

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Thursday, April 21, 2011**

Present: Dan Steinbauer – Chair, Steve Owen – Selectperson, Brad Holden – Selectperson, Sherri Morin - Town Clerk/Treasurer, RaMona Sheppard – Town Finance Officer, Faith Brown – Interim Administrator

8:00 AM Meeting Opens

- **HRA Rollover:** RaMona Sheppard expanded on the previous discussion with the selectboard at the meeting of March 17th and follow up emails dated March 18th and March 31st concerning the possible roll over of the employee Health Reimbursement Account (HRA). Currently the Town of Underhill contributes an amount equal to the deductible portion of the employees' high deductible group medical plan - \$2,250 for single coverage and \$4,500 for couple or family coverage. It was discussed that in addition to the deductible, there is a layer of insurance that only covers 80% of medical costs leaving the employee to pay out of pocket costs of 20%. It was decided that in an effort to help alleviate any financial difficulties that a serious illness or injury might cause an employee, the town will modify the HRA plan documents so that employees can roll forward unused funds at plan year end to the following plan year to a maximum amount equal to all out of pockets costs - deductible plus co-insurance. That is an additional \$1,250 for single coverage and \$2,500 for couple or family coverage. As with the current plan, any funds unused at an employee's termination would revert back to the town. RaMona will have the Choice Care Card contract revised to permit the roll forward and have the amendment signed by the selectboard chair when received.

- **Hours required for benefits:** There was a general discussion concerning what hours would be required in order to be eligible for benefits offered by the town. It was noted that there is no uniform number of hours required by the various outside organizations that provide some of the employee benefits. The board decided that in order to attract and retain quality employees, it is worthwhile to vary the hours required by benefit offered. They asked RaMona Sheppard to incorporate the following required work hours per week, per benefit into the new Personnel Policy Handbook:

Group Health Insurance	17.5 hours per week
Vision Insurance	17.5 hours per week
Life Insurance	17.5 hours per week
Disability - Short Term	17.5 hours per week
Disability - Long Term	17.5 hours per week
VMERS	24.0 hours per week
Vacation Pay	30.0 hours per week
Holiday Pay	30.0 hours per week
Personal Time	30.0 hours per week
Jury Duty Pay	All employees
Bereavement Pay	30.0 hours per week
Parental & Family Leave	Per Vermont Law-details in handbook
Family & Medical Leave	Per Federal Law - details in handbook
Compensatory Time	All non-exempt employees
Social Security	All employees
Workers' Compensation	All employees
Professional Development	All employees
EAP	All employees

- **Review of Draft Personnel Policies:** Written and verbal feedback on the policies was reviewed and changes were recommended. RaMona will make the changes and send the draft back to the selectboard and all staff for additional feedback and/or final approval. The Selectboard Chair will draft a letter to all staff to accompany the draft personnel policies. The Selectboard also needs to decided if they want additional work done on:
 - **Job descriptions**
 - **A whistleblower policy**
 - **A conflict of interest policy**
 - **A salary scale**
 - **An ethics policy**

- **Other Business:**
 - Pam Shover, Chief Lister, has been eligible for the Vermont Municipal Employees Retirement System for some years but her eligibility was only just discovered. RaMona is researching her historical hours and wages in order to determine if she wants to make up the contributions retroactively. If Pam chooses to make up her retroactive contributions the town will need to do the same. At a minimum the town's and Pam's liability will be for contributions this fiscal year at 6.5% and 9.25% respectively.

- The board discussed the site visit to **Beartown Road** last Tuesday.
- The board read, approved and signed the **minutes** from the April 5, 2011 selectboard meeting.
- The board requested that RaMona deduct 12 hours of bearvement time given to Rod Fuller to attend his partner's family funeral. Rod is unwilling to sign an Affidavit of Domestic Partnership.
- The board agreed to change its **meeting schedule on May 12, 2011** from a 6:00PM meeting to and 8:00AM meeting.

Respectfully submitted,
Faith I. Brown, Interim Administrator

Read and Approved as submitted/amended

Steve Owen

Date