

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
Thursday, March 17, 2011**

**Present:** Dan Steinbauer - Chair, Steve Owen - Selectboard, Brad Holden - Selectboard, Rod Fuller - Road Foreman, Faith Brown - Interim Administrator

**6:00 PM All Hazards Mitigation Plan – Kari Papelbon – Planning and Zoning Administrator:** Kari introduces Claire Leonard, Associate Planner from Chittenden County Regional Planning Commission (CCRPC), the main author of the Chittenden County plan as well as the Underhill Annex. Claire explains that the plans are updates of the 2005 plans. Updates were submitted to FEMA April 2010 and FEMA recently approved the plans pending adoption by communities. Claire reviews the purpose of the plans, the process for writing them, and the actions Underhill commits to in adopting the plan. CCRPC will ask for annual updates on the action items. Dan reads the proposed resolution to adopt both plans. The board unanimously agrees to adopt the resolution.

Kari also asks the Selectboard for approval of a sign at Town Hall advertising Tom Moore's open house at his energy efficient home on Stevensville Road March 26, 2011. The Selectboard approves.

**6:20 Potential Conflicts of Interest – Brad Holden, Selectboard and Licensed Surveyor:** Brad explains that he is a licensed surveyor and has done business in the town of Underhill for years. If, as a Selectboard member, he is asked to approve a project he worked on, he will recuse himself, to avoid the appearance of a conflict of interest. Otherwise he hopes to continue his work in Underhill. Other Selectboard members praise Brad for bringing this topic up and both Dan and Steve do not have any concerns about how Brad intends to handle these situations.

**6:24 Chris LaBerge – Senior Loss Control Consultant – VLCT – Drug Testing Policy for Commercial Drivers License Drivers –** Chris introduces himself and carefully explains the town's responsibilities related to the employment of Highway Crew with Commercial Driver's Licenses. Chris leaves a manual and disk for the town's use and offers help in getting in compliance with the requirements. Sherri Morin, Town Clerk/Treasurer agrees to do what is necessary to get us in compliance. She will report back to the Selectboard at the April 28, 2011 meeting.

7:23

**RaMona Sheppard – Town Finance Officer**

- **Warrants and Order:** Before she hands out the warrants and orders, Ramona points out a list of concerns noted on the warrants and orders related to purchasing policies and changes that should be made. The board supports her concerns and asks her to draft an updated purchasing policy as soon as she has an opportunity.
- **Cancellation of Surety Bond:** RaMona received an invoice from CNA Surety for \$132.50 for a bond covering the Treasurer for \$25,000, the Clerk for \$10,000 and the Constable for \$5,000. Given our bond coverage from VLCT this policy is duplicative. The Selectboard agrees to cancel the policy and Dan signs a letter stating such.
- **Benefits Questions:** Given our new health insurance plan with HRA's for employees, RaMona reminds the board they must develop a policy about how much, if any, an employee can **carry-over** from year to year. Discussion ensues. In order to make the choices clear, RaMona agrees to send an email with detailed examples and agrees to take this up at the SB's next meeting.

RaMona has not yet received the **affidavit of Domestic Partners from Rod Fuller**. The Selectboard asked that Rod sign the affidavit in light of the bereavement pay he received this fall. RaMona asks what the Selectboard would like her to do. The board agrees that Steve Owen will follow up with Rod and if the affidavit is not signed by their April 11 hearing, RaMona should dock him the bereavement pay he received.

- **Selectboard Wages** – RaMona asks for clarification on Selectboard pay. Steve Walkerman received the stipend last December however he is now off the board. Dan explains who ever the members are in December of each year get the stipend and over time, each Selectperson is appropriately compensated.
- **Audit Engagement Letter – signature** – Dan signs the audit engagement letter from Fothergill, Segale and Valley for a full audit next year as was budgeted.
- **Construction Account Funds** - \$12,900.17 is left from the bond used to remodel town hall and build the town garage. If the town uses the funds for similar purposes, the Selectboard does not need to seek voter approval to spend the funds. Mona asks if the Selectboard would like to use these funds for needed repairs and maintenance on town hall. Dan recalls that the funds remain due to a legal case

with the builders of the town garage. Faith will check with your lawyer, Vince Paradis on the status of the case.

- **Proper Use of Funds or Surplus:** In response to the Selectboards request for clarification, Mona reports that the highway surplus funds used for the feasibility study on the town gravel pit were not appropriately used. Highway funds should only be used for the care and maintenance of town roads. Any highway funds budgeted must be carried over and used solely for town highway maintenance purposes. If there is a surplus in the General Fund, the extra funds should be used to offset tax requirements in the following year, or residents may vote to keep the funds in reserve for another purpose (Mona – did I get this right?)
- **PVR Reconstruction:** RaMona shares a spreadsheet on Pleasant Valley Road Reconstruction Costs as requested by the Selectboard at the last meeting. The spreadsheet shows that \$519,165 dollars were spent on the road reconstruction over the last three years. These costs do not include town highway labor or fringe benefits. The sources of funding include a grant from state government, materials from inventory on-hand and surplus funds accumulated over the last three years. The discussion centered on whether or not the surplus funds were general funds or highway funds. In the past, Highway and General funds were co-mingled in such a way that makes determining the source of the funds difficult. Based on last year's audit which only audited one year, the accumulated surplus was from the general fund. However, RaMona is aware that in previous years the town believed they were building up highway funds. Definitive resolution on this question is impossible but Faith agrees to do further research in town reports to determine the intent of the Selectboard's previously based on the reports in Town Reports. Faith will report back to the Selectboard at the next meeting.
- **Draft Personnel Policies:** RaMona suggested that at the next meeting, the Selectboard make a decision about how many hours a week a full-time employee is required to work and corresponding benefits are offered to part time and full time employees. She also suggests that the Selectboard meet sometime during the day to discuss the specifics of the draft personnel policies she put together. Faith agrees to set these meetings up.

- 8:10 Meeting Continues:**
- **Appoint of Forest Fire Warden:** Steve Owen agrees to talk with Cedric Wells about becoming the Forest Fire Warden. (Steve – was this you>>?)
  - **Appoint of Town Services Officer:** Faith agrees to talk with Suzanne Kusserow about continuing as the Town Services Officer.
  - **Minutes from February March 3, 2011:** The minutes are reviewed, approved and signed.
- 8:21 Gravel Pit Task Force Volunteers Interviews**
- Interview with **Seth Friedman**, volunteer for the Gravel Pit Task Force
  - Interview with **Lea Van Winkle**, volunteer for the Gravel Pit Task Force
- 8:55** The board agrees to **Adjourn.**

Respectfully submitted,  
Faith I. Brown, Interim Administrator

Read and Approved as submitted/amended

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Dan Steinbauer, Chair

Date