

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Thursday, June 9, 2011**

Present: Dan Steinbauer – Chair, Steve Owen – Selectperson, Brad Holden – Selectperson, Sherri Morin, Town Clerk and Treasurer, Faith Brown – Interim Administrator

7:32 AM Update on Roads/Bridges– Rod Fuller – Road Foreman: Rod joined the meeting to update the board on the status of the town roads and continued plans to address the damage that occurred in April. Brad reports that he met with a Fairpoint engineer about the possibility of moving the Fairpoint lines that are under the culvert at the entrance to the Underhill Flats Post Office. Fairpoint explained that the lines there are a main hub and that they cannot be moved inexpensively. Brad recommends that the town seeks to move the culvert outside the right of way through an easement from the post office. This would allow the town to place a large culvert in that area. If a larger culvert is not possible, Rod will place two culverts side by side.

The board confirms that Rod received a copy of the 2010 state bridge inspection report. Documentation is signed and Faith will send it to the state,

The selectboard agrees to grant Rod Fuller and Scott Kilpeck's request to pay Scott for 1 week of vacation in lieu of the time off sometime after July 1, 2011.

8:00 Finance Update – RaMona Sheppard: Mona joins the meeting and given that Friday is her last day, she requests to review a whole host of items with the selectboard.

- **Draft Conflict of Interest Policy:** No action taken but RaMona gives the draft to Faith who will keep a file on her desk with follow up items from RaMona.
- **Draft Whistleblower Policy:** No action taken but RaMona gives the draft to Faith who will keep a file on her desk with follow up items from RaMona.
- **Quarterly Unemployment Benefits Charge Report:** RaMona noted that the town's experience rating was altered because last year's life guard had a subsequent unemployment claim.
- **Property and Casualty Insurance:** A VLCT underwriter reviewed our commercial insurance package. At renewal, RaMona suggested that the town consider whether or not we want all buildings insured at

guaranteed replacement cost. If the town insures buildings that we might not replace (like the school house) we could insure it at a much lower cost. RaMona also suggested the town consider reducing the insurance coverage town vehicles that are old.

- **Workers' Compensation Audit for 2010:** RaMona challenged the 2010 audit and saved the town \$3000.
- **Pam Shover – Chief Lister – Pension Catch Up:** As discussed at the April 21 selectboard meeting, Pam Shover has been eligible for Vermont Municipal Employees Retirement but no contributions were made due to a misunderstanding. Pam has elected to pay her portion of the retroactive contributions (\$14,511), so the town will need to pay its portion as well (\$9,805).
- **Status of three flood insurance claims:** The town has not received notice on the status of three flood insurance claims.
- **New financial statement template:** RaMona shared copies of the new financial statements that will be used after the conversion of the chart of accounts on June 30, 2011.

8:30

Other Business:

- **June 30 conversion of chart of accountants:** On June 30 NEMRC will be here to help with the conversion. The town should have an accountant who knows fund accounting be here that day to verify balances.
- **Audit:** The auditors will be here July 18 to plan the audit and return September 11 and 12 to do field work
- **Official Thank You:** Dan Steinbauer officially thanks Mona for the tremendous job she has done in getting the towns books in excellent shape. Dan also notes that Mona has done a good job in preparing records for the interim town finance officer.
- **AARP Letter of Support:** Kari Papelbon, Planning and Zoning Administrator joined the meeting and asked the board to sign a letter of support for a grant application to AARP for Riverside/Underhill Flats project. The board read and signed the letter
- **Access Permit – 13 Fox Run:** the board read and approved an access permit for 13 Fox Run.
- **Orthoimagery of the Town:** Kari attended a meeting about orthoimagery. The selectboard agreed with Kari that the town is interested in the possibility of purchasing orthoimagery of the town.

9:00

Phone call with Abby Friedman, VLCT

- The board agreed to use VLCT to hire the administrator and finance officer positions. Abby will send Dan a contract to sign
- VLCT will seek to find the town an interim town finance officer with fund accounting experience.
- Abby will seek an accountant to help with the conversion of the chart of accounts on June 30, 2011.
- VLCT will do a legal review of draft personnel policies.

9:27

The selectboard agrees to **Adjourn.**

Respectfully submitted,
Faith I. Brown
Interim Administrator

Read and Approved as submitted/amended

Dan Steinbauer, Chair

Date