

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
Thursday, May 18, 2011**

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

- 7:45 AM      Town Property – 77 New Road – Brad Holden:**  
Brad reports that while marking the town land on New Road for the Trails Committee, he noted one tree that was cut down on Shera's property but that came down on town land. After discussion the Selectboard declined to do any further follow up.
- 8:00            Draft Personnel Policy Handbook – RaMona Sheppard, Town Finance Officer:** Nate Sullivan, Road Crew joins the meeting and asks several questions about the new policies. After some discussion, Dan Steinbauer asks Faith Brown to set up a meeting for the Road Crew with Chris LaBerge, VLCT to talk about the town's policies for CDL drivers. Faith will set up a meeting time and Sherri will join the meeting since she is responsible for the town's implementation of the policies.
- There were no other questions about the draft policies. The Selectboard requested that RaMona have the draft policies reviewed by legal counsel at VLCT and bring a final draft back to another Selectboard meeting. RaMona also agreed to put together drafts of a Conflict of Interest Policy and a Whistleblower Policy.
- 8:45            Bridge Inspection/Capital Budget:** This discussion was tabled until one of the next selectboard meetings.
- 8:46            New Business**  
**Amendment to the Chittenden County Sheriffs contract:**  
RaMona had the sheriffs' office update the contract not to exceed \$18,000. The board approved and signed.
- FY 12 Dental Insurance:** RaMona shared that FY 12 dental insurance is only going up 5.3% rather than the 10% budgeted. She also shared that the town can agree to cover children of employee up to the age of 26 at no additional cost. The Selectboard agreed to do so and signed a later requesting the change. Employees will be notified of the July 1<sup>st</sup> open enrollment

**Flood Damage:** The Selectboard agreed to take calls from residents related to town insurance coverage.

**9:06** The selectboard agreed to **adjourn**.

Respectfully submitted,  
Faith I. Brown  
Interim Administrator

Read and Approved as submitted/amended

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Dan Steinbauer, Chair

Date