

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
Thursday, May 12, 2011**

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

**8:00 AM Underhill Roads – Rod Fuller, Road Foreman**

- **April Floods:** All roads are passable. FEMA representatives were going to tour Underhill; however they called to say that they'd seen enough damage in Chittenden County to qualify the county. They will get back to us at a later date. VLCT Insurance Adjuster will be here on Friday to look at two claimants' property. (There is still a third claim outstanding.) Rod will get an engineering evaluation on the Park Street culverts. Faith will contact the Martelles and Jamie Eisenberg about the Park Street plans.
- **Bridge Inspection:** Rod has not had a chance to review the bridge inspection reports. He will review them by the May 26 meeting.
- **Pleasant Valley Road (PVR):** Rod will hold off on paving PVR until next year given it will be months before it will be ready to be paved. Faith spoke with Dick Hoskings who said since we've received all the grant funds, we can do the paving whenever we want.
- **Other summer plans:** Other summer road work includes pick up from flood and wind damage from winter and spring, paving Stevensville, work on drainage on upper Stevensville, Krug Road drainage, Town Pond inlet pipe, upgrading some culverts around the town and PVR roadside work.
- **Town Garage Fence:** Parts of the fence around the town garage have fallen down. Rod plans to take the rest of the fence down to improve winter plowing. The garage has an alarm system and the garage area is locked by a gate on nights and weekends.
- **Vermont Gas:** When Vermont Gas installed gas lines the town approved the installation of the gas lines but required Vermont Gas to put the lines under culverts. It appears that the Sugar Hill gas lines were put in over culverts. Faith is asked to draft a letter to Vermont Gas to notify them of this mistake and ask them to meet with the town regarding the installation of gas lines in Underhill.

**8:30**

**RaMona Sheppard, Finance Officer**

- **Chittenden County Sheriffs Department:** A hand out on Traffic Control Costs and Revenues is reviewed. Mona expects that expenses for traffic control will exceed the \$15,000 contracted amount. She agrees to get an amendment to the contract for additional expenses.
- **New Chart of Accounts (COA):** NEMRC will do a model conversion to the new COA. Final conversion will occur before the end of the year so it is in place for FY 2012. With the new COA, we will have the foundation laid in order to prepare GASB government wide financial statements at FYE 06-30-2012. Final piece of work is the fixed assets schedule which Mona plans to work on in FY 2012.
- **Warrants:** Mona points out that the warrants include the full payment – principal and interest - for the new truck. The earlier plan to pay interest only is not legal. A \$175 payment for assistance to move homeowners cars on Sugar Hill is being charged to the Flood Account. Total flood related payroll and materials expenses through this Sunday are \$12,185. Rod estimates total costs to be about \$150,000 when completed.
- **April 30 – Revenues and Expenses:** Mona reviews April 30, 2011 Financial Statements and projected cash flow and financial statements for the end of FY 2011. These statements include final school tax numbers from the state. RaMona expects we will be \$245,000 over budget mainly in the highway budget.
- **VLCT Insurance Coverage:** Mona is seeking review of our VLCT insurance coverage.

**9:00**

**Robbie Blais – Stipulation Agreement Default:** Kari Papelbon – Planning and Zoning Administrator informed the board that Robbie Blais failed to make the second payment of his stipulation agreement. Kari contacted the town’s lawyers. Kari recommends the town send Mr. Blais a letter notifying him that he is in default and that he needs to pay the full balance immediately. The Selectboard agrees.

**9:08 Chittenden Solid Waste District (CSWD) Proposed FY 2012 Budget – Tom Moreau:** Tom joins the meeting and reviews the Highlights of FY 2012 General Fund. Discussion ensues. The board unanimously agrees to approve the budget presented.

**9:32 Chittenden East Supervisory District – Unified K-12 District?** Sue Belton UCS community representative, Robert Letovsky, committee chair and John Alberghini, CESU Superintendent and other members of the CESU Voluntary Merger Planning Committee join the meeting to discuss the proposed Chittenden East Regional Education District. The question Underhill voters will be asked on June 7, 2011 is: Should the towns of Bolton, Huntington, Jericho, Richmond and Underhill merge their districts including Underhill ID and MMU to create one unified union school board, which under new law would be called a Regional Education District ?

Robert Letovsky, Committee Chairperson, reviews the handout titled Proposed Chittenden East Regional Education District and answers questions. Other members of the committee share their perspectives. Faith agrees to post notice of the June 7 vote on the Town Website, the Front Porch Forum and Twotownsonline.org.

**10:35 Temporary Adjournment**

**10:38 Meeting Reconvenes:**

- **Fairpoint Right of Way – N. Underhill Station Road:** The board signs permission for Fairpoint to do work in the town Right of Way on North Underhill Station Road.
- **Energy Committee – Peter Duval:** The Board reappoints Peter Duval to the Energy Committee until March 2014.
- **CCMPO representative:** Steve Owen agrees to be the town's representative to the new CCRPC/CCMPO board. Brad Holden agrees to be the alternate.
- **CSWD representative:** CSWD notified the town that Mike Weisel's term as commissioner is up May 31, 2013. Mike is considering another term but has also approached another resident about the possibility. Faith will follow up with Mike.
- **Warrants and Orders** are reviewed, approved and signed
- **Minutes from April 28, 2011 and May 2, 2011** are reviewed, amended, approved and signed.

- **New Business:** CCMPO's FY 12 budget is shared with the board. Brad Holden takes the copy home to review.

**10:46**      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