 5, 2024 Revised

Sherri Morin
Town Clerk and Treasurer
Town of Underhill
PO Box 120
Underhill, VT 05489

Dear Sherri,

Municipal Leasing Consultants, an independent woman-owned business, is pleased to present the following proposal to lease certain capital equipment pursuant to the following terms and conditions:

LESSOR: Municipal Leasing Consultants, its Agents or Assignee

LESSEE: Town of Underhill, VT

EQUIPMENT: One (1) Used Dump Truck

EQUIPMENT COST: \$89,900.00 - \$20,000.00 Trade In = \$69,900.00 approximate

PAYMENT STRUCTURES: **Tax Exempt Lease Purchase**
Three (3) Years – Annual Payments
*See attached payment schedule

RATE: **6.39%**

As part of the proposal process, we encourage you to contact us to discuss the intricacies of our proposal and your specific goals. There are many variations available to our proposed financing structure, which can be “fine-tuned” as our dialog progresses.

The preceding costs are estimates and thus, the payment amount would be changed in proportion to the actual cost. The Vendor(s) will be paid upon the Lessee’s authorization and the execution of mutually acceptable documentation.

THE ABOVE QUOTES ARE FIXED FROM **FEBRUARY 5, 2024 TO MARCH 5, 2024** IN ANTICIPATION OF **CLOSING / FUNDING** BY THIS DATE. THEREAFTER, THE RATE WILL FLOAT AND NOT BE LOCKED IN UNTIL DOCUMENTS ARE PREPARED FOR CLOSING AND WILL BE BASED ON THE LIKE TERM SWAP RATES.

EQUIPMENT ACCEPTANCE DATE:

This proposal is based on both the assumption and the condition that any, and all equipment will be delivered to and accepted by Lessee prior to February 5, 2025.

OPTION AT LEASE EXPIRATION:

At the lease expiration, the Lessee shall have the right to purchase the equipment for One dollar (\$1.00), assuming the lease is not in default and all terms and conditions of the lease have been met.

NET LEASE:

This lease will be a net lease transaction with maintenance, acceptable insurance coverage, taxes, and any legal fees the responsibility of the Lessee.

LEASE AMORTIZATION SCHEDULE:

Amortization schedules with separate principal and interest cost breakdown will be provided with the final documentation.

WARRANTIES:

Lessor is bidding only as to the provision of lease purchase financing for the purchase cost of the equipment and will have no responsibility to the Lessee or any other person for the selection, furnishing, delivery, servicing or maintaining of the equipment. All equipment manufacturer or vendor warranties will be passed to the Lessee under the agreement.

NON-APPROPRIATION:

The lease payments shall be subject to annual appropriation for each fiscal year.

BANK OR NON-BANK QUALIFICATION:

Lessee reasonably anticipates the total amount of tax-exempt obligations (other than private activity bonds) to be issued by Lessee during calendar year 2024, will not exceed ten million (\$10,000,000.00) dollars.

FINANCIAL STATEMENTS:

If applicable, Lessee shall furnish Lessor with its financial statement for the last three (3) fiscal years and its current year fiscal budget.

AUTHORIZED SIGNORS:

The Lessee's governing board shall provide MLC with its resolution or ordinance authorizing this Agreement and shall designate the individual(s) to execute all necessary documents used therein.

LEGAL OPINION:

If applicable, the Lessee's counsel shall furnish MLC with an opinion of counsel letter covering this transaction and the documents used herein.

REIMBURSEMENT:

If Lessee intends to be reimbursed for any equipment cost associated with this agreement, intent for reimbursement from the proceeds of this Agreement must be evidenced and must qualify under the Treasury Regulation Section 1.150.2.

DOCUMENTATION:

All documentation will be provided by Lessor, its Agents or Assignee, and must be satisfactory to all parties concerned.

ESCROW FUNDING:

- *If applicable*, an Escrow account will be established to make disbursements at a cost of \$575.00.

We will need the following prior to disbursements from escrow:

1. Payment Request and Acceptance Certificate signed by authorized signer
2. Vendor Invoice with payment instructions (wire or check)
3. W-9 for Vendor
4. Vehicles – Front and Back of Certificate of Origin listing the bank as lien holder (This will be given to the customer and vendor after final credit approval. **DO NOT REGISTER VEHICLES(S) PRIOR TO GETTING THE LIEN HOLDER INFORMATION.**)
5. Serial numbers for any attachments (plow, dump, sander, spreader, etc.)
6. Insurance Certificate – Listing the applicable property and liability coverage and listing the lease number, equipment and any VIN#'s or serial numbers.

PREPAYMENT OPTION:

The Lessee will have the option to prepay on any payment date for 103% of the remaining balance.

BASIS OF PROPOSAL:

This proposal is based upon financing being provided by Lessor and should not be construed nor relied upon as a commitment. Such a commitment is subject to formal credit review, approval, and execution of mutually acceptable documentation. The contract, and not the proposal, will set forth the agreement between the parties.

We appreciate the opportunity to provide this proposal and look forward to working with you in the future. If the foregoing meets with the Town’s approval, please date, and sign the acceptance below and return the signed proposal to the undersigned via email or fax to 802-372-4775 and subsequently submit \$875.00 for the documentation fee. Failure to consummate this transaction once credit approval is granted will result in a \$875.00 fee being assessed to the Town. Formal credit approval will be pursued upon receipt of the signed proposal and complete credit package. **Credit approval normally takes ten (10) to fourteen (14) business days.**

If you have any questions or need further information, please do not hesitate to contact me at 802-372-8435.

The foregoing is acknowledged and accepted as of the _____ day of _____, 2024.

Town of Underhill, VT

By: _____

Title: _____

Sincerely,

Renee M Piche

Reneé M. Piché
President

Town of Underhill, VT

Compound Period : Annual

Nominal Annual Rate : 6.390 %

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	03/05/2024	69,900.00	1		
2 Payment	03/05/2025	13,890.25	3	Annual	03/05/2027
3 Payment	04/05/2027	40,000.00	1		

AMORTIZATION SCHEDULE - Normal Amortization

Date	Payment	Interest	Principal	Balance
Loan 03/05/2024				69,900.00
2024 Totals	0.00	0.00	0.00	
1 03/05/2025	13,890.25	4,466.61	9,423.64	60,476.36
2025 Totals	13,890.25	4,466.61	9,423.64	
2 03/05/2026	13,890.25	3,864.44	10,025.81	50,450.55
2026 Totals	13,890.25	3,864.44	10,025.81	
3 03/05/2027	13,890.25	3,223.79	10,666.46	39,784.09
4 04/05/2027	40,000.00	215.91	39,784.09	0.00
2027 Totals	53,890.25	3,439.70	50,450.55	
Grand Totals	81,670.75	11,770.75	69,900.00	

18645

187-

TIBBITS EQUIPMENT SERVICES, INC.

P.O. BOX 356
 SOUTH BARRE, VT 05670
 USA

INVOICE

Invoice Number: INV-112178
 Invoice Date: Jan 30, 2024
 Page: 1

Duplicate

Voice: 802-479-9696
 Fax: 802-479-9695

Bill To:
TOWN OF UNDERHILL P.O. BOX 120 UNDERHILL, VT 05489

Ship to:

Customer ID	Customer PO	Payment Terms	
UNDERHILL		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	CUSTOMER PICKUP		2/29/24

Quantity	Item	Description	Unit Price	Amount
1.00		36" CLEAN UP WERK-BRAU POWERGRIP BUCKET USED LOW HOUR SN:26552 <i>CURRENTLY IN POSSESSION</i>	15,824.70	15,824.70

Subtotal	15,824.70
Sales Tax	
Total Invoice Amount	15,824.70
Payment/Credit Applied	
TOTAL	15,824.70

Check/Credit Memo No:

A FINANCE CHARGE OF 2% MONTHLY WILL BE APPLIED TO ALL AMOUNTS OVER 30 DAYS

HIGH INERTIA / FORESTRY MULCHER



The Mongo Attachments Mulcher turns your mini excavator into the ultimate land clearing machine. Our mulchers are designed to easily and safely mulch grass, bushes, brush, and small trees. Designed with safety and ease of maintenance in mind, look no further for your next mini excavator attachment. Available in multiple styles and sizes, we will work with you to provide the mulcher that will perform best on your machine. Mongo Attachments Mulchers are sold ready to go with hoses and coupler made to fit your specific machine.

Product Specs and Features

Style	Size	Compatible Machine Size	Hydraulic Motor Flow Options	Number of Teeth	Weight Without Mount	Max Cutting Thickness
 High Inertia Mulcher	27"	3 - 5 T	13gpm, 17gpm, 21gpm	12	665 lbs	4 in
	35"	5 - 8 T	21gpm, 27gpm	18	727 lbs	4 in
	41"	8 - 12 T	21gpm, 27gpm	22	882 lbs	4 in
 Forestry Mulcher w/ Fixed Tooth (Carbide or Knife Style Teeth)	27"	3.5 - 6 T	17gpm, 21gpm, 27gpm	21	780 lbs	10 in
	35"	6 - 12 T	17gpm, 21gpm, 27gpm	24	881 lbs	10 in

Prep work \$500

QUOTE



70 Upper Main Street
Essex Jct., VT 05452
Phone: 802-872-2666
Fax: 802-872-0899

Estimate

98626

Items must be returned in the original package. Receipt required for return.
ALL returns must occur within 30 days of original invoice. A 30% re-stocking
fee will be assessed on ALL returns. NO RETURN OF ELECTRICAL PARTS.
NO RETURN OF SPECIALTY ORDERS. --ALL customers are responsible for
pick up and delivery charges, regardless if item is covered under warranty.

Bill To				Ship To		
TOWN OF UNDERHILL P.O. BOX 32 UNDERHILL CTR., VT 05490						

Customer	Contact	Customer Tax Number	Phone	Cell Phone	Transaction	PO Number
5154		03-6000718	(802) 899-9959		Estimate	
Counter Person	Sales Person	Date Printed	Reference	Email Address		Department
Casey Mathieu	Casey Mathieu	02/06/24	98626	rclark@underhillvt.gov		Counter Sales

Description	Line	Reference	Quantity	Net Each	Amount
Accessories Rebate		AES Ripper with teeth	1	\$3,110.00	\$3,110.00
Miscellaneous Part		Gen 2 35" Fixed tooth Mulcher	1	\$17,300.00	\$17,300.00

Note
All attachments fit a Case CX145D with 65 mm pin
Pressures for bucket will have to be set at 1800-2500 and does not include hoses or ends
Mulcher price includes install of the the head, 3 hoses with couplers, and simple computer setup for 1
way flow. Machine needs to be at CCR for install

Invoice Total	\$20,410.00
Sales Tax	\$0.00
Grand Total	\$20,410.00

No warranty is expressed or implied on any fuel related parts or repairs.	
Notes:	Customer acknowledges receipt thereof.



Reply all | Delete | Junk | ...



NEW RADIO FOR EXCAVATOR

Re: Radio Options



Todd Goad <todd.goad@burlingtoncommunications.com>

Reply all |

Today, 7:23 AM

Russell Clark

Inbox

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, click here.

To always show content from this sender, click here.

Hi Russ,

To reinstall the one you have, plan on \$75 travel, \$220 labor and \$65 in parts. Assuming the excavator does not need a 24 to 12 volt converter. If the 12 volt accessory circuit can handle at least 10 amps you won't need a conveyer. So \$360 total if no converter. Converters cost around \$150 I believe.

Add the cost of the new radio to this if you want the new radio setup.

Thanks

Todd

Sent from my iPhone

$$\begin{array}{r}
 \$ 360.00 \\
 + \$ 850.00 \text{ Radio} \\
 \hline
 \$ 1,210.00 \text{ New Radio} \\
 \text{Installed.}
 \end{array}$$

On Feb 5, 2024, at 11:58 AM, Russell Clark <rclark@underhillvt.gov> wrote:

Hi Todd,

Brad Holden

From: Russell Clark
Sent: Monday, February 5, 2024 2:15 PM
To: Brad Holden
Subject: Re: Selectboard Meeting
Attachments: Agreement 1399 Underhill VT.pdf

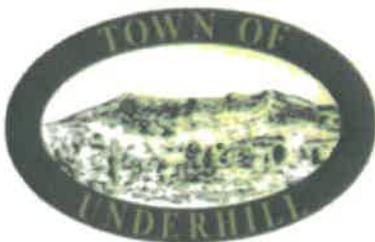
Brad,
Attached is the agreement that needs to be signed. Myself along with the Road Crew misunderstood Frank when he was here and I explained to the Board false information. I have talked to Frank and ironed out the details and they are as followed.

1. The 3 year contract does not include us owning the tanks and equipment as we thought.
 1. Innovative Solutions will own the equipment and will maintain it 100% for the length of the contract. This allows the town to not have any expense to purchase and maintain the equipment.
 2. The price is locked in for one year and we will negotiate each year moving forward. Frank expects that the price of mag chloride will not change much except if freight expenses rise due to fuel prices.
 3. Frank apologizes for our misunderstanding and for this happening he will include a special spray bar for pretreating pavement in the winter. This is something we are probably going to look at doing next winter.

You can include this with the contact in the packet and we can discuss at the meeting.

Thanks Brad.

Russ Clark
Highway Supervisor
Town of Underhill
802-899-9959
rclark@Underhillvt.gov





STORAGE TANK AND EQUIPMENT RENTAL AGREEMENT

This Agreement is entered into by and between Innovative Municipal Products (U.S.) Inc., d/b/a Innovative Surface Solutions, a Delaware corporation, maintaining an office for the transaction of business at 454 River Road, Glenmont, NY (referred to hereinafter as "ISS") and the Town of Underhill, maintaining an office for the transaction of business at 75 New Road, Underhill, VT 05490 (referred to hereinafter as "Town") to be considered effective as of March 15, 2024.

WHEREAS ISS is engaged in the business of marketing liquid products for road de-icing and dust control ("Liquid Products"); and

WHEREAS Town desires to acquire, without major capital outlay, the ability to effectively utilize ISS Liquid Products and, to do so, requires the acquisition of storage tanks and related equipment; and

WHEREAS ISS, to further the marketing of its products, is willing to assist Town in the acquisition of storage and related equipment.

The Parties hereby agree as follows: In consideration of Town's agreement to purchase minimum quantities of Liquid Products as hereinafter set forth, ISS hereby leases to Town, under the terms and conditions of this Agreement, the following storage tanks, and equipment (referred to hereinafter as "Storage Tanks & Equipment"):

Storage Tanks-	2x 3000-gallon Poly Storage Tanks, Item #1149, value of \$10,550
Equipment-	1x 925-gallon Spray System, Item #1153, value of \$8,492
	1x 8' Winter Spray Bar, Item 2022, value of \$225
	20' of 2" hose, Item #1160, value of \$131
	Important EQPT Docs & Signage, Item# 1096
Freight-	Freight charges of \$1,615
Total-	Freight, Equipment, and Storage Tanks value of \$21,012
Commitment-	Minimum annual purchase of 20,000 gallons ISS Liquid Products

Terms and Conditions of the Agreement:

- 1. Term of Contract:** This Agreement shall be in effect from March 15, 2024, for a period of three (3) years ("Initial Term").
- 2. Volume Commitment:** In consideration for the rental of Storage Tanks and Equipment, Town covenants and agrees to purchase from ISS not less than 20,000 gallons of ISS Liquid Products per year for the term of the contract at fair market pricing.
- 3. First Order:** Town agrees to place their first order prior to the storage tanks and equipment delivery so that the storage tanks can go into immediate service.
- 4. Storage Tanks:** ISS is the sole owner of storage tanks. During the term of this Agreement, Town shall use the Storage Tanks exclusively for ISS liquid products. Any decision by the Town to terminate this agreement will result in ISS having the right to repossess the storage tanks.

454 RIVER ROAD · GLENMONT, NY · 12077
PHONE 518.729.4319 · FAX 518.729.5181

INNOVATIVECOMPANY.COM

<p>Initial by Town Official Signing Agreement</p>



- 5. **Equipment** ISS is the sole owner of the equipment. Town shall use the equipment exclusively for ISS liquid products.
- 6. **Modifications:** These are basic systems; any additional parts needed are not included and their purchase is the responsibility of the Town. Town shall refrain from modifying the equipment without the expressed written consent of ISS. Application for consent shall be addressed to ISS and sent via email to equipment@innovativecompany.com or fax at 518-729-5181. Any decision by Town to terminate this agreement or any unauthorized modification of the equipment will result in ISS having the right to repossess the equipment that is currently under Agreement.
- 7. **Manufacturer Warranty Equipment & Storage Tanks:** ISS shall be responsible for any manufacturer defects to the Equipment and Storage Tanks during the time title vests in ISS provided the Equipment and Storage Tanks are not modified without the written consent of ISS and used in the normal course of business and as intended by the manufacturer and ISS.
- 8. So long as title to the Storage Tanks and Equipment shall remain in ISS and possession of the Storage Tanks and Equipment shall remain in the Town, the Town shall be responsible for the repair or replacement of the Storage Tanks and Equipment should either of them be damaged or destroyed.
- 9. **Successor and Assigns:** This Agreement is binding upon the parties hereto, their successors, assigns and legal representatives.
- 10. In the event that ISS, in its sole opinion, determines that the quantity of ISS Liquid Product being purchased by Town is insufficient to warrant ISS' investment in the Storage Tanks and Equipment, then ISS may so notify Town and thirty (30) business days thereafter ISS shall have the right to repossess the Storage Tanks, Equipment and this Agreement shall terminate.

INNOVATIVE MUNICIPAL PRODUCTS (U.S.) INC.

By:	 _____	 _____	Authorized Signature
	Jeffrey Hicks _____	Joseph Cashin _____	Print Name
	Director of Operations _____	Director of Sales _____	Position/Title
	January 17, 2024 _____	January 17, 2024 _____	Date

I certify that I am the (title) _____ for the Town of Underhill, VT ("Town") and as an authorized officer of the Town, I certify that I am authorized to sign contracts and other legally binding documents related to Agreements with ISS and by signing below I am confirming that I am in agreement with above terms and conditions.

TOWN OF UNDERHILL, VERMONT

By:	_____	Authorized Signature
	_____	Print Name
	_____	Position/Title
	_____	Date

Account	Budget	Actual	% of Budget	
100-7-1 General Government				
100-7-100 Select Board				
100-7-100-10 SB-Payroll				
100-7-100-10-115.00 SB-Stipend	15,000.00	15,000.00	100.00%	
Total SB-Payroll	15,000.00	15,000.00	100.00%	
100-7-100-11 SB-Benefits				
100-7-100-11-210.01 SB-HRA Expense	18,000.00	5,456.04	30.31%	Always low as HRA is on calendar year.
100-7-100-11-220.00 SB-Social Security	0.00	1,279.38	100.00%	
Total SB-Benefits	18,000.00	6,735.42	37.42%	
100-7-100-12 SB-Post Emp Health Benefi				
100-7-100-12-210.02 SB-Post Employment Benefi	2,400.00	1,289.61	53.73%	
100-7-100-12-210.03 SB-COBRA Insurance Costs	0.00	288.78	100.00%	
Total SB-Post Emp Health Benefi	2,400.00	1,578.39	65.77%	
100-7-100-20 SB-Training & Dvelopment				
100-7-100-20-240.00 SB-Training	300.00	0.00	0.00%	
Total SB-Training & Dvelopment	300.00	0.00	0.00%	
100-7-100-30 SB-Prof & Tech Services				
100-7-100-30-310.00 SB-Professional Fees	0.00	2,613.17	100.00%	Notetaker + bill from Waite-Heindel Engineering for Dumas - Prof. Fees
100-7-100-30-310.01 SB-Engineering Services	0.00	2,721.16	100.00%	
100-7-100-30-310.02 SB - Human Resources	9,000.00	1,098.50	12.21%	Krebs & Lansing, Champlain Consulting in Engineering line
100-7-100-30-310.03 SB - Tree Warden	0.00	0.00	0.00%	
100-7-100-30-333.00 SB-Legal Fees	18,000.00	3,271.20	18.17%	There is \$3327.12 i PZA. so actual here is 36.65%
Total SB-Prof & Tech Services	27,000.00	9,704.03	35.94%	
100-7-100-40 SB-Other Purchased Servic				
100-7-100-40-520.00 SB-General Insurance	38,000.00	34,263.25	90.17%	Includes, Liability, Property, Workers Comp.
100-7-100-40-540.00 SB-Advertising	0.00	0.00	0.00%	
100-7-100-40-560.00 SB-Dues VLCT	5,225.00	5,225.00	100.00%	
Total SB-Other Purchased Servic	43,225.00	39,488.25	91.36%	
100-7-100-50 SB-Supplies				
100-7-100-50-531.00 SB-Postage	0.00	0.00	0.00%	
100-7-100-50-610.00 SB-Supplies	0.00	0.00	0.00%	
Total SB-Supplies	0.00	0.00	0.00%	
100-7-100-60 SB-Other Expense				
100-7-100-60-580.00 SB-Travel	0.00	0.00	0.00%	Contingency: Safety System \$16,497
100-7-100-60-990.00 SB-Contingency	10,000.00	22,887.98	228.88%	
100-7-100-60-990.03 SB-Muni Road Permit Fee	0.00	475.20	100.00%	Defrib. \$5035.00

Account	Budget	Actual	% of Budget
Total SB-Other Expense	10,000.00	23,363.18	233.63%
100-7-100-80 SB-Debt Service			
100-7-100-80-820.01 SB-Construction-Bond-Inte	0.00	0.00	0.00%
Total SB-Debt Service	0.00	0.00	0.00%
Total Select Board	115,925.00	95,869.27	82.70%
100-7-105 Elections			
100-7-105-10 Elections-Payroll			
100-7-105-10-115.00 Election-Salaries	1,300.00	0.00	0.00%
Total Elections-Payroll	1,300.00	0.00	0.00%
100-7-105-11 Elections-Benefits			
100-7-105-11-220.00 Elections-Social Security	0.00	0.00	0.00%
Total Elections-Benefits	0.00	0.00	0.00%
100-7-105-30 Elections-Prof & Tech Ser			
100-7-105-30-310.00 Elections-Professional Fe	0.00	0.00	0.00%
Total Elections-Prof & Tech Ser	0.00	0.00	0.00%
100-7-105-40 Elections-Other Purchased			
100-7-105-40-540.00 Elections-Advertising	0.00	0.00	0.00%
100-7-105-40-550.00 Elections-Printing & Bind	2,200.00	0.00	0.00%
Total Elections-Other Purchased	2,200.00	0.00	0.00%
100-7-105-50 Elections-Supplies			
100-7-105-50-310.01 Elections-Outside Labor	1,200.00	0.00	0.00%
100-7-105-50-531.00 Elections-Postage	0.00	0.00	0.00%
100-7-105-50-610.00 Elections-Supplies	2,000.00	10.20	0.51%
100-7-105-50-610.01 Elections-Technical Expen	0.00	0.00	0.00%
Total Elections-Supplies	3,200.00	10.20	0.32%
Total Elections	6,700.00	10.20	0.15%
100-7-110 Administration			
100-7-110-10 Admin-Payroll			
100-7-110-10-110.00 Admin-Salaries	69,133.00	31,907.64	46.15%
100-7-110-10-110.01 Admin Salaries: Flood	0.00	0.00	0.00%
100-7-110-10-110.02 Admin-Salaries-InsOptOut	0.00	0.00	0.00%
Total Admin-Payroll	69,133.00	31,907.64	46.15%

Account	Budget	Actual	% of Budget
100-7-110-11 Admin-Benefits			
100-7-110-11-210.00 Admin-Health Insurance	9,694.08	3,299.10	34.03%
100-7-110-11-210.01 Admin-Health Reim Acct	0.00	0.00	0.00%
100-7-110-11-210.02 Admin-Dental Insurance	448.92	181.60	40.45%
100-7-110-11-210.03 Admin-Vision Insurance	130.08	54.20	41.67%
100-7-110-11-210.04 Admin-Life,LTD,STD Ins	337.20	145.90	43.27%
100-7-110-11-220.00 Admin-Social Security	6,125.19	2,498.41	40.79%
100-7-110-11-230.00 Admin-Retirement	5,876.32	3,589.32	61.08%
100-7-110-11-260.01 Admin-Unemployment Ins	0.00	0.00	0.00%
100-7-110-11-290.00 Admin-Accrued Vac/Pers	0.00	0.00	0.00%
100-7-110-11-290.01 Admin-Wellness Payments	0.00	0.00	0.00%
Total Admin-Benefits	22,611.79	9,768.53	43.20%
100-7-110-20 Admin-Training & Developm			
100-7-110-20-240.00 Admin-Training	200.00	0.00	0.00%
100-7-110-20-241.00 Admin-Professional Dues	0.00	0.00	0.00%
Total Admin-Training & Developm	200.00	0.00	0.00%
100-7-110-30 Admin-Prof & Tech Service			
100-7-110-30-310.00 Admin-Professional Fees	0.00	0.00	0.00%
100-7-110-30-310.01 Admin-Outside Labor	0.00	0.00	0.00%
100-7-110-30-333.00 Admin-Legal Fees	0.00	0.00	0.00%
Total Admin-Prof & Tech Service	0.00	0.00	0.00%
100-7-110-50 Admin-Supplies			
100-7-110-50-531.00 Admin-Postage	0.00	0.00	0.00%
100-7-110-50-610.00 Admin-Supplies	0.00	0.00	0.00%
100-7-110-50-610.01 Admin-Technical Expenditu	0.00	0.00	0.00%
Total Admin-Supplies	0.00	0.00	0.00%
100-7-110-60 Admin-Other Expense			
100-7-110-60-580.00 Admin-Travel	500.00	0.00	0.00%
Total Admin-Other Expense	500.00	0.00	0.00%
100-7-110-70-000.00 Admin-Xfer to Capital Pro	0.00	0.00	0.00%
Total Administration	92,444.79	41,676.17	45.08%
100-7-115 Town Clerk/Treasurer			
100-7-115-10 TC-Payroll			
100-7-115-10-110.00 TC-Salaries: Other	8,112.00	1,026.68	12.66%
100-7-115-10-115.00 TC-Salaries: Clerk/Treasu	83,973.00	38,756.64	46.15%
100-7-115-10-115.02 TC-Salaries:Ins Opt Out	5,780.00	2,667.72	46.15%
Total TC-Payroll	97,865.00	42,451.04	43.38%

Account	Budget	Actual	% of Budget
100-7-115-11 TC-Benefits			
100-7-115-11-210.00 TC-Health Insurance	0.00	0.00	0.00%
100-7-115-11-210.01 TC-Health Reim Acct	0.00	0.00	0.00%
100-7-115-11-210.02 TC-Dental Insurance	855.12	345.90	40.45%
100-7-115-11-210.03 TC-Vision Insurance	188.52	78.55	41.67%
100-7-115-11-210.04 TC-Life, LTD, STD Ins	383.16	166.20	43.38%
100-7-115-11-220.00 TC-Social Security	7,952.09	3,247.50	40.84%
100-7-115-11-230.00 TC-Retirement	7,628.98	3,521.04	46.15%
100-7-115-11-260.01 TC-Unemployment Ins	0.00	0.00	0.00%
100-7-115-11-290.00 TC-Accrued Vac/Pers	0.00	0.00	0.00%
Total TC-Benefits	17,007.87	7,359.19	43.27%
100-7-115-20 TC-Training & Development			
100-7-115-20-240.00 TC-Training	400.00	149.00	37.25%
100-7-115-20-241.00 TC-Professional Dues	150.00	70.00	46.67%
Total TC-Training & Development	550.00	219.00	39.82%
100-7-115-30 TC-Prof & Tech Services			
100-7-115-30-310.00 TC-Professional Fees	0.00	0.00	0.00%
100-7-115-30-340.02 TC-Land Record Restoratio	8,850.00	13,341.00	150.75%
Total TC-Prof & Tech Services	8,850.00	13,341.00	150.75%
100-7-115-50 TC-Supplies			
100-7-115-50-531.00 TC-Postage	0.00	0.00	0.00%
100-7-115-50-610.00 TC-Supplies	0.00	0.00	0.00%
Total TC-Supplies	0.00	0.00	0.00%
100-7-115-60 TC-Other Expense			
100-7-115-60-580.00 TC-Travel	1,200.00	168.99	14.08%
Total TC-Other Expense	1,200.00	168.99	14.08%
Total Town Clerk/Treasurer	125,472.87	63,539.22	50.64%
100-7-120 Finance			
100-7-120-10 Fin-Payroll			
100-7-120-10-110.00 Fin-Salaries	64,793.46	31,998.88	49.39%
100-7-120-10-110.02 Fin-Salaries:HealthBenAdj	0.00	0.00	0.00%
Total Fin-Payroll	64,793.46	31,998.88	49.39%
100-7-120-11 Fin-Benefits			
100-7-120-11-210.00 Fin-Health Insurance	15,835.68	6,598.20	41.67%
100-7-120-11-210.01 Fin-Health Reim Acct	0.00	0.00	0.00%
100-7-120-11-210.02 Fin-Dental Insurance	1,607.88	650.55	40.46%

ARPA

Account	Budget	Actual	% of Budget
100-7-120-11-210.03 Fin-Vision Insurance	338.04	140.85	41.67%
100-7-120-11-210.04 Fin-Life,LTD,STD Ins.	336.00	139.90	41.64%
100-7-120-11-220.00 Fin-Social Security	5,740.70	2,447.90	42.64%
100-7-120-11-230.00 Fin-Retirement	5,507.44	2,932.43	53.24%
100-7-120-11-260.01 Fin-Unemployment Ins	0.00	0.00	0.00%
100-7-120-11-290.00 Fin-Accrued Vac/Pers	0.00	0.00	0.00%
Total Fin-Benefits	29,365.74	12,909.83	43.96%
100-7-120-20 Fin-Training & Developmen			
100-7-120-20-240.00 Fin-Training	600.00	60.00	10.00%
100-7-120-20-241.00 Fin-Dues & Subscriptions	0.00	35.00	100.00%
Total Fin-Training & Developmen	600.00	95.00	15.83%
100-7-120-30 Fin-Prof & Tech Services			
100-7-120-30-310.00 Fin-Professional Fees	0.00	0.00	0.00%
100-7-120-30-330.01 Fin-Audit Fees	20,000.00	18,000.00	90.00%
Total Fin-Prof & Tech Services	20,000.00	18,000.00	90.00%
100-7-120-50 Fin-Supplies			
100-7-120-50-531.00 Fin-Postage	0.00	0.00	0.00%
100-7-120-50-610.00 Fin-Supplies	0.00	94.40	100.00%
100-7-120-50-610.01 Fin-Technical Expenditure	0.00	0.00	0.00%
Total Fin-Supplies	0.00	94.40	100.00%
100-7-120-60 Fin-Other Expenses			
100-7-120-60-580.00 Fin-Travel	270.00	39.30	14.56%
100-7-120-60-830.00 Fin-Bank Charges	0.00	0.00	0.00%
Total Fin-Other Expenses	270.00	39.30	14.56%
100-7-120-70-000.00 Fin-Xfer to Capital Proje	0.00	0.00	0.00%
Total Finance	115,029.20	63,137.41	54.89%
100-7-130 Assessing			
100-7-130-10 Assessing-Payroll			
100-7-130-10-110.00 Assessing-Salaries:Clerk	49,458.50	24,834.91	50.21%
100-7-130-10-110.02 Assessing-InsOptOut:Clerk	8,120.91	3,748.08	46.15%
100-7-130-10-115.00 Assessing-Salaries:Lister	0.00	0.00	0.00%
100-7-130-10-115.02 Assessing-InsOptOut:Liste	0.00	0.00	0.00%
Total Assessing-Payroll	57,579.41	28,582.99	49.64%
100-7-130-11 Assessing-Benefits			
100-7-130-11-210.00 Assessing-HealthInsurance	0.00	0.00	0.00%
100-7-130-11-210.01 Assessing-HealthReimAcct	0.00	0.00	0.00%

Account	Budget	Actual	% of Budget
100-7-130-11-210.02 Assessing-DentalInsurance	1,607.88	650.55	40.46%
100-7-130-11-210.03 Assessing-VisionInsurance	338.04	140.85	41.67%
100-7-130-11-210.04 Assessing-LifeLTD/STD Ins	196.92	118.75	60.30%
100-7-130-11-220.00 Assessing-Social Security	5,740.70	2,129.25	37.09%
100-7-130-11-230.00 Assessing-Retirement	4,894.25	2,429.53	49.64%
100-7-130-11-260.01 Assessing-Unemploy Ins	0.00	0.00	0.00%
Total Assessing-Benefits	12,777.79	5,468.93	42.80%
100-7-130-20 Assessing-TrainingDevelop			
100-7-130-20-240.00 Assessing-Training	800.00	508.70	63.59%
100-7-130-20-241.00 Assessing-Prof Dues	0.00	240.00	100.00%
Total Assessing-TrainingDevelop	800.00	748.70	93.59%
100-7-130-30 Assessing-Prof & Tech Ser			
100-7-130-30-310.00 Assessing-Prof Fees	2,000.00	0.00	0.00%
100-7-130-30-310.01 Assessing-Prof Appraiser	0.00	0.00	0.00%
100-7-130-30-310.02 Assessing-Reappraisal	0.00	0.00	0.00%
Total Assessing-Prof & Tech Ser	2,000.00	0.00	0.00%
100-7-130-50 Assessing-Supplies/Exp			
100-7-130-50-531.00 Assessing-Postage	0.00	0.00	0.00%
100-7-130-50-610.00 Assessing-Supplies	0.00	0.00	0.00%
100-7-130-50-610.01 Assessing-Technical Exp	0.00	564.26	100.00%
Total Assessing-Supplies/Exp	0.00	564.26	100.00%
100-7-130-60 Assessing-Other Expense			
100-7-130-60-580.00 Assessing-Travel	500.00	105.45	21.09%
Total Assessing-Other Expense	500.00	105.45	21.09%
Total Assessing	73,657.20	35,470.33	48.16%
100-7-135 Town Hall			
100-7-135-10 TH-Custodial-Payroll			
Total TH-Custodial-Payroll	0.00	0.00	0.00%
100-7-135-11 TH-Custodial-Benefits			
Total TH-Custodial-Benefits	0.00	0.00	0.00%
100-7-135-40 TH-Other Purchased Servic			
100-7-135-40-423.00 TH-Custodial Services	4,800.00	1,900.00	39.58%
100-7-135-40-424.00 TH-Parks & Landscaping	10,000.00	3,747.72	37.48%
100-7-135-40-430.00 TH-Building Maintenance	10,000.00	3,033.11	30.33%
100-7-135-40-442.00 TH-Post Meter/Copy Leases	2,800.00	1,536.19	54.86%

Account	Budget	Actual	% of Budget
100-7-135-40-520.00 TH-General Insurance	0.00	0.00	0.00%
100-7-135-40-530.00 TH-Telephone	4,500.00	1,995.40	44.34%
Total TH-Other Purchased Servics	32,100.00	12,212.42	38.04%
100-7-135-50 TH-Supplies			
100-7-135-50-531.00 TH-Postage	4,000.00	900.00	22.50%
100-7-135-50-610.01 TH-Technical Expenditures	20,000.00	18,294.59	91.47%
100-7-135-50-610.02 TH-Janitorial Supplies	800.00	270.19	33.77%
100-7-135-50-610.03 TH-Kitchen Supplies	600.00	378.31	63.05%
100-7-135-50-610.04 TH-Office Supplies	10,500.00	2,903.36	27.65%
100-7-135-50-610.05 TH-Donated Equipment	0.00	0.00	0.00%
Total TH-Supplies	35,900.00	22,746.45	63.36%
100-7-135-60 TH-Other Expense			
100-7-135-60-622.00 TH-Electricity	3,400.00	1,144.07	33.65%
100-7-135-60-622.02 TH-Street Lights	3,000.00	1,069.49	35.65%
100-7-135-60-622.03 TH-Moore Park	0.00	121.59	100.00%
100-7-135-60-624.00 TH-Heating Fuel	4,000.00	2,846.50	71.16%
Total TH-Other Expense	10,400.00	5,181.65	49.82%
100-7-135-80-820.00 TH-Const.Bond-Principal	0.00	0.00	0.00%
100-7-135-80-820.01 TH-Const.Bond-Interest	0.00	0.00	0.00%
100-7-135-80-820.02 TH-Short Term Note Prin	0.00	0.00	0.00%
100-7-135-80-820.03 TH-Short Term Note Int	0.00	0.00	0.00%
Total Town Hall	78,400.00	40,140.52	51.20%
100-7-140 Post Office			
100-7-140-40-430.00 PO-Maintenance & Repair	1,000.00	0.00	0.00%
100-7-140-50-610.00 PO-Supplies	2,386.00	2,541.04	106.50%
Total Post Office	3,386.00	2,541.04	75.05%
100-7-145 Schoolhouse			
100-7-145-40-430.00 SH-Maintenance & Repair	2,300.00	1,620.00	70.43%
100-7-145-40-430.01 SH-UHS Special Projects	0.00	0.00	0.00%
100-7-145-50-610.00 SH-Supplies	0.00	382.23	100.00%
100-7-145-60-622.00 SH-Electric	260.00	150.38	57.84%
100-7-145-60-624.00 SH-Heating Fuel	40.00	0.00	0.00%
Total Schoolhouse	2,600.00	2,152.61	82.79%
Total General Government	613,615.06	344,536.77	56.15%
100-7-2 Public Safety			
100-7-200 Animal Control Officer			
100-7-200-10 ACO-Payroll			

TECH -
 1.Tech Group = \$13,200/yr
 2.Web Site = \$4,600/Yr
 3.NEMRC = \$5,425/Yr
 4.Internet = \$2,640/yr
 Plus more....

Taxes in here only. We have \$845 to do the Floor stabilization work.

Account	Budget	Actual	% of Budget
100-7-200-10-110.00 ACO-Salaries	7,200.00	2,774.68	38.54%
100-7-200-10-110.01 ACO-Salaries:Phone Allow	0.00	50.00	100.00%
Total ACO-Payroll	7,200.00	2,824.68	39.23%
100-7-200-11 ACO-Benefits			
100-7-200-11-220.00 ACO-Social Security	0.00	216.09	100.00%
100-7-200-11-260.01 ACO-Unemployment Ins	0.00	0.00	0.00%
Total ACO-Benefits	0.00	216.09	100.00%
100-7-200-20 ACO-Training & Developmen			
100-7-200-20-240.00 ACO-Training	0.00	0.00	0.00%
Total ACO-Training & Developmen	0.00	0.00	0.00%
100-7-200-30 ACO-Prof & Tech Services			
100-7-200-30-310.00 ACO-Vet, Kennel, Impound	1,000.00	861.31	86.13%
Total ACO-Prof & Tech Services	1,000.00	861.31	86.13%
100-7-200-40 ACO-Other Purchased Servi			
100-7-200-40-530.00 ACO-Telephone	0.00	0.00	0.00%
Total ACO-Other Purchased Servi	0.00	0.00	0.00%
100-7-200-50 ACO-Supplies			
100-7-200-50-610.00 ACO-Supplies	0.00	224.47	100.00%
Total ACO-Supplies	0.00	224.47	100.00%
100-7-200-60-580.00 ACO-Travel	0.00	0.00	0.00%
Total Animal Control Officer	8,200.00	4,126.55	50.32%
100-7-210 Public Safety			
100-7-210-30 PS-Prof & Tech Services			
100-7-210-30-320.00 PS-Chittenden Cty Sheriff	38,000.00	10,140.00	26.68%
100-7-210-30-320.01 PS-Traffic Calming/Safety	10,500.00	9,256.10	88.15%
Total PS-Prof & Tech Services	48,500.00	19,396.10	39.99%
100-7-210-90 PS-Appropriations			
100-7-210-90-953.00 PS-Essex Rescue	54,525.00	27,262.50	50.00%
100-7-210-90-953.01 PS-Fire Department	319,121.00	159,560.50	50.00%
100-7-210-90-953.02 PS-CUSI	5,737.00	2,868.50	50.00%
Total PS-Appropriations	379,383.00	189,691.50	50.00%
Total Public Safety	427,883.00	209,087.60	48.87%

Account	Budget	Actual	% of Budget
100-7-215 Health			
100-7-215-10 Health-Payroll			
100-7-215-10-115.00 Health-PHO Salaries	750.00	0.00	0.00%
Total Health-Payroll	750.00	0.00	0.00%
100-7-215-11 Health-Benefits			
100-7-215-11-220.00 Health-Social Security	0.00	0.00	0.00%
100-7-215-11-260.01 Health-Unemployment Ins	0.00	0.00	0.00%
Total Health-Benefits	0.00	0.00	0.00%
100-7-215-20 Health-Training & Develop			
100-7-215-20-240.00 Health-Training	0.00	0.00	0.00%
Total Health-Training & Develop	0.00	0.00	0.00%
100-7-215-30 Health-Prof & Tech Servic			
100-7-215-30-340.00 Health-Well Monitoring	9,330.00	4,450.90	47.71%
Total Health-Prof & Tech Servic	9,330.00	4,450.90	47.71%
100-7-215-50 Health-Supplies			
100-7-215-50-610.00 Health-Supplies	0.00	0.00	0.00%
Total Health-Supplies	0.00	0.00	0.00%
100-7-215-60 Health-Other Expense			
100-7-215-60-580.00 Health-Travel	0.00	0.00	0.00%
Total Health-Other Expense	0.00	0.00	0.00%
100-7-215-90 Health-Appropriations			
100-7-215-90-954.00 Health-VNA	7,900.00	3,950.00	50.00%
Total Health-Appropriations	7,900.00	3,950.00	50.00%
Total Health	17,980.00	8,400.90	46.72%
Total Public Safety	454,063.00	221,615.05	48.81%
100-7-400 Recreation			
100-7-400-10 Rec-Payroll			
Total Rec-Payroll	0.00	0.00	0.00%
100-7-400-11 Rec-Benefits			
Total Rec-Benefits	0.00	0.00	0.00%

Account	Budget	Actual	% of Budget
100-7-400-30 Rec-Prof & Tech Services			
100-7-400-30-340.00 Rec-Prof & Tech Services	0.00	0.00	0.00%
Total Rec-Prof & Tech Services	0.00	0.00	0.00%
100-7-400-40 Rec-Other Purchased Serv			
100-7-400-40-420.00 Rec-Grounds Maintenance	5,000.00	0.00	0.00%
Total Rec-Other Purchased Serv	5,000.00	0.00	0.00%
100-7-400-50 Rec-Supplies			
100-7-400-50-610.00 Rec-Supplies	3,900.00	5,644.92	144.74%
Total Rec-Supplies	3,900.00	5,644.92	144.74%
Total Recreation	8,900.00	5,644.92	63.43%
100-7-500 Planning & Zoning			
100-7-500-10 PZ-Payroll			
100-7-500-10-110.00 PZ-Salaries	59,785.00	0.00	0.00%
100-7-500-10-110.01 PZ-Salaries-Zoning Admin	0.00	10,320.00	100.00%
100-7-500-10-110.02 PZ-Salaries-InsOptOut	0.00	0.00	0.00%
Total PZ-Payroll	59,785.00	10,320.00	17.26%
100-7-500-11 PZ-Benefits			
100-7-500-11-210.00 PZ-Health Insurance	9,694.08	0.00	0.00%
100-7-500-11-210.01 PZ-Health Reim Acct	0.00	0.00	0.00%
100-7-500-11-210.02 PZ-Dental Insurance	448.92	0.00	0.00%
100-7-500-11-210.03 PZ-Vision Insurance	130.08	0.00	0.00%
100-7-500-11-210.04 PZ-Life, LTD, STD Ins	304.80	0.00	0.00%
100-7-500-11-220.00 PZ-Social Security	5,296.95	789.48	14.90%
100-7-500-11-230.00 PZ-Retirement	5,081.73	0.00	0.00%
100-7-500-11-260.01 PZ-Unemployment Ins	0.00	0.00	0.00%
100-7-500-11-290.00 PZ-Accrued Vac/Pers	0.00	0.00	0.00%
Total PZ-Benefits	20,956.56	789.48	3.77%
100-7-500-20 PZ-Training & Development			
100-7-500-20-240.00 PZ-Training	500.00	0.00	0.00%
100-7-500-20-241.00 PZ-Professional Dues	0.00	0.00	0.00%
Total PZ-Training & Development	500.00	0.00	0.00%
100-7-500-30 PZ-Prof & Tech Services			
100-7-500-30-310.00 PZ-Professional Fees	2,000.00	0.00	0.00%
100-7-500-30-333.00 PZ-Legal Fees	0.00	3,327.12	100.00%
100-7-500-30-340.01 PZ-Mapping	17,000.00	3,798.03	22.34%
Total PZ-Prof & Tech Services	19,000.00	7,125.15	37.50%

Continue Advertising. Interim is the 2nd line. Job opening.

Account	Budget	Actual	% of Budget
100-7-500-40 PZ-Other Purchased Servic			
100-7-500-40-540.00 PZ-Advertising	3,500.00	497.50	14.21%
100-7-500-40-550.00 PZ-Printing & Binding	0.00	0.00	0.00%
100-7-500-40-560.00 PZ-Dues-CC Regional Plann	4,882.00	4,882.00	100.00%
Total PZ-Other Purchased Servic	8,382.00	5,379.50	64.18%
100-7-500-50 PZ-Supplies			
100-7-500-50-531.00 PZ-Postage	0.00	0.00	0.00%
100-7-500-50-610.00 PZ-Supplies	0.00	0.00	0.00%
100-7-500-50-610.01 PZ-Technical Expenditures	1,750.00	0.00	0.00%
Total PZ-Supplies	1,750.00	0.00	0.00%
100-7-500-60 PZ-Other Expense			
100-7-500-60-580.00 PZ-Travel	550.00	0.00	0.00%
Total PZ-Other Expense	550.00	0.00	0.00%
Total Planning & Zoning	110,923.56	23,614.13	21.29%
100-7-505 Conservation			
100-7-505-60 Conservation-Other Expens			
100-7-505-60-610.00 Conservation Expenditures	2,675.00	0.00	0.00%
Total Conservation-Other Expens	2,675.00	0.00	0.00%
Total Conservation	2,675.00	0.00	0.00%
100-7-510-60 Energy-Other Expenses			
100-7-510-60-610.00 Energy	500.00	0.00	0.00%
Total Energy-Other Expenses	500.00	0.00	0.00%
100-7-6 Cultural Services			
100-7-600-90 Town Library			
100-7-600-90-950.09 Underhill/Jericho Library	110,812.00	55,406.00	50.00%
Total Town Library	110,812.00	55,406.00	50.00%
Total Cultural Services	110,812.00	55,406.00	50.00%
100-7-8 Capital Expenditures			
100-7-800-70-000.00 Capital-Land	0.00	0.00	0.00%
100-7-800-70-000.01 Capital-FEMA BUYOUT	0.00	0.00	0.00%
100-7-805-70-000.00 Capital-Building Improve	0.00	4,000.00	100.00%
100-7-805-70-000.01 Capital-SH Restoration	0.00	0.00	0.00%
100-7-805-70-000.02 Capital-SH HP Grant	0.00	0.00	0.00%
100-7-805-70-000.03 Capital-SH UHS Project	0.00	0.00	0.00%

Generator Deposit - ARPA

Account	Budget	Actual	% of Budget	
100-7-810-70-000.00 Capital-Recreation	16,000.00	0.00	0.00%	Sidewalk study match
100-7-815-70-000.00 Capital-To Reserve	0.00	0.00	0.00%	
100-7-820-70-000.00 Capital-Office Equipment	0.00	0.00	0.00%	
Total Capital Expenditures	16,000.00	4,000.00	25.00%	
100-7-9 Appropriations				
100-7-900-90 General Appropriations				
100-7-900-90-950.01 Trails	0.00	0.00	0.00%	
100-7-900-90-950.02 Bio Mass Market Study	0.00	0.00	0.00%	
100-7-900-90-950.04 Cemetery Expenditures	3,000.00	1,800.00	60.00%	
100-7-900-90-950.05 Memorial Day	350.00	0.00	0.00%	
100-7-900-90-950.07 Local Agreement To School	85,000.00	0.00	0.00%	
100-7-900-90-950.08 VACD	100.00	50.00	50.00%	
100-7-900-90-950.09 GMT Bus Route	16,221.00	16,220.00	99.99%	
100-7-900-90-950.10 Front Page Forum	100.00	50.00	50.00%	
100-7-900-90-950.11 MMCT	2,000.00	1,000.00	50.00%	
100-7-900-90-950.12 Jericho Farmers Market	1,000.00	500.00	50.00%	
100-7-900-90-950.13 Community Cares Camp	3,000.00	1,500.00	50.00%	
Total General Appropriations	110,771.00	21,120.00	19.07%	
100-7-910-90 Regional Serv Appropriati				
100-7-910-90-951.00 RS-Dues CCMPO	0.00	0.00	0.00%	
100-7-910-90-951.01 RS-Winooski Nat'l Resourc	500.00	250.00	50.00%	
100-7-910-90-951.02 RS-Jericho/Underhill Park	23,106.00	11,553.00	50.00%	
100-7-910-90-951.03 RS-Chittenden County Tax	20,253.00	19,730.00	97.42%	
Total Regional Serv Appropriati	43,859.00	31,533.00	71.90%	
100-7-920-90 Social Service Appropriat				
100-7-920-90-952.00 SS-Steps to End Violence	940.00	470.00	50.00%	
100-7-920-90-952.01 SS-Child Care Resource	100.00	50.00	50.00%	
100-7-920-90-952.02 SS-COTS	500.00	250.00	50.00%	
100-7-920-90-952.03 SS-Local Food Shelf	600.00	300.00	50.00%	
100-7-920-90-952.04 SS-American Red Cross	1,000.00	500.00	50.00%	
100-7-920-90-952.05 SS-VT Assoc Blind	100.00	50.00	50.00%	
100-7-920-90-952.06 SS-Howard Mental Health	900.00	450.00	50.00%	
100-7-920-90-952.07 SS-Senior Citizens	1,250.00	625.00	50.00%	
100-7-920-90-952.08 SS-Age Well	1,500.00	750.00	50.00%	
100-7-920-90-952.09 SS-VCIL	200.00	100.00	50.00%	
Total Social Service Appropriat	7,090.00	3,545.00	50.00%	
Total Appropriations	161,720.00	56,198.00	34.75%	
Total Expenditures	1,479,208.62	711,014.87	48.07%	
Total General	-1,479,208.62	-711,014.87		

Account	Budget	Actual	% of Budget	
101-7-3 Highway				
101-7-300-10 HW-Payroll				
101-7-300-10-110.00 HW-Salaries	331,229.26	113,733.48	34.34%	Salaries are highest in winter so we expect this to be less than 50%.
101-7-300-10-110.02 HW-Salaries:Ins Opt Out	8,120.91	3,748.08	46.15%	
101-7-300-10-110.06 HW-Salaries:BBR Grant	0.00	0.00	0.00%	
101-7-300-10-110.99 HW-Salaries:Part Time	15,000.00	15,566.49	103.78%	
101-7-300-10-115.00 HW-Road Commissioner	0.00	0.00	0.00%	
101-7-300-10-130.00 HW-Overtime Pay	0.00	0.00	0.00%	
Total HW-Payroll	354,350.17	133,048.05	37.55%	
101-7-300-11 HW-Benefits				
101-7-300-11-210.00 HW-Health Insurance	57,472.92	15,868.65	27.61%	
101-7-300-11-210.01 HW-Health Reim Acct	0.00	0.00	0.00%	
101-7-300-11-210.02 HW-Dental Insurance	4,968.72	1,825.14	36.73%	
101-7-300-11-210.03 HW-Vision Insurance	1,272.00	408.48	32.11%	
101-7-300-11-210.04 HW-Life, LTD, STD Ins	1,559.52	458.29	29.39%	
101-7-300-11-220.00 HW-Social Security	30,279.06	10,178.21	33.61%	
101-7-300-11-230.00 HW-Retirement	29,048.76	10,307.56	35.48%	
101-7-300-11-260.01 HW-Unemployment Ins	0.00	0.00	0.00%	
101-7-300-11-290.00 HW-Accrued Vac/Pers	0.00	0.00	0.00%	
101-7-300-11-290.01 HW-Clothing Allowance	2,400.00	641.92	26.75%	
101-7-300-11-290.02 HW-Safetywear	0.00	0.00	0.00%	
101-7-300-11-290.03 HW-VOSHA/OSHA	0.00	0.00	0.00%	
Total HW-Benefits	127,000.98	39,688.25	31.25%	
101-7-300-20 HW-Training & Development				
101-7-300-20-240.00 HW-Training	6,000.00	0.00	0.00%	
Total HW-Training & Development	6,000.00	0.00	0.00%	
101-7-300-30 HW-Contractors Services				
101-7-300-30-310.01 HW-Outside Labor	0.00	0.00	0.00%	
101-7-300-30-333.00 HW-Legal	0.00	0.00	0.00%	
101-7-300-30-339.00 HW-Prof & Tech Services	0.00	10.00	100.00%	
101-7-300-30-340.00 HW-Contractors	42,250.00	0.00	0.00%	
101-7-300-30-340.01 HW-Hauling Services	10,000.00	625.00	6.25%	
101-7-300-30-340.02 HW-Tree & Brush Removal	37,500.00	6,925.00	18.47%	
101-7-300-30-340.03 HW-Culvert Maintenance	6,300.00	90.95	1.44%	
101-7-300-30-340.04 HW-Contractors Misc	40,000.00	8,851.30	22.13%	
Total HW-Contractors Services	136,050.00	16,502.25	12.13%	
101-7-300-40 HW-Other Purchased Serv				
101-7-300-40-424.00 HW-Grounds Maintenance	0.00	95.36	100.00%	
101-7-300-40-430.00 HW-Building Maintenance	10,530.00	1,213.53	11.52%	
101-7-300-40-431.00 HW-Heavy Equipment Maint	15,000.00	5,208.26	34.72%	
101-7-300-40-431.01 HW-Dump Truck Maint	62,000.00	16,842.07	27.16%	
101-7-300-40-431.02 HW-Small Equipment Maint	3,000.00	300.05	10.00%	

Account	Budget	Actual	% of Budget
101-7-300-40-432.00 HW-Vehicle Maintenance	2,000.00	426.27	21.31%
101-7-300-40-442.01 HW-Rental of Equip & Vehi	2,500.00	0.00	0.00%
101-7-300-40-460.04 HW-BBR Grant	0.00	0.00	0.00%
101-7-300-40-460.06 HW-Grant In Aid Pilot Pro	0.00	0.00	0.00%
101-7-300-40-530.00 HW-Telephone/Communicatio	3,400.00	1,929.42	56.75%
101-7-300-40-530.01 HW-Technology	0.00	39.99	100.00%
Total HW-Other Purchased Servic	98,430.00	26,054.95	26.47%
101-7-300-50-61 HW-General Supplies			
101-7-300-50-610.00 HW-Shed/Office Supplies	6,500.00	3,261.68	50.18%
101-7-300-50-610.04 HW-Small Tools	2,000.00	1,815.21	90.76%
101-7-300-50-610.05 HW-Small Equipment	1,000.00	4,409.54	440.95%
101-7-300-50-611.00 HW-Chemical Supplies	0.00	0.00	0.00%
Total HW-General Supplies	9,500.00	9,486.43	99.86%
101-7-300-50-62 HW-Energy			
101-7-300-50-624.00 HW-Heating Fuel	8,200.00	7,508.00	91.56%
101-7-300-50-626.00 HW-Gas/Oil/Grease	76,500.00	25,832.30	33.77%
Total HW-Energy	84,700.00	33,340.30	39.36%
101-7-300-50-65 HW-Road Materials			
101-7-300-50-650.00 HW-Gravel	100,000.00	28,958.06	28.96%
101-7-300-50-650.01 HW-Chloride	22,000.00	10,994.63	49.98%
101-7-300-50-650.02 HW-Salt	52,000.00	3,886.08	7.47%
101-7-300-50-650.03 HW-Sand	87,500.00	86,549.61	98.91%
101-7-300-50-650.04 HW-Stone	28,000.00	10,368.40	37.03%
Total HW-Road Materials	289,500.00	140,756.78	48.62%
101-7-300-60 HW-Other Expense			
101-7-300-60-460.00 HW-Roadside Maintenance	22,000.00	10,903.73	49.56%
101-7-300-60-460.01 HW-Sidewalk Maintenance	12,500.00	3,055.40	24.44%
101-7-300-60-580.00 HW-Travel	700.00	140.54	20.08%
101-7-300-60-622.00 HW-Electricity	3,750.00	1,341.41	35.77%
101-7-300-60-741.00 HW-Machinery	0.00	0.00	0.00%
101-7-300-60-750.01 HW-Bridges Culvert Guard	26,000.00	32,998.19	126.92%
101-7-300-60-750.02 HW-Traffic Control Materi	7,200.00	6,975.12	96.88%
101-7-300-60-750.04 HW-Pavement Repair/Retrea	26,000.00	23,248.32	89.42%
101-7-300-60-990.01 HW-Insured Losses	0.00	0.00	0.00%
Total HW-Other Expense	98,150.00	78,662.71	80.15%
101-7-300-80 Debt Service			
101-7-300-80-820.00 HW-Debt - Principal	495,520.00	480,030.01	96.87%
101-7-300-80-820.01 HW-Debt - Interest	15,922.00	29,379.10	184.52%
Total Debt Service	511,442.00	509,409.11	99.60%

Channel Post driver paid for with sale of trailer. Approved by SB

Culverts are mostly in inventory. Ready and earmarked for spring projects. Prices were going up.

Updated/upgraded street signs.

Account	Budget	Actual	% of Budget
Total Highway	1,715,123.15	986,948.83	57.54%
101-7-8 Capital Expenditures			
101-7-800-70-000.00 Depr Expense: Highway	0.00	0.00	0.00%
101-7-805-70-000.00 Capital-Building Improve	0.00	15,275.00	100.00%
101-7-815-70-000.00 Capital-Vehicles & Equip	331,000.00	250,167.00	75.58%
101-7-820-70-000.00 Capital-Infrastructure	25,000.00	0.00	0.00%
101-7-820-70-000.01 Capital-Mountain Road	0.00	0.00	0.00%
101-7-820-70-000.02 Capital-Pleasant Valley	0.00	0.00	0.00%
101-7-820-70-000.03 Capital-Irish Settlement	0.00	0.00	0.00%
101-7-820-70-000.04 Capital-Poker Hill	0.00	0.00	0.00%
101-7-820-70-000.05 Capital-Corbett	0.00	0.00	0.00%
101-7-820-70-000.06 Capital-River Road	0.00	0.00	0.00%
101-7-820-70-000.07 Capital-Park Street	0.00	0.00	0.00%
101-7-820-70-000.08 Capital-McClellan Farm	0.00	0.00	0.00%
101-7-820-70-000.09 Capital-Green Street	0.00	0.00	0.00%
101-7-820-70-000.10 Capital-Krug Rd.	0.00	0.00	0.00%
101-7-820-70-000.11 Capital-N.U.Station Rd.	100,000.00	71,795.52	71.80%
101-7-820-70-000.12 Capital-Westman Rd.	0.00	0.00	0.00%
101-7-825-70-000.00 Capital-To Roads Reserve	0.00	0.00	0.00%
Total Capital Expenditures	456,000.00	337,237.52	73.96%
Total Expenditures	2,171,123.15	1,324,186.35	60.99%
Total Highway	-2,171,123.15	-1,324,186.35	
125-1-000 General Grants			
Total General Grants	0.00	0.00	0.00%
125-7 Expenditures			
125-7-135-60-450.00 Climate Grant	0.00	0.00	0.00%
125-7-135-60-450.01 PVR Grant	0.00	0.00	0.00%
125-7-135-60-450.02 Housing Grant	0.00	-574.50	100.00%
125-7-300-60-450.03 Ecosys Restoration Grant	0.00	0.00	0.00%
125-7-300-60-460.00 Ancient Rds Grant 200	0.00	0.00	0.00%
125-7-300-60-460.01 Ancient Road Grant	0.00	0.00	0.00%
125-7-300-60-460.02 High Risk Rd Grant	0.00	0.00	0.00%
125-7-300-60-750.00 Better Back Roads Grants	0.00	0.00	0.00%
125-7-300-60-750.01 Cat A: BR Erosion Invento	0.00	0.00	0.00%
125-7-300-60-760.00 DEC Grants In Aid	0.00	0.00	0.00%
125-7-500-30-310.01 Stormwater Master Plan	0.00	0.00	0.00%
125-7-500-60-300.00 Town Plan Grant	0.00	0.00	0.00%
125-7-500-60-300.01 AARP Comm Grant	0.00	0.00	0.00%
125-7-500-60-300.02 LGER Grant Expenses	0.00	0.00	0.00%
125-7-820-70-001.01 Sidewalk:Admin LPM PE	0.00	0.00	0.00%
125-7-820-70-001.02 Sidewalk:Construction	0.00	0.00	0.00%
125-7-820-70-001.03 Sidewalk:ROW	0.00	0.00	0.00%

Generator Deposit - ARPA
 Still have a few implements to buy for the excavator

Fiscal Year 2024 - First 6 Months

02/01/24

Town of Underhill General Ledger
 Current Yr Pd: 6 - Budget Status Report
 Grants

Page 16 of 16

01:26 pm

JSilpe-Katz

Account	Budget	Actual	% of Budget
Total Expenditures	0.00	-574.50	100.00%
Total Expenditures	0.00	-574.50	100.00%
Total Grants	0.00	574.50	
126-7-000-33-820.01 Project 1 - Technology	0.00	0.00	0.00%
126-7-000-33-820.02 Project 2 - Energy	0.00	0.00	0.00%
126-7-000-60-000.00 Transfer Out	0.00	40,000.00	100.00%
Total Expenditures	0.00	40,000.00	100.00%
Total ARPA Fund	0.00	-40,000.00	
140-7-700-80 Debt Payments			
140-7-700-80-820.00 Construction Bond-Princip	0.00	0.00	0.00%
140-7-700-80-820.01 HW-Existing Debt-Principa	0.00	0.00	0.00%
140-7-700-80-820.02 HW-Existing Debt-Interest	0.00	0.00	0.00%
140-7-700-80-820.03 HW-Existing Debt-2008 Tru	0.00	0.00	0.00%
140-7-700-80-820.04 HW-Existing Debt-2011 Tru	0.00	0.00	0.00%
Total Debt Payments	0.00	0.00	0.00%
Total Expenditures	0.00	0.00	0.00%
Total Debt Service	0.00	0.00	
Total All Funds	-3,650,331.77	-2,074,626.72	

Request for Proposals for
Audit Services



TABLE OF CONTENTS

INTRODUCTION3

ISSUER OVERVIEW.....3

 DIRECTORS & OFFICERS.....4

 HISTORY.....4

MINIMUM QUALIFICATIONS4

REQUIRED CONTRACT COMPONENTS.....5

RFP OBJECTIVES.....5

REPORTING REQUIREMENTS.....5

TIME REQUIREMENTS6

SUBMISSION QUESTIONS7

BID PRICE8

EVALUATION.....9

SUBMISSION DETAILS AND DEADLINE9

ATTACHMENT A.....10

EXHIBIT A11

INTRODUCTION

The Town of Underhill (“TOU”) is seeking proposals from qualified certified public accounting firms to audit its financial statements for the year ending June 30, 2024, with the options of auditing its financial statements for each of the subsequent five years. These audits are to be performed in accordance with generally accepted auditing standards, Governmental Auditing Standards and possibly federal Single Audit Act and US Office of Management and Budget (OMB) Circular A-128 Audits of State and Local Governments, if or when government funds are received.

There is no expressed or implied obligation Town of Underhill to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

All proposals submitted become the property of the Town of Underhill. The Town of Underhill is a public instrumentality and is subject to Vermont public records laws. Proprietary information, if any, should be identified in each proposal.

ISSUER OVERVIEW

Underhill, in Chittenden County, sits at the base of Mount Mansfield, opposite Stowe which is a scenic seasonal drive via Route 108 and the Mountain Road. This is a small town of just over 3000 along the Route 15 corridor, adjacent to Jericho, and a short 20–25-minute commute to Essex or Williston. A 30-minute drive will bring you to Burlington and the Lake Champlain Waterfront. With scenic vistas, ravines, and gorges cloaking the area, there is no shortage of Green Mountain beauty in Underhill. On the eastern side of town, you’ll find multiple vantage points from which to view the majestic **Mount Mansfield**. On the western side of town, the view sweeps across Lake Champlain and to the **Adirondacks** in the distance. There is little wonder why the residents covet this special region. Underhill boasts excellent schools and one of the highest-ranking schools in the state; Mt. Mansfield Union High School. Underhill State Park is located within Vermont’s 39,837-acre Mt. Mansfield State Forest, lying at about 2000 ft. elevation on the west slop of the state’s highest peak, Mt. Mansfield, at 4,393 ft. In addition to the website, you can learn more about Underhill by visiting [Front Porch Forum](#) and the [Mountain Gazette](#).

Please visit www.underhillvt.gov for more information and prior audits.

DIRECTORS & OFFICERS

The Town of Underhill is governed by a Selectboard with other appointed and elected officials as well as several office and highway personnel. For a listing of directors, officers and staff visit www.underhillvt.gov.

HISTORY

The Town of Underhill is in the northeast corner of Chittenden County. At the time when Vermont was part of the New Hampshire grants, Governor Benning Wentworth issued a charter to Joseph Sackett Jr. and sixty-four associates on June 8, 1763. The grant was for 23,040 acres. The sum paid for the charter was \$230.40, which is one cent per acre. These men were land speculators and it is not clear if any of these men ever settled in Underhill or ever set foot in the town. Although granted in 1763, settlement in Underhill was delayed by the Revolutionary War. The first settlers in Underhill were Elijah Benedict and Abner Eaton in 1786. The town is comprised of three smaller communities, Underhill Flats, Underhill Center and North Underhill. There are conflicting reports about how Underhill received its name. Most believe that Underhill received its name from Benjamin Underhill, one of the original proprietors, and not from its location under Mt. Mansfield as might be supposed.

Underhill's population was 212 in the 1800 census. It reached a high of 1,637 in 1860. The population slowly declined until the 1970's when many people wanted to escape the city and return to a more peaceful existence. Today the census estimates the population at 3,129 and 1,285 households. Today Underhill is a quiet residential community dotted with a few remaining farms. Underhill's farming population was replaced by increasing number of inhabitants whose livelihoods were oriented toward the urban culture of Burlington and its environs.

MINIMUM QUALIFICATIONS

The successful firm will be a firm with considerable experience in local government auditing. The firm will have sufficient depth of staff to provide technical expertise in related advisory areas. The firm will have the ability to provide consulting services in a variety of areas which may be arranged through separate engagements.

REQUIRED CONTRACT COMPONENTS

The Audit Firm will act in an independent capacity and not as officers or employees the Town of Underhill. The Audit Firm shall indemnify, defend, and hold harmless Town of Underhill and its officers and employees from liability and any claims, suits, judgments, and damages arising as a result of the Audit Firm's acts and/or omissions in the performance of this contract.

Before commencing work on this contract, the audit firm must provide evidence of professional insurance.

RFP OBJECTIVES

The Town of Underhill is soliciting a firm to:

1. Audit the financial statements of the Town of Underhill's governmental activities and each major fund in accordance with auditing standards generally accepted in the United State of America and the standards applicable to financial audits contained in Government Auditing Standards and express an opinion as to the compliance of these statements with generally accepted accounting principles.
2. Prepare, edit, and print the financial statements, notes, and all required supplementary schedules and statistical data for the Town of Underhill.
3. Issue a report in accordance with Government Auditing Standards on the Town of Underhill's internal control over financial reporting and results of testing the Town of Underhill's compliance with provisions of laws, regulations, contracts, and/or other matters.

REPORTING REQUIREMENTS

1. A report of examination of the financial statements stating the scope of the examination and that the audit was performed in accordance with generally accepted auditing standards (or any other appropriate standards, rules, or regulations). This report must include an opinion as to whether the statements conform to generally accepted accounting principles. A signed copy of the opinion plus a signed electronic copy will be required by the Town of Underhill. (Additional bound copies of the complete report may be required.)
2. If a single audit is required, a report on internal control and compliance in accordance with the standards for financial and compliance audits contained in the Standards of Audits of Government Organizations, Programs, Activities, and Functions issued by the U.S. General Accounting Office and the Single Audit Act of 1984 (as amended in 1996) provisions of OMB circular A 133 (as revised) (or any other appropriate standards, rules, or regulations). Findings of ineligible expenditures must be represented in enough detail for Town of Underhill's management to be able to clearly understand them. A signed copy of the opinion plus a signed electronic copy will be required by the Town of Underhill.
3. A letter to management containing comments on compliance, recommendations for improvements, and any other comments deemed pertinent by the auditors and recommendations

affecting the financial statements, internal control, accounting, accounting systems, legality of actions, other instances of noncompliance with laws and regulations, and any other material matters. A signed copy of this letter, plus a signed electronic copy will be required by the Town of Underhill.

4. The firm is requested to make a formal presentation on the audit by the partner in charge of the audit (or other audit staff as approved by the Selectboard Chair) to Selectboard which is normally during a regularly scheduled Board meeting.
5. On-going consent to include the audited financial statements in Town of Underhill public web site and in loan or bond requests as necessary.

TIME REQUIREMENTS

Audit Calendar

The Town of Underhill requires conformance with best practices in public finance by completing and filing annual audited financial statements by November 30th each year. All fieldwork must be completed by the auditor and an opinion must be issued by that date. An approximate time schedule for the audit is as follows:

- Interim fieldwork: may begin in September 2024 or as soon as the engagement has been approved. Fieldwork may be performed as agreed upon by auditors and management.
- Post-closing fieldwork may begin in August and must be completed by October 15.
- All audit adjustments must be communicated to the Finance Officer by the end of fieldwork. Copies of working papers which support proposed adjustments to the entity's books shall be provided to the Finance Officer before the end of post-closing fieldwork.
- Draft of the Management Letter and Single Audit reports (if applicable) are due to the Town of Underhill by November 20th. The Final Management Letter and Single Audit reports are due to Finance Officer by November 30th.
- The Audit firm's presentation of the audit report to the Selectboard is anticipated to be made in January.

SUBMISSION QUESTIONS

1. Firm Qualifications:

- 1.1 State the firm's qualifications to perform the Town of Underhill's audit, including an affirmative statement that the firm is, in fact, independent of the Town of Underhill and is licensed by the State of Vermont to perform such auditing services.
- 1.2 Demonstrate the firm's commitment to stay current with government accounting issues, to providing quality audit and advisory service.
- 1.3 Describe services to be provided by the firm and provide an estimate of what portion of the firm's business is derived from performing municipal audits.
- 1.4 Specify the size, composition and location of the firm's office from which the staff working on the audit are based.
- 1.5 Provide a list of governmental entities in Vermont that have been audited by the firm during the last seven years, the dates of the audit engagement and the names and telephone numbers of the current key contact persons at the entity. Firms with less than seven years' local government experience will not be considered.
- 1.6 Specify the date of the firm's last peer review and provide a copy of the firm's most recent peer review letter.
- 1.7 Provide the nature and status of any and all disciplinary actions undertaken against the firm.
- 1.8 Detail other firm qualifications and experience. Present any additional information, which you feel distinguishes your firm, not including general information publications, brochures and handouts that are redundant with information already provided.

2. Audit Personnel

- 2.1 Provide brief resumes of the key individuals who will be assigned to this engagement. Include any areas of specialization likely to be of particular interest or concern of the Town of Underhill, including municipal experience, governmental accounting, and auditing, continuing professional education and current municipal audit assignments.
- 2.2 Estimate staffing needs, including estimated hours by position and rate for the first year of the audit and the next four years.
- 2.3 Comment on the continuity and qualifications of the staffing for future year audits.
- 2.4 Estimate availability of qualified staff to provide auditing services within the timeframes provided in this RFP.

3. Approach to the Audit

- 3.1 Provide an outline of the services that you would propose to offer and philosophy of the firm's audit approach, including approach to the management letter and internal control evaluation.
- 3.2 Provide an estimated time schedule for setting up and completing the audit, including estimate of time spent on site for both the interim and year-end fieldwork. The work plan should include time estimates for each significant segment of work and the number and level of staff assigned. Where possible, individual staff members should be named and their titles provided.
- 3.3 Provide samples of planning memorandums and timelines, schedule of documents to be provided by the Town of Underhill, working papers and management letters. Provide information on your use of portals for document submission.

4. References

- 4.1 Provide references from at least three audit clients with similar requirements that have been completed during the past three years, identifying the work performed, the years for which work has been completed, reference contact names and phone numbers.

5. General Fee Statement/Schedule (Exhibit A)

- 5.1 Provide separate total "Not-to-Exceed" amounts for each year of the 2024 through 2028 audits for The Town of Underhill. It is currently unknown whether the Town of Underhill will be required to have a Single Audit for fiscal years 2024 through 2026, though it is not likely. Please provide a "Not-to-Exceed" amount for the financial statement audit only, and a separate "Not-to-Exceed" amount for the cost to perform a Single Audit.

BID PRICE

The bid price of audit services for the year ended December 31, 2022 should contain all pricing information relative to performing the audit engagement described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

In addition, firms submitting proposals should indicate current billing rates for all staff positions in case it becomes necessary for the Town of Underhill to request additional services from the selected firm.

Each firm must submit an engagement letter, with the proposal, stating the bid price for performing the 2024 audit. Subsequent years engagement letter will be based on the terms stated in the Terms of Engagement section cited in the General Information portion of this request for proposal.

EVALUATION

The RFP will be awarded to the firm that gives Town of Underhill the most effective combination of qualifications, services, experience, key personnel, and costs. Firms will be notified after formal approval by the Town of Underhill Selectboard.

If applicable, the Finance Officer or their designee will conduct negotiations with firms whose proposal, when considered with all other proposals submitted in response to this solicitation, best meet the needs of the Town of Underhill at its sole discretion.

SUBMISSION DETAILS AND DEADLINE

Please limit response to no more than 15 pages. All responses must include a signed copy of the Proposer Warranties included in Attachment A.

Responses to this RFP are due via email to the contact below any time prior to 10:00 pm ET on Friday, March 15th, 2024. Please submit questions in writing to the contact below prior to Friday, February 16th, 2024.

Questions & Submission Contact	Submission Contact
Jennifer Silpe-Katz Town of Underhill jsilpe-katz@underhillvt.gov	Sherri Morin Town of Underhill smorin@underhillvt.gov

Proposers are expected to be available for in-person interviews on April 25th from 12:00 pm to 3:00 pm ET in Underhill, Vermont. Selected firms will be notified in advance of the date.

The Town of Underhill reserves the right to delay, postpone, or not select an Audit Firm. Selection is expected to occur prior to May 15th, 2024.

PROPOSER WARRANTIES

- A. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.
- B. Proposer warrants that it holds all required licenses and authorizations to undertake the services described in this RFP.
- C. Proposer warrants that there are no existing or potential conflicts of interest that would prevent the proposer from fully performing the tasks described in the RFP. Should a conflict of interest be discovered, the proposer shall make immediate disclosure to the Town of Underhill. Pre-existing conflict of interests should be disclosed in a letter accompanying your firm's response to this RFP. Describe the nature and parties involved in the conflict.

Signature of Representative
Authorized to Commit Firm:

Name:

Title:

Firm Name:

Date:

PROFESSIONAL AUDIT SERVICES PRICING FORM

Company Name: _____

Address: _____

Audit Services – Annual Amount NOT TO EXCEED

	6/30/2024	6/30/2025	6/30/2026	6/30/2027	6/30/2028
TOU AFS	\$	\$	\$	\$	\$

Professional Fees Labor Rates:

TITLE	HOURLY RATE Initial Term	HOURLY RATE Optional renewal years
PARTNER		
MANAGER		
SUPERVISOR		
OTHER (specify title)		
OTHER (specify title)		

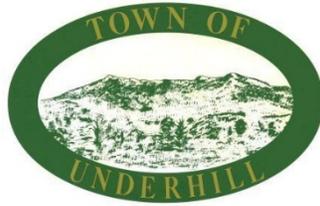
Any and all exceptions to these specifications must be clearly and completely indicated on the proposal sheet. Attach additional pages if necessary.

Authorized Signature: _____

Company Name: _____

Typed/Printed Name: _____

Date: _____



Assessor's Office
PO Box 120
Underhill VT 05489
abosley@underhillvt.gov
802-899-4434 ext. 3

Hello Selectboard,

We recently found an old ordinance regarding road naming, numbering and signage from 1996 and felt that it needed an update. I have attached the document with all the changes in red so you can see what it was before and after. I look forward to start the discussion about these changes on Thursday.

Thanks

Amanda

An Ordinance Regarding Street Naming, Numbering and Street Addressing

Section I - Purpose

1. In accordance with 24 VSA §2291(16) and 24 VSA §4421 the Selectboard of the Town of Underhill hereby establishes the following ordinance regarding: Street Naming, Numbering and Street Addressing. The purpose for this ordinance is to establish a more uniform street naming and street addressing system throughout the Town of Underhill and easily locatable addresses that will have a number of beneficial results:
 - a. It will enable emergency services to arrive at a scene faster and provide the basis for Enhanced 911 emergency response system.
 - b. Deliveries will be easier to find.
 - c. The U.S. Postal Service will change Rural Route addresses to the street addresses.
 - d. Visitors to Underhill will be able to find an address and know where they are in case of emergency.

Section II - Street Naming

1. Every street and road, both public and private, shall be named. For the purposes of this ordinance, a private street shall consist of any means of access, maintained year-round including shared driveways on which are located three (3) or more dwellings or other addressable locations. An addressable location shall consist of any dwelling, apartment, mobile home, place of business, or any other location at which a telephone may reasonably be located, including public phones.
2. In the future any new development must meet the guidelines of this ordinance.
3. All road names must be a separate and distinct name. No two roads shall have the same or similar sounding names. No new road shall have any currently used name in the Town of Underhill. Furthermore, the Underhill Selectboard may change the names of the streets, both public and private, (after a duly warned public hearing) within the Town when necessary to promote public welfare and safety.

Section III - Administration

1. A uniform system of numbering properties and principal buildings as shown on property tax maps which are maintained by the Listers is hereby adopted for use in the Town of Underhill.
2. The Listers shall number parcels as necessary and update the property tax maps annually according to the method of numbering set forth in Section IV. Existing numbering of parcels not in conformity with this chapter shall be changed to conform to the system herein adopted to maintain the integrity of the overall system and to protect public safety.
3. Prior to the issuance of any building permit, the developer of any subdivision or other construction resulting in additional streets or roads or additional addressable locations

shall furnish a plan proposing the street names assigned in accordance with this Ordinance to the Town Planner/Zoning Officer, who, with the Listers, will certify its conformity with the requirements and principles of this Ordinance and update appropriate Town records.

4. Upon the issuance of any building permit, the Listers shall assign a street number to any new addressable location, whether in any subdivision or not, in accordance with the principles of this Ordinance.
5. In instances in which a third dwelling or other addressable location is permitted to be constructed on a private road not previously named by reason of having fewer than three such locations, the Town Planner/Zoning Officer shall oversee a process of naming such road in a manner consistent with this Ordinance. Such name shall not be final until accepted by the Selectboard.

Section IV - General Numbering System Guideline

1. All named roads shall be measured along their centerlines in segments of one hundred (100) feet from a designated starting point. Such starting point shall be the intersection of the centerline of the road with that of another road, usually the intersection of a larger road. Odd numbers shall be assigned to the LEFT side of the road and even numbers to the RIGHT side of the road in the direction of increasing numbers. The first 100 foot increment contains the numbers 1 and 2, the second 100 foot increment (100-200) contains the numbers 3 and 4, and so on.
2. All numbers shall be established on front entrance from the street or from the center of the driveway. In a few cases, it may be established based on the center of the structure.
3. All numbers shall be properly affixed on or near the front entrance or in some other manner visible from the street. If a the number when affixed to the house is not visible from the road, numbers shall be located at the outlet of the driveway, and, if more than one dwelling uses the driveway (shared driveway), numbers shall be located on the left and right sides of the driveway in a manner corresponding to the relationship between the dwellings. The numbers must be easily legible figures not less than four inches (4") high and in a color contrasting to the building background. The home owner is responsible for the numbers on the house or unit.

Section V - Street Signs

1. The Selectboard, upon adoption of this ordinance, shall institute a program for the installation and maintenance of street name signs in accordance with the names established by this ordinance. All signs shall be installed and maintained to the highest degree possible allowed by budget considerations.
2. The developer of any subdivision for which new street names are to be assigned shall erect street name signs in conformance with this Ordinance before final acceptance of the subdivision.

3. There will be a \$500.00 fine for any vandalism (stealing, defacing or destroying) of public signs within the Town of Underhill.
4. All signs shall conform to the Manual on Uniform Traffic Control Devices (MUTCD), current edition. Additionally, in conformance with Vermont Agency of Transportation (VAOT) regulations, all signs designating private roads shall display the prefix "PVT" before the road name.

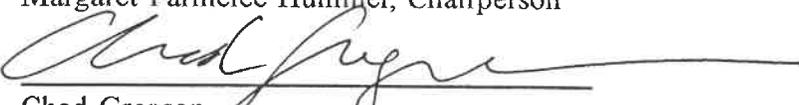
Section VI - Public Notice and Implementation

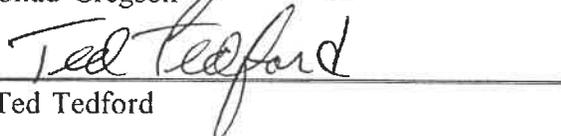
1. Public Notice: The Town of Underhill Selectboard shall make reasonable efforts to ensure that the public is notified of the existence of this Ordinance: Street Naming, Numbering and Street Addressing.
2. The Town of Underhill shall ensure, through cooperative efforts with the United States Post Office, that each property owner is notified of this Ordinance.
3. This Ordinance: Street Naming, Numbering and Street Addressing shall be: 1) entered into the Selectmen's minutes and 2) posted in at least five (5) conspicuous places within the Town of Underhill, and 3) the full text of the Ordinance or a concise summary of it published in the Mountain Villager not more than fourteen (14) days following the date specified below when this Ordinance is adopted.
4. This Ordinance is hereby adopted by the Selectboard of the Town of Underhill on this 14th day of August, 1996 and shall, unless a petition is filed as provided by law, become effective upon the expiration of sixty (60) days after said date.
5. Citizens have the right to petition for a vote on this ordinance at an annual or special town meeting as provided in 24 VSA §1973.

Section VII - Severability

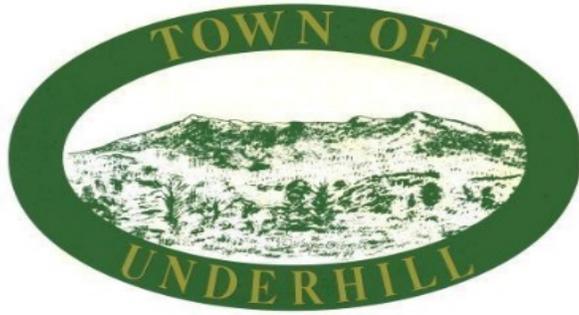
If any portion of this Ordinance and Amendments is held unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance and Amendments shall not be affected.


Margaret Parmelee Hummel, Chairperson


Chad Gregson


Ted Tedford

EFFECTIVE DATE: OCTOBER 14, 1996



An Ordinance Regarding Street Naming, Street Numbering and Street Addressing

Adopted October 14, 1996

Amended _____, 202~~4~~3

Formatted: Tab stops: 2.17", Left

Section I – Purpose

In accordance with 24 VSA §2291(16) and 24 VSA §4421 the Selectboard of the Town of Underhill hereby establishes the following ordinance regarding: Street Naming, Street Numbering and Street Addressing. The purpose for this ordinance is to establish a more uniform street naming and street addressing system throughout the Town of Underhill and easily locatable addresses that will have a number of beneficial results

a. It will enable emergency services to arrive at a scene faster and provide the basis for Enhanced 911 Emergency response system.

b. Deliveries, Delivery addresses will be easier to find.

~~c. The U.S Postal Service will change Rural Route addresses to the street addresses.~~

~~cd.~~ Visitors to Underhill will be able to find an address and know where they are in case of emergency.

Section II – Street Naming

1. Every street and road, both public and private, shall be named. For the purposes of this ordinance, a private street shall consist of any means of access, maintained year round including shared driveways on which are located three (3) or more dwellings or other addressable locations. And addressable location shall consist of any dwelling, apartment, mobile home, place of business or any other location described in the E911 Addressing Standards approved on August 30, 2022, at which a telephone may reasonably be located, including public phones.

2. In the future, any new development must meet the guidelines of this ordinance and the E911 Addressing Standards

3. All road names must be a separate and distinct name. No two roads shall have the same or similar sounding names as a road in Underhill or Jericho. No new road shall have any currently used name in the Town of Underhill or Jericho. Furthermore, the Underhill Selectboard may change the names of the streets both public and private, (after a duly warned public hearing) within the Town when necessary to promote public welfare and safety.

Section III – Administration

1. A uniform system of numbering properties and principal buildings as shown on property tax maps which are maintained by the the E911 Coordinator Listers is hereby adopted for use in the Town of Underhill.

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Strikethrough

Formatted: Font: 12 pt

Formatted: Font color: Red

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Strikethrough

Formatted: Font: 12 pt, Font color: Red, Strikethrough

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt, Strikethrough

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Strikethrough

Formatted: Font: 12 pt

2. The ~~Listers~~, E911 Coordinator, shall number parcels as necessary and update the property tax maps annually according to the method of numbering set forth in Section IV. Existing numbering of parcels not in conformity with this chapter shall be changed to conform to the system herein adopted to maintain the integrity of the overall system and to protect public safety.

Formatted: Font: 12 pt, Strikethrough

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt

3. Prior to the issuance of any building permit, the developer of any subdivision or other construction resulting in additional streets or roads or additional addressable locations shall furnish a plan proposing the street names assigned in accordance with this ordinance to the Town Planner/Zoning Officer, who, with the ~~Listers~~, E911 Coordinator, will certify its conformity with the requirements and principles of the Ordinance and update appropriate Town Records.

Formatted: Font: 12 pt, Strikethrough

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt

4. Upon the issuance of any building permit, the ~~Listers~~, E911 Coordinator shall assign a street number to any new addressable location, whether in any subdivision or not, in accordance with the principles of this Ordinance.

Formatted: Font: 12 pt, Strikethrough

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Font color: Red

5. In instances in which a third dwelling or other addressable location is permitted to be ~~to~~ constructed on a private road not previously named by reason of having fewer than three such locations, the Town ~~Planner/Zoning Officer~~, E911 Coordinator shall oversee a process of naming such road in a manner consistent with this Ordinance. Such name shall not be final until accepted by the Selectboard.

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Strikethrough

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt

Section IV – General Numbering ~~System~~ Guidelines

Formatted: Font: 12 pt, Strikethrough

~~1. All names roads shall be measured along their centerlines in segments of one hundred (100) feet from a designated starting point. Such starting point shall be the intersection of the centerline of the road with that of another road, usually the intersection of a larger road. Odd numbers shall be assigned to the LEFT side of the road and even numbers to the RIGHT side of the road in the direction of increasing numbers. The first 100 foot increment contains the numbers 1 and 2, the second 100 foot increment (100-200) contains the number 3 and 4 and so on.~~

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Strikethrough

1. All new roads, as per the E911 addressing standards, will use a 1/1000th of a mile (5.28ft) addressing system. The addresses must be assigned based on the distance from the beginning of the road to the driveway access of the structure. Odd numbers shall be assigned to the LEFT side of the road and even numbers to the RIGHT side of the road.

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt, Font color: Red, Superscript

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Font color: Red

~~2. All numbers shall be established on front entrance from the street or from the center of the driveway. In a few cases, it may be established based on the center of the structure.~~

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Font color: Red

3. All numbers shall be properly affixed on or near the front entrance or in some other manner visible from the street. If a number when affixed to the house is not visible from the road, all numbers shall be located at the outlet of the driveway, and , if more than one dwelling uses the

Formatted: Font: 12 pt, Strikethrough

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Not Strikethrough

Formatted: Font: 12 pt

driveway (shared driveway), numbers shall be located on the left and right sides of the driveway in a manner corresponding to the relationship between the dwellings. ~~The numbers must be easily legible figures not less than four inches (4") high and in a color contrasting to the building background. The home owner is responsible for the numbers on the house or unit.~~

Formatted: Font: 12 pt, Strikethrough

4. Numbers must be easily legible figures not less than four inches (4") high and are required to use green address signs with white reflective numbers. Numbers are available at the Underhill Jericho Fire Department.

Formatted: Font color: Red, Not Strikethrough

Formatted: Font color: Red

Formatted: Font: 12 pt, Strikethrough

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Strikethrough

Section V – Street Signs

~~1. The Selectboard, upon adoption of this ordinance, shall institute a program for the installation and maintenance of street name signs in accordance with the names established by this ordinance. All signs shall be installed and maintained to the highest degree possible allowed by budget considerations.~~

Formatted: Font: 12 pt

1. All signs shall conform to the Manual of Uniform Traffic Control Devices (MUTCD) current edition. Signs must be green with a white border and High Intensity Prismatic (HIP) vinyl. Signs must be 12" in height with 8" letters mounted a minimum of 7ft above the roads surface. Signs that are less than 36" in width will be double faced with one 2" breakaway post. Signs greater than 36" in width will be two single faced signs mounted on two 2" breakaway posts. Additionally, in conformance with Vermont Agency of Transportation (VAOT) regulations, all signs designating private roads shall display the prefix "PVT" before after the road name.

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Strikethrough

Formatted: Font color: Red

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Strikethrough

~~2. The developer of any subdivision for which new street names are to be assigned shall erect street name signs in conformance with this Ordinance before the final acceptance of the subdivision. The Town of Underhill's Highway department will purchase, install and maintain all road signs to the highest degree possible.~~

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt

3. There will be a \$500.00 fine for any vandalism (stealing, defacing or destroying) of public signs within the Town of Underhill.

~~4. All signs shall conform to the Manual of Uniform Traffic Control Devices (MUTCD) current edition. Additionally, in conformance with Vermont Agency of Transportation (VAOT) regulations, all signs designating private roads shall display the prefix "PVT" before the road name.~~

Formatted: Font: 12 pt, Strikethrough

4.

Vanity road signs are not permitted. All driveways that are not subject to town issued road names shall not install any sign that is similar or gives the appearance of being an officially named road. The Town of

Formatted: Font color: Red

Underhill Highway Department is authorized to remove any vanity signs that impact the safety and wellbeing of the community.

Formatted: Font color: Red

Section VI – Public Notice and Implementation

Formatted: Font: 12 pt

1. Public Notice: The Town of Underhill Selectboard shall make reasonable efforts to ensure that the public is notified of the existence of this Ordinance: Street Naming, Street Numbering and Street Addressing.

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt

2. The Town of Underhill shall ensure, through cooperative efforts with the United States Post Office, that each property owner is notified of this Ordinance

Formatted: Font: 12 pt, Font color: Auto

Formatted: Font: 12 pt

3. This Ordinance: Street Naming, Street Numbering and Street Addressing shall be: 1) entered into the Selectments board minutes and 2) posted in at least ~~five (5)~~ three (3) conspicuous places within the Town of Underhill, and 3) ~~The full text of the Ordinance or a concise summary of it published in in the Mountain Villager, Gazette not more than~~ fourteen (14) days following the date specified below when this Ordinance is adopted

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Strikethrough

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt

4. This Ordinance is hereby ~~ad~~opted by the Selectboard of the Town of Underhill on this ~~14th~~ _____-day of ~~August~~, ~~1996~~2024 and shall, unless a petition is filed as provided by law, become effective upon the expiration of sixty (60) days after said date

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Font color: Red

Formatted: Font: 12 pt

5. Citizens have the right to petition for a vote on this ordinance at an annual or special town meeting as provided in 24 VSA ~~§§~~§1973.

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Strikethrough

Formatted: Font: 12 pt

Formatted: Font color: Red

Formatted: Font: 12 pt

Section VII – Severability

If any portion of the Ordinance and Amendments is held unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance and Amendments shall not be affected.

Formatted: Font: 12 pt

X

Daniel Steinbaur
Selectboard Chair

X

Robert Stone
Selectboard Vice Chair

Formatted: Font: 12 pt

X

Patricia Richards
Selectboard Member

Formatted: Font: 12 pt

Effective date

The Vermont Statutes Online

The Vermont Statutes Online have been updated to include the actions of the 2023 session of the General Assembly.

NOTE: The Vermont Statutes Online is an unofficial copy of the Vermont Statutes Annotated that is provided as a convenience.

Title 24: Municipal and County Government

Chapter 59: Adoption and Enforcement of Ordinances and Rules

§ 1971. Authority to adopt

(a) A municipality may adopt, amend, repeal, and enforce ordinances or rules for any purposes authorized by law.

(b) An ordinance or rule adopted or amended by a municipality under this chapter or under its municipal charter authority shall be designated as either criminal or civil, but not both. (Added 1969, No. 170 (Adj. Sess.), § 8, eff. March 2, 1970; amended 1971, No. 14, § 10, eff. March 11, 1971; 1993, No. 237 (Adj. Sess.), § 2, eff. Nov. 1, 1994.)

§ 1972. Procedure

(a)(1) The legislative body of a municipality desiring to adopt an ordinance or rule may adopt it subject to the petition set forth in section 1973 of this title and shall cause it to be entered in the minutes of the municipality and posted in at least five conspicuous places within the municipality. The legislative body shall arrange for one formal publication of the ordinance or rule or a concise summary thereof in a newspaper circulating in the municipality on a day not more than 14 days following the date when the proposed provision is so adopted. Information included in the publication shall be the name of the municipality; the name of the municipality's website, if the municipality actively updates its website on a regular basis; the title or subject of the ordinance or rule; the name, telephone number, and mailing address of a municipal official designated to answer questions and receive comments on the proposal; and where the full text may be examined. The same notice shall explain citizens' rights to petition for a vote on the ordinance or rule at an annual or special meeting as provided in section 1973 of this title.

(2) Unless a petition is filed in accordance with section 1973 of this title, the ordinance or rule shall become effective 60 days after the date of its adoption, or at such time following the expiration of 60 days from the date of its adoption as is determined by the legislative body. If a petition is filed in accordance with section 1973 of this title, the taking effect of the ordinance or rule shall be governed by subsection 1973(e) of this title.

(b) All ordinances and rules adopted by a municipality shall be recorded in the records of the municipality.

(c) The procedure herein provided shall apply to the adoption of any ordinance or rule by a municipality unless another procedure is provided by charter, special law, or particular statute. (Added 1969, No. 170 (Adj. Sess.), § 8, eff. March 2, 1970; amended 1971, No. 14, § 11, eff. March 11, 1971; 1979, No. 180 (Adj. Sess.), § 1, eff. May 5, 1980; 2011, No. 155 (Adj. Sess.), § 7.)

§ 1973. Permissive referendum

(a) An ordinance or rule adopted by a municipality may be disapproved by a vote of a majority of the qualified voters of the municipality voting on the question at an annual or special meeting duly warned for the purpose, pursuant to a petition signed and submitted in accordance with subsection (b) of this section.

(b) A petition for a vote on the question of disapproving an ordinance or rule shall be signed by not less than five per cent of the qualified voters of the municipality, and presented to the legislative body or the clerk of the municipality within 44 days following the date of adoption of the ordinance or rule by the legislative body.

(c) When a petition is submitted in accordance with subsection (b) of this section, the legislative body shall call a special meeting within 60 days from the date of receipt of the petition, or include an article in the warning for the next annual meeting of the municipality if the annual meeting falls within the 60-day period, to determine whether the voters will disapprove the ordinance or rule.

(d) Not less than two copies of the ordinance or rule shall be posted at each polling place during the hours of voting, and copies thereof made available to voters at the polls on request. It shall be sufficient to refer to the ordinance or rule in the warning by title.

(e) If a petition for an annual or a special meeting is duly submitted in accordance with this section, to determine whether an ordinance or rule shall be disapproved by the voters of the municipality, the ordinance or rule shall take effect on the conclusion of the meeting, or at such later date as is specified in the ordinance or rule, unless a majority of the qualified voters voting on the question at the meeting vote to disapprove the ordinance or rule in which event it shall not take effect. (Added 1969, No. 170 (Adj. Sess.), § 8, eff. March 2, 1970; amended 1971, No. 14, § 12, eff. March 11, 1971.)

§ 1974. Enforcement of criminal ordinances

(a)(1) The violation of a criminal ordinance or rule adopted by a municipality under this chapter shall be a misdemeanor.

(2) The criminal ordinance or rule may provide for a fine or imprisonment, but no fine shall exceed \$800.00, nor may any term of imprisonment exceed one year.

(3) Each day the violation continues shall constitute a separate offense.

(b) The presiding judge of the Superior Court, on application of the legislative body of a municipality, shall have jurisdiction to enjoin the violation of an ordinance or rule but the election of a municipality to proceed under this subsection shall not prevent prosecutions under subsection (a) of this section.

(c) Prosecutions of criminal ordinances shall be brought before the Superior Court pursuant to 4 V.S.A. § 32.

(d) Prosecutions of criminal ordinances may be brought on behalf of the municipality by the municipal attorney or other person designated by the legislative body of the municipality. (Added 1969, No. 170 (Adj. Sess.), § 8, eff. March 2, 1970; amended 1993, No. 237 (Adj. Sess.), § 3, eff. Nov. 1, 1994; 2009, No. 154 (Adj. Sess.), § 182; 2017, No. 74, § 95; 2017, No. 93 (Adj. Sess.), § 20; 2017, No. 130 (Adj. Sess.), § 14.)

§ 1974a. Enforcement of civil ordinance violations

(a) A civil penalty of not more than \$800.00 may be imposed for a violation of a civil ordinance. Each day the violation continues shall constitute a separate violation.

(b) All civil ordinance violations, except municipal parking violations, and all continuing civil ordinance violations, where the penalty is \$800.00 or less, shall be brought before the Judicial Bureau pursuant to Title 4 and this chapter. If the penalty for all continuing civil ordinance violations is greater than \$800.00, or injunctive relief, other than as provided in subsection (c) of this section, is sought, the action shall be brought in the Criminal Division of the Superior Court, unless the matter relates to enforcement under chapter 117 of this title, in which instance the action shall be brought in the Environmental Division of the Superior Court.

(c) The Judicial Bureau, on application of a municipality, may order that a civil ordinance violation cease.

(d) Civil enforcement of municipal zoning violations may be brought as a civil ordinance violation pursuant to this section or in an enforcement action pursuant to the requirements of chapter 117 of this title.

(e)(1) When filed in court as an enforcement action by the municipality, municipal parking violations shall be brought as civil violations. The right to trial by jury shall not apply in such cases.

(2) A person who received a criminal conviction in District Court for a municipal parking violation committed before January 1, 2005 may petition the court to seal all records in the matter. The person shall provide a copy of the petition to the State or municipal official who was the prosecuting authority on the matter in District Court. The court shall grant the petition if, after providing the prosecuting authority with an opportunity to respond, the court finds that sealing the records would serve the interests of justice. (Added 1993, No. 237 (Adj. Sess.), § 4, eff. Nov. 1, 1994; amended 1997, No. 121 (Adj. Sess.), § 17; 2003, No. 115 (Adj. Sess.), § 77, eff. Jan. 1, 2005; 2003, No. 146 (Adj. Sess.), § 5, eff. Jan. 1, 2005; 2009, No. 154 (Adj. Sess.), § 236; 2011, No. 155 (Adj. Sess.), § 2.)

§ 1975. Evidence of adoption

A certificate of the clerk of a municipality showing the publication, posting, recording, and adoption of an ordinance or rule, or any of the foregoing, shall be presumptive evidence of the facts so stated in any action or proceeding in court or before any board, commission, or other tribunal. (Added 1969, No. 170 (Adj. Sess.), § 8, eff. March 2, 1970; amended 1971, No. 14, § 13, eff. March 11, 1971.)

§ 1976. Amendments and repeals

An ordinance or rule adopted in accordance with the procedures provided for in this chapter may be amended or repealed in accordance with the procedure herein set forth relating to adoption of ordinances and rules, and the provisions of this chapter, including the right of petition and referendum contained in section 1973 of this title, shall apply to the amendment or repeal of an ordinance or rule adopted under this chapter as well as to its enactment. (Added 1969, No. 170 (Adj. Sess.), § 8, eff. March 2, 1970.)

§ 1977. Complaint for municipal civil ordinance violations

(a) The complaint in a municipal civil case shall be signed by the issuing municipal official. The original copy shall be filed with the Judicial Bureau, a copy shall be retained by the issuing municipal official, and two copies shall be given to the defendant.

(b) The municipal official may void or amend the municipal complaint issued by that official by so marking the complaint and sending it to the Judicial Bureau.

(c) The Court Administrator shall approve an appropriate summons and complaint form, pursuant to 4 V.S.A. § 1105(a), to implement the assessment of the full and waiver penalty provisions of this section. (Added 1993, No. 237 (Adj. Sess.), § 5, eff. Nov. 1, 1994; amended 1997, No. 121 (Adj. Sess.), § 18; 1999, No. 58, § 4, eff. Sept. 1, 1999; 1999, No. 160 (Adj. Sess.), § 28.)

§ 1978. Repealed. 1997, No. 121 (Adj. Sess.), § 39(6).

§ 1979. Procedure

(a) Municipal ordinance violations shall be heard by the Bureau and the procedure shall be as provided in 4 V.S.A. chapter 29.

(b) At the hearing, the municipal attorney or designee of the legislative body of the municipality may dismiss or amend the complaint, subject to the approval of the hearing officer.

(c) Upon entry of default judgment pursuant to 4 V.S.A. § 1105(f), the hearing officer shall assess the full penalty provided for in the ordinance that was found to have been violated.

(d) Upon entry of judgment against the defendant after a contested hearing, the hearing officer shall assess a civil penalty in an amount not less than the waiver penalty and not more than the full penalty provided for in the ordinance that was found to have been

violated. (Added 1993, No. 237 (Adj. Sess.), § 5, eff. Nov. 1, 1994; amended 1997, No. 121 (Adj. Sess.), § 19; 1999, No. 58, § 5, eff. Sept. 1, 1999; 2017, No. 93 (Adj. Sess.), § 21.)

§ 1980. Repealed. 1997, No. 121 (Adj. Sess.), § 39(7).

§ 1981. Enforcement of order from Judicial Bureau

(a) Upon the filing of the complaint and entry of a judgment after hearing or entry of default by the hearing officer, subject to any appeal pursuant to 4 V.S.A. § 1107, the person found in violation shall have up to 30 days to pay the penalty to the Judicial Bureau. All the civil remedies for collection of judgments shall be available to enforce the final judgment of the Judicial Bureau.

(b) In addition to any other civil remedies available by law, a final judgment of the Judicial Bureau that has not been satisfied within 30 days shall, upon due recordation in the land records of the town in which any real or personal property of the defendant is located, constitute a lien upon that real or personal property, except for motor vehicles as defined by 23 V.S.A. § 4(21), and may be enforced within the time and in the manner provided for the collection of taxes pursuant to 32 V.S.A. chapter 133, subchapter 8.

(c) The remedies of civil contempt and referral to a collections agency for failure to pay a Judicial Bureau judgment under this section shall be as provided in 4 V.S.A. § 1109(c) and

(d). (Added 1993, No. 237 (Adj. Sess.), § 5, eff. Nov. 1, 1994; amended 1997, No. 121 (Adj. Sess.), § 20; 1997, No. 122 (Adj. Sess.), § 1; 1999, No. 58, § 6; 2003, No. 62, § 3; see effective date note below; 2009, No. 154 (Adj. Sess.), § 238; 2011, No. 83 (Adj. Sess.), § 1; 2019, No. 77, § 22, eff. June 19, 2019; 2019, No. 175 (Adj. Sess.), § 24, eff. Oct. 8, 2020.)

§ 1982. Reports

The Court Administrator shall prepare audits, records, and reports relating to the enforcement of municipal ordinance complaints in the Judicial Bureau. (Added 1993, No. 237 (Adj. Sess.), § 5, eff. Nov. 1, 1994; amended 1997, No. 121 (Adj. Sess.), § 21.)

§ 1983. Identification to law enforcement officers required

(a) A law enforcement officer is authorized to detain a person if:

(1) the officer has reasonable grounds to believe the person has violated a municipal ordinance; and

(2) the person refuses to identify himself or herself satisfactorily to the officer when requested by the officer.

(b) The person may be detained only until the person identifies himself or herself satisfactorily to the officer or is properly identified. If the officer is unable to obtain the identification information, the person shall forthwith be brought before a Criminal Division of the Superior Court judge for that purpose. A person who refuses to identify himself or herself to the court on request shall immediately and without service of an order on the

person be subject to civil contempt proceedings pursuant to 12 V.S.A. § 122. (Added 1997, No. 122 (Adj. Sess.), § 2; amended 2009, No. 154 (Adj. Sess.), § 238; 2013, No. 194 (Adj. Sess.), § 14, eff. June 17, 2014.)

§ 1984. Conflict of interest prohibition

(a)(1) Each town, city, and incorporated village, by majority vote of those present and voting at an annual or special meeting warned for that purpose, shall adopt a conflict of interest prohibition for its elected and appointed officials, which shall contain:

- (A) A definition of “conflict of interest.”
- (B) A list of the elected and appointed officials covered by such prohibition.
- (C) A method to determine whether a conflict of interest exists.
- (D) Actions that must be taken if a conflict of interest is determined to exist.
- (E) A method of enforcement against individuals violating such prohibition.

(2) The requirement set forth in subdivision (1) of this subsection shall not apply if, pursuant to the provisions of subdivision 2291(20) of this title, the municipality has established a conflict of interest policy that is in substantial compliance with subdivision (1).

(b)(1) Unless the prohibition adopted pursuant to subsection (a) of this section contains a different definition of “conflict of interest,” for the purposes of a prohibition adopted under this section, “conflict of interest” means a direct personal or pecuniary interest of a public official, or the official’s spouse, household member, business associate, employer, or employee, in the outcome of a cause, proceeding, application, or any other matter pending before the official or before the agency or public body in which the official holds office or is employed.

(2) “Conflict of interest” does not arise in the case of votes or decisions on matters in which the public official has a personal or pecuniary interest in the outcome, such as in the establishment of a tax rate, that is no greater than that of other persons generally affected by the decision. (Added 1999, No. 82 (Adj. Sess.), § 2; amended 2017, No. 79, § 14, eff. July 1, 2019.)

District 5, 8
Certcode 0415-0

**CERTIFICATE OF HIGHWAY MILEAGE
YEAR ENDING FEBRUARY 10, 2024**

Fill out form, make and file a copy with the Town Clerk, and submit the Mileage Certificate on or before February 20, 2024 to: Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section via email to: aot.mileagecertificates@vermont.gov or if necessary via mail to: VTrans PPAID - Mapping Section, 219 North Main Street, Barre VT 05641.

We, the members of the legislative body of **UNDERHILL** in **CHITTENDEN** County on an oath state that the mileage of highways, according to Vermont Statutes Annotated, Title 19, Section 305, added 1985, is as follows:

PART I - CHANGES TOTALS - Please fill in and calculate totals.

Town Highways	Previous Mileage	Added Mileage	Subtracted Mileage	Total	Scenic Highways
Class 1	0.000				0.000
Class 2	8.750				0.000
Class 3	43.46				0.000
State Highway	4.944				0.000
Total	57.154				0.000
* Class 1 Lane	0.000				
* Class 4	6.39				0.000
* Legal Trail	0.60				

* Mileage for Class 1 Lane, Class 4, and Legal Trail classifications are NOT included in total.

PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.

- NEW HIGHWAYS:** Please attach Selectmen's "Certificate of Completion and Opening".
- DISCONTINUED:** Please attach SIGNED copy of proceedings (minutes of meeting).
- RECLASSIFIED/REMEASURED:** Please attach SIGNED copy of proceedings (minutes of meeting).
- SCENIC HIGHWAYS:** Please attach a copy of order designating/discontinuing Scenic Highways.

IF THERE ARE NO CHANGES IN MILEAGE: Place an X in the box and sign below.

PART III - SIGNATURES - PLEASE SIGN.

Signatures of Selectmen/ Aldermen/ Trustees: _____

Signature of T/C/V Clerk: _____ Date Filed: _____

Please sign ORIGINAL and return it for Transportation signature.

AGENCY OF TRANSPORTATION APPROVAL: Signed copy will be returned to T/C/V Clerk.

APPROVED: _____
Representative, Agency of Transportation

DATE: _____

Memorandum of Agreement (MOA)
between
The Vermont Department of Buildings and General Services (BGS)
and
Town of Underhill
for the
Provision of Municipal Energy Assessment Services Under the Municipal Energy Resilience Program (MERP)

INTRODUCTION

The State of Vermont Department of Buildings and General Services (hereinafter “State”) and the city/town/municipality of **Underhill** (hereinafter “Municipality”) enter into an MOA regarding an energy resilience assessment(s) (hereinafter ‘assessment(s)’) **Level 2** under the newly created Municipal Energy Resilience Program. The State and Municipality may be individually and collectively referred to as ‘Party’ and ‘Parties’ in this Agreement.

Both Parties, agree to the following terms and conditions:

1. PURPOSE & SCOPE

- 1.1. The purpose of this Agreement is to delineate the roles and responsibilities of the Parties with respect to the coordination of, documentation for, and scope of services comprising the assessment(s).
- 1.2. These assessment(s) shall be conducted on property owned and controlled by the Municipality, collectively referred to as ‘Facility’ and ‘Facilities’ at the following locations:

Facility #1 Town Hall, 120 Pleasant Valley Rd.

Facility #2 Town Garage, 77 New Rd.
- 1.3. The assessment shall evaluate the conditions of the Facility or Facilities with regards to the energy service categories required under Act 172 §2(d). A qualified Contractor procured by the State will provide these services at the State’s expense.
- 1.4. The State shall be responsible for the cost of the assessment, coordinating with the Municipality and/or the Municipality’s Regional Planning Commission (RPC) to provide all necessary documentation to the Contractor prior to the assessment. The State will provide the Contractor to the Municipality with a pre-determined statement of work (SOW). The Municipality agrees to indemnify the State against any unforeseen discovery or occurrence at the Facility premises which arises from the assessment.
- 1.5. The Municipality shall provide all building documentation requisite to complete the assessment, outlined in Section 3 of this Agreement.

2. STATE'S RESPONSIBILITIES FOR THE ASSESSMENT

- 2.1. Conduct the assessment through contracted services and provide the municipality with a copy of the resulting assessment report.
- 2.2. Provide to the Contractor the relevant Facility documents to administer the assessment.
- 2.3. Assist the Municipality, either directly or in coordination with the Municipality's RPC, in procuring Facility documents.
- 2.4. Pay contractor for costs associated with the approved assessment.

3. MUNICIPALITY'S RESPONSIBILITIES FOR THE ASSESSMENT

- 3.1. Provide all required documents for a Level 2 assessment listed as follows:
 - 3.1.1. Electrical use and demand history- last 3 years, 12 months minimum
 - 3.1.2. Fuel use (oil, gas, propane, wood, etc.)- last 3 years, 12 months minimum
 - 3.1.3. Building mechanical and electrical plans,
 - 3.1.4. Lighting schedule,
 - 3.1.5. Sequences of operations. This covers the operating procedures and run times of equipment as well as occupation hours,
 - 3.1.6. Building control systems points list (Direct Digital Controls System sensors, data points, and set points),
 - 3.1.7. Maintenance programs, operations and maintenance manuals, training programs, capital improvement programs,
 - 3.1.8. Plans related to the broader facility, campus, or complex (e.g., underground utility lines, property acreage owned/available for deployment of renewable energy systems, parking lots), and
 - 3.1.9. And/or any prior studies or energy assessments.
- *Please note: These documents are not required for a Level 1 assessment but municipalities are encouraged to provide them if they are readily available. *
- 3.2. Coordinate with the RPC's, Contactor and, as needed, the State for a date and time for the assessment to occur.
 - 3.3. Provide appropriate notice to building occupants in anticipation of the assessment date.
 - 3.4. Have an authorized representative be present on the date of the assessment and provide building access to the Contractor.
 - 3.5. Assessment delays, cancellations, and rescheduling. If an authorized representative of the Municipality is unable to be present for the assessment on the date and time previously agreed upon with the State, the Municipality will, as soon as possible, notify the State the need to postpone or cancel the assessment, no less than 2 working days prior to the scheduled date of assessment. In case of an emergency need to reschedule, the Municipality shall notify their RPC and The State as soon as possible.
 - 3.6. Assume responsibility for ensuring either a continuance of operations and services which normally occur in the building or provide a contingency if the assessment disrupts operations and services in any way.

4. MUTUAL COVENANTS

4.1. No amendment to this Agreement will be valid unless it is in writing and signed by the authorized representatives of the State and Municipality.

5. AGREEMENT TERM

5.1. The term of this Agreement shall begin upon the date of its execution by both Parties and shall automatically terminate upon the report being delivered to the Municipality.

5.2. This Agreement may be terminated by the mutual written agreement of the State and Municipality at any time.

For and on behalf of
**Vermont Department of Buildings and
General Services**

Signature: _____

Name: _____

Designation: _____

Date: _____

For and on behalf of
Underhill (Municipality)

Signature: _____

Name: _____

Designation: _____

Date: _____

From: [Lori Demaine](#)
To: [Brad Holden](#); [Michael Oman](#)
Subject: Lori Demaine's Interest in becoming a member of Underhill's Energy Committee (UEC)
Date: Monday, January 29, 2024 2:44:04 PM

Hi Brad,

My name is Lori Demaine. I have recently moved to Underhill and became aware of the opportunity to join UEC last summer. I would like to formally apply to this position with this email.

I have a Master's in Sustainability and Environmental Management from the Harvard Ext School. After graduation, I co founded [Sustainable Marblehead](#) where I organized and led the working groups. I also created the website site, helped to organize the passing of a town warrant for renewable energy, and helped with their Climate Action Plan (CAP). I then started working on EV and eBike incentive programs for a national non-profit where I also led a team that wrote the organization's first CAP.

I feel my expertise can help support UE's goals.

Can you please let me know what the next steps are? Do you have a 2024 COI to sign? The one I was sent is from 2022.

Please let me know if you have any questions.

Thank you,

Lori N. Demaine

A.L.M., Sustainability & Environmental Management, Harvard University Extension School



01/29/24
11:12 am

Town of Underhill Payroll
Check Warrant Report #19185
Check date 02/01/24 to 02/01/24

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
BLOK	BLODGETT, KENNETH W.	E	3967	02/01/24	0.00	2705.95
BOS01	BOSLEY, AMANDA B.	E	3968	02/01/24	0.00	1939.72
GR002	GRIFFITHS, DONNA E.	E	3970	02/01/24	0.00	605.24
HO1	HOLDEN, BRADFORD L.	E	3971	02/01/24	0.00	2401.95
MO1	MORIN, SHERRI	E	3973	02/01/24	0.00	2173.28
NO1	NORWAY, DWAYNE T.	E	3974	02/01/24	0.00	2342.65
RWC	CLARK, RUSSELL W.	E	3969	02/01/24	0.00	3471.90
SI2	SILPE-KATZ, JENNIFER	E	3975	02/01/24	0.00	2527.34
SJA	ABAIR, STEVEN J.	E	3966	02/01/24	0.00	424.86
SK1	KILPECK, SCOTT A.	E	3972	02/01/24	0.00	2504.03
					0.00	21096.92

To the Treasurer of Town of Underhill
we hereby certify that there is due to the several persons whose
names are listed hereon the sum against each name and that
there are good and sufficient vouchers supporting the payments
aggregating \$ **21,096.92
Let this be your order for the payments of these amounts.

Selectboard

Dan Steinbauer

Robert Stone

Patricia Richards

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
BASIC	BASIC	2986153 monthly cobra	48.13	0.00	48.13	A 11624	01/16/24
BCBSMEDI	BCBSVT	175183012 February Medical	8472.88	0.00	8472.88	A 12924	01/29/24
Includes 4 months Cobra member too.							
IRS	INTERNAL REVENUE SERVICE	PR-01/04/24 Payroll Transfer	5907.48	0.00	5907.48	E 1241	01/04/24
IRS	INTERNAL REVENUE SERVICE	PR-01/18/24 Payroll Transfer	8514.82	0.00	8514.82	E 1624	01/16/24
NDI	NORTHEAST DELTA DENTAL INS CO	JAN2024 January 2024	800.62	0.00	800.62	A 1524	01/05/24
Rate no change - added enrollment							
NEL	QUADIENT FINANCE	122723-2797 postage	301.00	0.00	301.00	A 12424	01/24/24
TCM	TCM BANK NA	010124-6138 See Detail	1986.86	0.00	1986.86	A 12224	01/22/24
VST	VERMONT DEPT OF TAXES	PR-01/04/24 Payroll Transfer	764.70	0.00	764.70	E 14242	01/04/24
VST	VERMONT DEPT OF TAXES	PR-01/18/24 Payroll Transfer	1169.52	0.00	1169.52	E 11824	01/18/24
VSP	VISION SERVICE PLAN	819471857 January Vision	197.20	0.00	197.20	A 1224	01/02/24
Added Enrollment							
Report Total			28,163.21	0.00	28,163.21		

Selectboard

To the Treasurer of Town of Underhill, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****28,163.21
Let this be your order for the payments of these amounts.

Dan Steinbauer

Robert Stone

Patricia Richards

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
MGI	AIRGAS USA, LLC	5504291007 Annual Lease Renewal	775.00	0.00	775.00	23351	02/08/24
CTC	ALLEGIANCE TRUCKS C/O CORPORAT	CRX122026231 returned wiper blades	-54.30	0.00	-54.30	23352	02/08/24
CTC	ALLEGIANCE TRUCKS C/O CORPORAT	R122003685 2018 Truck	1089.07	0.00	1089.07	23352	02/08/24
		Engine repair/tensioner/belt fan - tensioner seized.					
CTC	ALLEGIANCE TRUCKS C/O CORPORAT	X122026577 2022 - Plow shoes	294.00	0.00	294.00	23352	02/08/24
CTC	ALLEGIANCE TRUCKS C/O CORPORAT	X122026906 2018 Truck -Work Lamps	134.66	0.00	134.66	23352	02/08/24
		2 truck/ 4 stock					
CTC	ALLEGIANCE TRUCKS C/O CORPORAT	X122027165 Safety Jacket - Scott	75.00	0.00	75.00	23352	02/08/24
CTC	ALLEGIANCE TRUCKS C/O CORPORAT	X12206787 DEF Bulk	233.75	0.00	233.75	23352	02/08/24
					1772.18		
ANYBUT	ANYTHING BUT LLC	JAN24 January Cleaning	400.00	0.00	400.00	23353	02/08/24
BMRX	BLUE MEDICARE RX	MAR24 March 2024	38.95	0.00	38.95	23354	02/08/24
CSE	CARGILL, INCORPORATED	2909028731 Salt (88.00)	1990.56	0.00	1990.56	23355	02/08/24
CSE	CARGILL, INCORPORATED	2909035017 Salt (88.00)	2015.20	0.00	2015.20	23355	02/08/24
CSE	CARGILL, INCORPORATED	2929051337 Salt (88.00)	3889.60	0.00	3889.60	23355	02/08/24
					7895.36		
CVE	CHAMPLAIN VALLEY EQUIPMENT	CB49330 Chipper Belt	124.26	0.00	124.26	23356	02/08/24
CVE	CHAMPLAIN VALLEY EQUIPMENT	CB49601 Return hos/belt	-83.66	0.00	-83.66	23356	02/08/24
CVE	CHAMPLAIN VALLEY EQUIPMENT	CM98792 Chipper parts	191.80	0.00	191.80	23356	02/08/24
					232.40		
CBG	CHARLEBOIS TRUCK PARTS	IT67010 2018 Truck	523.29	0.00	523.29	23357	02/08/24
		PTO Pump Shaft					
CCSH	CHITTENDEN COUNTY SHERIFF'S	U1223-DEC23 December 2023 Sheriff	2275.00	0.00	2275.00	23358	02/08/24
CB001	CLARENCE BROWN	410505 Diesel (3.35/GA)	2303.54	0.00	2303.54	23359	02/08/24
CB001	CLARENCE BROWN	411558 Diesel (3.34/GA)	1627.73	0.00	1627.73	23359	02/08/24
					3931.27		
CC	CONSOLIDATED COMMUNICATIONS	012724-4434 TH Phone	498.24	0.00	498.24	23360	02/08/24
CC	CONSOLIDATED COMMUNICATIONS	012724-9959 HWY-telephone	264.36	0.00	264.36	23360	02/08/24
					762.60		
NO1	DWAYNE NORWAY	FY24CA FY24 - DN Clothing Allow	70.96	0.00	70.96	23361	02/08/24
FAST	FASTENAL COMPANY	CR324500 credit	-47.08	0.00	-47.08	23362	02/08/24
FAST	FASTENAL COMPANY	VTBUR325317 grease gun adapter	26.19	0.00	26.19	23362	02/08/24
FAST	FASTENAL COMPANY	VTBUR325322 nuts n bolts	14.44	0.00	14.44	23362	02/08/24
FAST	FASTENAL COMPANY	VTBUR325553 Chain Hooks/nuts	130.98	0.00	130.98	23362	02/08/24
					124.53		

02/05/24
11:54 am

Town of Underhill Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
For checks For Check Acct 01 (General) 02/08/24 To 02/08/24

Page 2
JSilpe-Katz

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
FAP	FISHER AUTO PARTS	293-451254 supplies	89.53	0.00	89.53	23363	02/08/24
GORWILL	GORDON WILLIAMSON	012524 Storm Cleanup Historic Windstorm - FVR Roadside Tree Removal	2307.50	0.00	2307.50	23364	02/08/24
GTR	GOT THAT RENTAL	122032 Sharpen Chipper Knives	180.00	0.00	180.00	23365	02/08/24
GMP	GREEN MOUNTAIN POWER	012424-0000 TH - Electricity	209.61	0.00	209.61	23366	02/08/24
JEN	JENNIFER SILPE-KATZ	013024JSK N.Bradford-Birthday	25.00	0.00	25.00	23367	02/08/24
JHH	JERI-HILL ACE HARDWARE	243676 chainsaw rack	27.95	0.00	27.95	23368	02/08/24
JHH	JERI-HILL ACE HARDWARE	243732 TH-Heat Gun purchase	49.99	0.00	49.99	23368	02/08/24
JHH	JERI-HILL ACE HARDWARE	24831 See Detail	85.96	0.00	85.96	23368	02/08/24
Check Total					163.90		
LE4	LEHOUIILLER JOAN I	MAR24 March 2024	43.68	0.00	43.68	23369	02/08/24
MILT	MILTON MCMULLEN RD SOLAR, LLC	775 TH - Electric	39.25	0.00	39.25	23370	02/08/24
NETR	NEW ENGLAND TRUCK TIRE CENTERS	23-0153193 RECAP ALL TIRES Approved after the fact SB 1/22/24	5011.00	0.00	5011.00	23371	02/08/24
NETR	NEW ENGLAND TRUCK TIRE CENTERS	23-0153285 13 Truck Rims	455.00	0.00	455.00	23371	02/08/24
Check Total					5466.00		
OPS	OP SOLAR LLC	100 11/15-12/15/23	62.79	0.00	62.79	23372	02/08/24
OPS	OP SOLAR LLC	101 12/15/23-1/15/24	60.91	0.00	60.91	23372	02/08/24
Check Total					123.70		
SPF	STITZEL PAGE & FLETCHER, PC	80504 December 2023 Legal	1560.00	0.00	1560.00	23373	02/08/24
TEC	TECH GROUP, INC.	203801 February Contract	1098.30	0.00	1098.30	23374	02/08/24
UNF	UNIFIRST ULST	1080191579 Supplies	63.60	0.00	63.60	23375	02/08/24
UHIC	UNITED HEALTH CARE INSURANCE C	MAR24 March 2024	64.19	0.00	64.19	23376	02/08/24
VEC	VERMONT ELECTRIC COOPERATIVE	012124-1201 HWY Electric	324.44	0.00	324.44	23377	02/08/24
CUVES	VIKING-CIVES USA	4530535 2018 Truck/Other New plow parts - approved by SB 12/21/23	1102.88	0.00	1102.88	23378	02/08/24
VMR	VMERS DB	PR-01/04/24 Payroll Transfer	4663.10	0.00	4663.10	23379	02/08/24
VMR	VMERS DB	PR-01/18/24 Payroll Transfer	6081.90	0.00	6081.90	23379	02/08/24
Check Total					10745.00		

02/05/24
11:54 am

Town of Underhill Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
For checks For Check Acct 01 (General) 02/08/24 To 02/08/24

Page 3
JSilpe-Katz

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
WBM	W. B. MASON CO. INC.	244074316 Office supplies	155.98	0.00	155.98	23380	02/08/24
WARD	WARD ELECTRIC LLC	3087 Installation Generator	352.74	0.00	352.74	23381	02/08/24
Report Total			42,916.84	0.00	42,916.84		

Selectboard

To the Treasurer of Town of Underhill, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****42,916.84
Let this be your order for the payments of these amounts.

Dan Steinbauer

Robert Stone

Patricia Richards

Jennifer Silpe-Katz

From: Jennifer Silpe-Katz
Sent: Tuesday, January 16, 2024 12:28 PM
To: Dan Steinbauer (DSteinbauer@underhillvt.gov); Patricia Richards; Brad Holden; Robert Stone
Subject: Requests for PTO Disbursement/Rollover 2023
Attachments: 2023 PTO Requests 01162024

As required in the Town of Underhill Personnel Handbook, an employee must request payout or rollover of their excess vacation over 80 hours (page 21).

As such and attached:

Russell Clark has 93.75 hours of vacation time and would like a payout of 58.75 hours and to roll 40 hours into 2024.

Brad Holden has 92.71 hours and he requests that all of it; excess of 80 hours being 12.71 hours, be rolled into 2024.

Please sign below signifying acceptance of the above requests and I will adjust paid time off accordingly.

Thank you,

Jennifer

Jennifer Silpe-Katz

From: Russell Clark
Sent: Thursday, January 4, 2024 10:22 AM
To: Jennifer Silpe-Katz
Subject: Vacation Time

Jennifer,

This is my request in writing to pay me the 18.75 hours of vacation time. If possible I would also like an additional 40 and only roll over 40.

Please let me know if this email is sufficient

Thanks Jen

HAS 93.75 hrs.

Russ Clark
Highway Supervisor
Town of Underhill
802-899-9959
rclark@Underhillvt.gov

Payroll 58.75
Roll 40



Calendar Year 2023

Updated 1/16/2024

Ken Blodgett				
Hire Date 11/13/2023				
	Holiday		Vacation	Personal Max = 160 hours
01/01/23	-	-	-	-
Carryover	-	-	-	-
Total Available	32.00	-	-	-
11/22-11/24/23	20.00	-	-	-
12/22/23	4.00	-	-	-
12/25/23	8.00	-	-	-

Scott Kilpeck				
Hire Date 5/12/2010				
Date	Holiday		Vacation	Personal Max = 160 hours
01/01/23	104.00	-	144.00	40.00
Carryover	-	-	47.75	96.00
Total Available	104.00	-	191.75	136.00
01/01/23	8.00	-	-	-
01/16/08	8.00	-	-	-
01/17/23	-	-	3.50	-
02/04/23	-	-	1.00	-
02/20/23	8.00	-	-	-
03/24/23	-	-	1.00	-
04/21/23	-	-	1.00	-
4/26-4/28/23	-	-	9.00	-
05/16/23	-	-	0.50	-
5/22&5/24/23	-	-	11.00	-
05/29/23	8.00	-	-	-
05/31/23	-	-	1.00	-
06/06/23	-	-	3.50	-
06/08/23	-	-	1.00	-
06/15/23	-	-	10.00	-
06/19/23	8.00	-	2.00	-
06/22/23	-	-	2.00	-
06/27/23	-	-	1.00	-
6/6-8/8/23	-	-	4.50	-
07/03/23	-	-	10.00	-
07/04/23	8.00	-	2.00	-
08/07/23	-	-	-	10.00
08/15/23	-	-	-	0.50
08/17/23	-	-	-	10.00
09/04/23	-	-	2.00	-
09/05/23	8.00	-	10.00	-
9/20-9/21/23	-	-	20.00	-
10/10/23	-	-	6.00	-
10/19/23	-	-	2.50	-
11/03/23	-	-	8.00	-
11/10/23	8.00	-	-	-
11/22-11/24	20.00	-	-	-
12/22/23	4.00	-	-	-
12/25/23	8.00	-	-	-
12/27/23	8.00	-	-	-
		-		Floater

Dwayne Norway				
Hire Date 09/17/2012				
Date	Holiday		Vacation	Personal Max = 160 hours
01/01/23	104.00	-	128.00	40.00
Carryover	-	-	19.75	120.25
Total Available	104.00	-	147.75	160.00
01/01/23	8.00	-	-	-
01/16/23	8.00	-	-	-
02/03/23	-	-	4.00	-
02/20/23	8.00	-	-	-
3/20-3/24/23	-	-	9.00	-
03/31/23	-	-	2.50	-
04/14/23	-	-	0.50	-
04/17/23	-	-	0.50	-
04/21/23	-	-	1.00	-
4/27-4/28/23	-	-	9.00	-
05/01/23	-	-	10.00	-
05/04/23	-	-	1.50	-
05/17/23	-	-	5.50	-
05/23/23	-	-	-	7.50
05/29/23	8.00	-	-	-
06/19/23	8.00	-	-	-
07/04/23	8.00	-	-	-
07/26/23	-	-	-	10.00
08/08/23	-	-	-	1.00
8/23-8/24/23	-	-	20.00	-
09/04/23	8.00	-	-	-
09/21/23	-	-	10.00	-
10/05/23	-	-	4.00	-
11/03/23	-	-	8.00	-
11/10/23	8.00	-	-	-
11/22-11/24/23	20.00	-	-	-
12/06/23	8.00	-	-	-
12/14/23	-	-	-	5.50
12/01/23	4.00	-	-	4.00
12/25/23	8.00	-	-	-
12/26/23	-	-	-	8.00
12/29/23	-	-	-	8.00

Russ Clark				
Hire Date 07/05/2022				
Date	Holiday		Vacation	Personal Max = 160 hours
01/01/23	104.00	-	120.00	40.00
Carryover	-	-	30.00	20.00
Total Available	104.00	-	150.00	60.00
01/01/23	8.00	-	-	-
01/16/23	8.00	-	-	-
02/20/23	8.00	-	-	-
04/21/23	-	-	-	8.00
4/24-4/28/23	-	-	-	40.00
05/29/23	8.00	-	-	-
06/19/23	8.00	-	-	2.00
07/04/23	8.00	-	-	2.00
09/04/23	8.00	-	-	2.00
10/12/23	-	-	-	2.25
11/10/23	8.00	-	-	-
11/22-11/24	20.00	-	-	-
12/22/23	4.00	-	-	-
12/25/24	8.00	-	-	-
12/28/23	8.00	-	-	Floater

Total Used	32.00	-	-	-
Balance	-	-	-	-

Total Used	104.00	-	112.50	20.50
Balance	-	-	79.25	115.50

Total Used	104.00	-	85.50	44.00
Balance	-	-	62.25	116.00

Total Used	104.00	-	56.25	-
Balance	-	-	93.75	60.00

Calendar Year 2023

Updated 1/16/2024

Town of Underhill, Vermont
Paid Time Off Reconciliation

Sherri Marin Hire Date 07/01/2003			
Date	Holiday	Vacation	Personal Max = 160 hours
01/01/23	104.00	180.00	40.00
Carryover	-	112.00	32.00
Total Available	104.00	272.00	72.00
01/01/23	8.00		
01/16/23	8.00		
02/06/23			8.00
Buyout Vacation		32.00	
02/17/23			8.00
02/20/23	8.00		
3/15-3/24/23		64.00	
04/07/23			8.00
04/21/23			8.00
05/03/23			8.00
05/21/23			8.00
05/29/23	8.00		
06/19/23	8.00		
6/29-9/30/23		16.00	
07/04/23	8.00		
7/13-7/14/23		16.00	
08/10/23			8.00
08/25/23			8.00
09/01/23			8.00
09/04/23	8.00		
09/22/23		8.00	
11/09/23		8.00	
11/22-11/24	8.00		
11/27-12/1/23	20.00		
12/22	4.00		40
12/25	8.00		
12/29/23	8.00	Floater	
Total Used	104.00	200.00	56.00
Balance	-	72.00	16.00

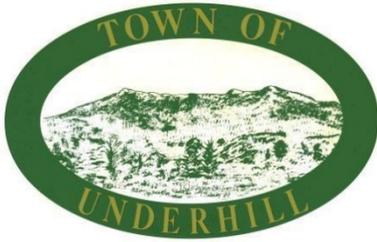
Date	Holiday	Vacation	Personal Max = 160 hours
Carryover			
Total Available	-	-	-
Total Used	-	-	-
Balance	-	-	-

Amanda Bosley Hire Date 6/15/2017			
Date	Holiday	Vacation	Personal Max = 160 hours
01/01/23	91.00	105.00	35.00
Carryover	-		
Total Available	91.00	105.00	35.00
01/01/23	7.00		
1/3-1/4/2023		13.00	
01/16/23	7.00		
01/23/23		7.00	
02/03/23			4.00
02/17/23			5.00
02/20/23	7.00		
03/24/23		7.00	
03/31/23		7.00	
04/07/23			4.00
04/14/23		5.00	
05/29/23	7.00		
06/04/23			5.00
06/19/23	7.00		
08/23/23		4.75	
05/28/23		4.25	
06/30/23	7.00		
07/03/23		7.00	
07/15/23		7.00	
07/21/23		7.00	
07/28/23			3.00
08/07/23		7.00	
8/11		5	
08/24/23		7.00	
08/25/23			4.00
08/31/23			5.00
09/04/23	7.00		
10/16/23		7.00	
10/19/23		4.00	
11/02/23		4.00	
11/23-11/24		14.00	
11/30/23		7.00	
12/01/23		4.00	
12/22/23		3.00	
12/25-12/26		14.00	
Total Used	91.00	105.00	35.00
Balance	-	-	-

Brad Holden Hire Date 05/24/2021			
Date	Holiday	Vacation	Personal Max = 160 hours
01/01/23	104.00	120.00	40.00
Carryover	-	72.71	8.00
Total Available	104.00	192.71	48.00
01/01/23	8.00		
01/16/23	8.00		
01/23/23			8.00
02/02/23			3.00
2/16-2/17/23		16.00	
02/15/23			3.00
02/20/23	8.00		
03/02/23			8.00
03/03/23		8.00	
03/09/23		8.00	
04/12/23			8.00
04/28/23			8.00
05/29/23	8.00		
05/30/23		8.00	
06/19/23	8.00		
07/03/23			8.00
07/04/23	8.00		
7/5-7/7/23		16.00	
8/28-9/1/23		20.00	
09/04/23	8.00		
09/11/23		8.00	
11/10/23		8.00	
11/23-11/25/23	20.00		
12/25/23	8.00		
12/27/23	4.00		
12/28	8.00	Floater	
12/29		8.00	
Total Used	104.00	100.00	48.00
Balance	-	92.71	2.00

Jennifer Silpe-Katz Hire Date 11/1/2021			
Date	Holiday	Vacation	Personal Max = 160 hours
01/01/23	81.00	90.00	30.00
Carryover	-	7.25	11.50
Total Available	81.00	97.25	41.50
02/10/23	7.00		
02/20/23	7.00		
03/02/23	7.00		
03/03/23			6.00
03/14/23			3.00
03/24/23			7.00
04/27/23			4.00
04/14/23			2.50
04/21/23			2.50
4/28-4/28		18.00	
05/19/23		7.00	
05/22/23		5.00	
05/29/23	7.00		
06/19/23	7.00		
8/21-8/23/23		18.00	
07/04/23	7.00		
07/14/23			2.00
07/20/23			8.00
8/30-9/1/23		20.00	
09/04/23	7.00		
09/18/23		8.25	
9/19-9/21			19.00
10/10/23			7.00
11/10/23		7.00	
11/23-11/24		14.00	
12/25/23		7.00	
12/26		7.00	
12/27	7.00	Floater	
Total Used	81.00	97.25	36.00
Balance	-	-	5.50





Town of Underhill
P.O Box 120, Underhill, VT 05489
underhillvt.gov
Phone: (802) 899-4434
Fax: (802) 899-2137

SELECTBOARD MEETING MINUTES
Thursday, January 18, 2024, 6:00 P.M.
Underhill Town Hall

Present:

Selectboard Members: Dan Steinbauer, Bob Stone, Patricia Richards

Town Staff: Brad Holden, Russ Clark, Jennifer Silpe-Katz, Sherri Morin

Others: Amanda Bosley (remote), Michael (remote)

Note: All votes taken are unanimous unless otherwise noted.

1. *Call Meeting to Order / Adjustments to Agenda*

Dan called the meeting to order at 6:00. No changes to the agenda were needed.

2. *Opening Public Comment (6:00)*

No members of the public wished to comment.

3. *Review and Consider Accepting a Final FY25 Budget – Version 5 (6:01)*

Jennifer said there is \$282K of unassigned surplus from FY23. We have a policy of maintaining 15% of the budget as a contingency fund, separate from reserves. That means we need to have at least 15% of the budget in our unassigned fund balance. If we have more than that, we have a surplus and if we have less we have a deficit. If we have a deficit, statute requires us to make it up. There are several ways to do that. The simplest is to add it to the budget we are working on. According to her calculations we are \$165K in deficit. She had added a line to the budget for that. But then today she questioned whether we really need to ask the voters to pay that much. In FY24 the voters voted to put \$100K into highway contingency reserve. That is \$100K of the \$165K. We have the \$100K so we don't need to put the whole \$165K in the budget. If we do add the whole \$165K that results in a budget that is about a 3% increase. If we only add \$75K, the increase is a lot less. If we add the whole \$165K into the budget as an expense we are basically adding an extra \$100K and she believes that is unnecessary. Brad said the \$100K will not show in the FY23 audited fund balance because it was not added to the reserve fund until FY24.

Jennifer said we didn't get our final audit report until this week. In it are several things that affect the fund balance. We had a \$350K short term loan. Usually when we get a loan the money is considered revenue on our balance sheet. But our auditor's boss said that is not how you handle a short term note. They said we can't count it as income so we pulled it out. Before that we thought we had a surplus, not a deficit. She recommends adding \$75K to the FY25 budget as an expense due to the deficit.

Another change to the budget is that \$10K was added for Veteran's Park upgrades. Brad said he followed up on Bob's recommendation about doing maintenance on the Veteran's Park fountain. He spoke to Alan Morse and Randy Clark, Sr. The consensus is to repair the fountain structure but the more important thing is that the sidewalk that goes to and around the fountain is not in good condition. Alan Morse got a rough price of \$4K for new sidewalk. Brad talked to Russ about getting rid of the old sidewalk and prepping the surface. Then we could get the fountain fixed, maybe get the water district to set a tap and curb stop, and pour new sidewalk at the end. He thinks \$10K is a good number to pay for all of that.

Dan asked how much of the park is in Jericho. Brad said a little of it is in Jericho but the fountain is all in Underhill. Maybe we could get some in-kind contribution from Jericho.

Jennifer said we got a letter about Chittenden County Court tax. There was a small change. She doesn't remember if it went up or down.

Russ said he talked to the owner of Radio North yesterday and got a quote today. It doesn't include a total because he didn't know how many radios we would need. The quote includes a repeater system. We would have to find a location for it. We need handheld radios and a few new radios for some pieces of equipment.

Bob said his understanding is that if we changed to UHF we could use a repeater on Mt. Mansfield and communicate almost anywhere in the state. That would take away the need for a repeater and antennas. We might want to see what it would cost to rent licenses for our trucks and portables and save the price of installing antennas. He wonders if we could get another quote and have a special meeting. He is assuming the cost for the Mt. Mansfield option would be lower. In the quote Russ got, the repeater alone costs almost \$13K.

Russ asked what the fire department does. Do they have UHF? Bob said no. They struggle with communications in some parts of town. They have multiple antennas but they still struggle. Antennas and repeaters cost money. It would cost us to switch from VHF to UHF but the equipment is already there on the mountain.

Dan asked why the fire department doesn't use the Mt. Mansfield repeater. Bob said he thinks the technology has come about relatively recently. He also doesn't know if the antenna would be available for emergency communications. It is mostly used by businesses. Dan asked who owns the antenna. Bob said he doesn't know. He thinks Radio North could probably tell us and also tell us how much it would cost to use it.

Bob suggested an email with the price information could go out by noon Monday and board members could respond by 6:00 saying which option they want to go with. He and Russ can try to get the price information and get it out to the board.

Patty said she tallied up the prices Russ got and the total is close to \$23K. Do we put a placeholder of \$25K in the budget for radio equipment? Brad said the warning has to be signed next Thursday and it has to include the budget number. He likes the sound of what Patty is suggesting.

Russ asked, if we went to UHF, what would that do to our other communications, like with the bus garage? Bob said he doesn't think we would get rid of what we have. This would be in addition to that.

Jennifer said she can send out a new budget draft on Monday with the radio cost estimate and any other changes we want to consider. The warning can be written according to that budget and the board can adjust it on Thursday if necessary. Dan asked if Monday gives enough time. Brad said Tuesday would probably be more realistic.

Jennifer said if she changes the \$165K to \$75K and adds \$25K for radios then the budget results in a 1.1% increase to the tax rate, less than a penny increase. That is without any changes to payroll and benefits.

Brad said he was asked to look into the post office. The floor is sagging in the middle. The walls have been spray foamed and they are just open foam. There are joists sagging. He met with Pete Czaja today and he

thought it would be a day's work and materials to address the sagging floor. Pete suggested a cost of around \$1200. Brad doesn't know what can be done with the foam.

Bob said when it comes to vapor barrier over foam you have to get the product that goes with the specific foam product. The first step is to try to identify the foam product used. We could put plywood or drywall over it or we could put ceramic or paint over it but we have to make sure the paint is appropriate for the type of foam. Brad said it would be difficult to build a wall in there. You can't stand up. Bob said they make a rated plastic we could consider as well to go over the foam. Trying to identify the foam is the first step.

Jennifer asked if we should we put money for repairs and maintenance at the post office in the budget. Bob said he thinks we should at least put in a couple thousand dollars for the floor.

Dan said this budget starts July 1. We want to do the post office work before that. Brad said we might not be able to get anyone to work on it before that. Jennifer said if we put it in the budget then we are waiting until July.

Russ asked, when the foam was installed was it not required to have a barrier over the foam? Bob said it was.

Jennifer said there was \$1000 budgeted for the post office this year that was not spent. She proposes using that for the floor joist work and increasing the amount in the FY25 budget from \$1000 to \$2500 for the other work.

Bob asked if any additional funding is needed to deal with expansion of the parking area at Casey's Hill. Russ said he got a quote for culverts after it was discussed at a previous meeting and the highway crew started stockpiling clean fill. Jennifer asked how much she should add to the budget for culverts for the Casey's Hill project. Brad said he would find the quote.

Bob said he was asked about streetlights on Park Street. It is very dark there. Brad said he thinks we should hold off on that given other things that are happening. Jennifer and Dan agreed.

Brad said the cost Russ got for culverts needed for Casey's Hill is \$3484. It was agreed to add \$4K to the budget.

4. *Receive Voter Petition Regarding Increasing the Number of Selectboard Members from 3 to 5 (6:58)*

Sherry said we received a voter backed petition for adding 2 new members to the selectboard. It meets the requirement to have signatures from 5% of voters.

Bob moved and Patty seconded to accept the petition regarding increasing the number of selectboard members from three to five as presented.

Sherry said this is a binding article. It will be a ballot question because Underhill votes all public questions by ballot.

Dan asked Sherry to explain why the selectboard has the right to reject some petitions but not others. Sherry said binding articles are those concerning matters that the statute gives voters authority over. All others are advisory. The selectboard does not have to accept articles regarding things we have no control over but if it is about something the voters can control then we have to accept it.

Sherri said if this article passes we would have to have a special election. If it passes the board will immediately fill the 2 vacancies by appointing people until the next election. There has to be a special election at some point. It could be in August or November when we already have elections happening. The terms for the new positions would be one year initially.

Brad asked if there is a time limit for having the special election. Sherri said no. Brad asked why the appointments can't go until the next town meeting then. Sherri said there has to be a special meeting. We could have a special town meeting and the state primary at the same time in August. Dan asked if the voters could circulate a petition to have a special meeting earlier than that. Sherri said yes. Dan said if the article passes the selectboard will probably announce quickly when the special election will be and if someone disagrees with that they could circulate a petition. Brad asked if the percentage of signatures needed for a petition for a special town meeting is higher. Sherri said no; it is still 5%

The motion was passed.

5. *Executive Session (7:06)*

Dan moved to enter executive session under 1 V.S.A. Section 313(a)(3) for the appointment or employment or evaluation of a public officer or employee, with Jennifer invited as finance officer to remain initially, Patty seconded and the motion was passed at 7:07.

The board exited executive session at 8:39.

Bob said the board is authorizing the chair to make the finance officer aware of compensation increases the board agreed on for several positions that will be included in future drafts of the FY25 budget. Dan said the board is also authorizing the finance officer to develop policies around some items discussed.

6. *Adjourn (8:40)*

Bob moved to adjourn, Patty seconded and the motion was passed at 8:40.

Minutes submitted by Donna Griffiths

Read and approved as submitted/amended:

Dan Steinbauer, Chair

Date Signed

Date Approved



TOWN OF
UNDERHILL
VERMONT



Please join us for our first public meeting for the Underhill Center Active Transportation Scoping Study. This project is looking at options to make walking and biking through Underhill Center safer and more comfortable for all ages and abilities. This is the first public meeting, where we will share what we have learned so far and get input and insights from the community. If you are unable attend, please send your input or questions to ssarepalli@ccrpcvt.org



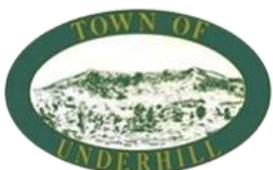
February 22, 2024



6:00 PM



**Underhill Town Hall
12 Pleasant Valley Rd
Underhill Center**



CHITTENDEN COUNTY RPC
Communities Planning Together

TOOLE
DESIGN