

TOWN OF UNDERHILL
Selectboard Meeting Minutes
Thursday, July 21, 2011

Present: Dan Steinbauer – Chair, Brad Holden – Selectperson, Sherri Morin – Town Clerk/Treasurer, Kari Papelbon - Zoning and Planning Administrator, Linda Turner – Interim Town Administrator

6:00 p.m. Dan Steinbauer opens the meeting:

Ross Environmental Associates:

The Landfill Monitoring Report and Town Highway Garage Monitoring Report was surveyed and discussed. Linda Turner shared that when she spoke with Megan McConville, Environmental Chemist for Ross Environmental, Megan stated nothing significant had changed, but because of rainfall arsenic is slightly higher and mobile. The Selectboard asked Linda Turner to contact the Vermont Department of Environmental Conservation (VT DEC), of the exceedance of the PGES for arsenic in the sample, and the exceedances for iron and manganese.

6:03 Kari Papelbon – Zoning and Planning Administrator:

Kari Papelbon asked for Selectboard Access Permit approval on: Marcy Gibson curb cut, NR050, and James Jutras, DW023, for EdjCom (cable) boring. The permits were approved by the Selectboard and signed.

Kari informed the Selectboard about Pat Nowlan's request for a pull-off on River Road to access her subdivided lot. Pat will not be installing a new driveway as yet. The Selectboard stated that additional approval for the work is not required.

Kari explained the Federal Sustainability Grant (a one million dollar grant) received by Chittenden County, has been formed into a steering committee called ECOS. Draft goals were vetted at the retreat in May; public comments for which are now being requested by September 15, 2011. Attendance and comments need to be documented as in-kind match for the grant.

Kari brought up floodplain issues and regulations of FEMA's National Flood Insurance Program (NFIP). FEMA representative Galen Costigan plans an all day visit to the Town of Underhill including site visits on Friday, August 5th, starting at 8:00 a.m. This is required as part of the recovery request for public infrastructure damage from the spring floods. Sherri Morin, Kari Papelbon, Rod Fuller, Brad Holden, Dan Steinbauer, and Linda Turner are planning to be available on 8/5/11.

Kari handed out a draft chart the Planning Commission has been working on for the Capital Improvement Plan.

Kari requested to roll over her vacation hours. She will have 65 ½ hours remaining following two vacation days next week (July 27 & 28). Dan Steinbauer asked Kari who covers for her when she is gone. Kari responded that she does not have an assistant. Sherri interjected that everyone in the office has to work doubly hard when they get back from being away. The rollover of vacation hours is approved by the Selectboard.

6:13 Richard and Barbara Albertini:

Sherri Morin stated that the Town will cut a check back to itself in regards to the Albertini property. The Town will have to pay the school portion. Unfortunately this had not been considered prior.

6:16 FY2012 Municipal Planning Grant (MPG):

Linda Turner asked if anyone knew who may have been the contact person for Vermont's Grant Management System. Kari Papelbon stated that the Planning Commission will be submitting an application for redistricting.

6:18 Postal Service Enabling Resolution:

Linda Turner explained that although the Post Office Lease had been signed by Dan Steinbauer on March 31, 2011, on behalf of the Town of Underhill (Landlord), the Postal Service is requesting "an Enabling Resolution" which authorizes the selectmen who signed the Lease to sign on behalf of the Town of Underhill." Brad Holden moved that Dan Steinbauer is authorized to sign the Postal System Lease on behalf of the Town of Underhill. Dan agrees; Selectboard approval is given.

6:20 VLCT PACIF - \$10,000,000 Casualty Coverage

Linda Turner handed the Selectboard the letter from VLCT explaining the increased casualty coverage for all PACIF members. Dan asked why so much. The letter states several lawsuits where the claims were between \$4,200,000 and \$10,000,000. Thus PACIF thought it in the members best interest to increase its coverage.

6:22 Back to FEMA:

Dan asked Kari about the status of FEMA with regard to private property damage. Kari stated that private property assessments by FEMA were complete and the August 5 appointment is for public infrastructure damage.

6: 23 Ron Nedich letter – Speed on Pleasant Valley Road:

Dan asked if anyone knew if Steve Owen had phoned the Sheriff's office.

Brad and Linda said they had observed a Sheriff's vehicle in the last week, but that the car was not hidden, but in obvious locations. As stated at the 7/13/11 Selectboard meeting, Carolyn Gregson's driveway and New Road would be two good places for the Sheriff's car to sit. Dan said the Selectboard would keep an eye on the speed, and asked Linda to find out if Steve had made the phone call.

6:27

RaMona Sheppard, as Independent Contractor:

The need to approve Mona as independent contractor at the rate of \$45.00 was discussed. Sherri stated Mona worked an average of 20 - 25 hours over a two week period, with increased hours at year end. Brad Holden moved to approve RaMona Sheppard as Independent Contract at \$45, with her being obliged to pay her own taxes, and with no benefits. Dan seconds. Appointment approved.

6:29

2011 VLCT Benefits Questionnaire:

There was a discussion on the value of surveys, and whether it was worth staffs time to fill them out. Sherri said she could fill out as much as possible, and then turn it over to RaMona. Sherri stated they have used prior years surveys repeatedly. Brad considered them worthwhile. Dan concurred, saying the Town can use the survey to measure themselves with other towns.

6:32

Letter – Fothergill, Segale & Valley, CPA's:

The letter states that: *GASB 54, Fund Balance Reporting and Governmental Fund Type Definitions*, is effective with the Town of Underhill's current year-end, specifically if we wish to show committed fund balances on our statements. The Selectboard thought it too much to decide in five minutes, and prudent to see if Teresa Kajenski, CPA, would attend the 8/4/11 Selectboard meeting.

6:36

Bill Wilson letter regarding the Town Report:

The Selectboard looked over Mr. Wilson's suggestions for the Town Auditors. Brad stated it was clear and easy to understand; Dan was glad of the continuing input.

6:39

Transportation Advisory Committee – Requests replacement:

Dan Steinbauer's tenure on the TAC expired in 2010. The TAC is looking for a representative and alternate for one year appointments. Brad Holden said he would volunteer to be the representative. The Selectboard requested Linda Turner to publicize the opening for an alternate on the TAC.

6:45

Meeting Continues:

- **Warrants and Orders** are reviewed, approved and signed.
- **Howard Center:** Dan passed around a Thank You letter he received from the Howard Center for our quarterly contribution.
- **FEMA letter:** Dan received a letter from FEMA dated 7/14/11, that revalidates the determinations for properties and/or structures in the referenced community as described in the Letters of Map Change (LOMCs) previously issued by FEMA, effective 7/18/11.
- **Credit card fee:** Dan asks Sherri about the new online payment options. Sherri responded that it's working well, and the fee charged to us is low at approximately 2%.
- **Post office:** The roadway in front of the Post Office will be assessed as soon as P&P's camera is fixed. (This camera surveys culverts to find out if there are any problems).
- **Pleasant Valley Road project:** Tatro has been hired to do some work, and seems to be progressing well.
- **Range Road:** Dan asked those present what they thought about placing a mirror at the 'T', where Range Road intersects with River Road. Kari asked if there were any examples of mirrors placed such as this. Brad said, "Yes, in Fairfax."
- **Town Radios:** Brad said he had a good talk with Radio North. He learned that in 2013 the Federal government will be narrowing the band widths. This will affect the eight radios the Town currently owns. It will be quite a process to convert these radios - if they are the type that can be converted. The Town's radio license is through 2015.
Radio North suggested putting up a booster, with an estimated cost of \$4,500 - \$5,000. A site would also have to be determined. Brad thought it was something to be considered in case a major disaster occurs and wipes out all cell phone use. In that case, the Town radios would be extremely important. Kari asked about a time frame, and whether the Planning Commission should consider adding this to the next budget.
- **Rod Fuller:** Sherri mentioned that Rod picked up his Town approved phone, but placed it under his name and social security number instead of under the Town of Underhill and its EIN number. Although the Town could reimburse Rod, it would be less expensive if it went through the Town, as it is tax exempt, and receive a governmental rate. Dan stated the phone would also be transferrable if registered under the Town of Underhill.
- **Active Living Grant:** Kari Papelbon shared that the Towns of Jericho and Underhill have submitted a grant application to host an Active Living Workshop in the Village Center area..

Kari explained the workshop would address issues such as aging in place, livability, transportation, and ‘active living’. The grant award will be announced at the end of August.

- **Finance Officer:** Dan mentioned talking with Abby at VLCT regarding advertising for a Finance Officer.
- **Minutes from 6-28-11, 7-6-11, and 7-13-11** were reviewed, approved, and signed.
- **Underhill - Jericho Fire Department letter :** Sherri passes out the letter which requests setting up an advisory committee to investigate the possibility of hiring a full time employee that would be shared both by the Underhill – Jericho Fire Department and Essex Rescue. They are looking for at least one member from both Jericho and Underhill Selectboards. Dan stated that he would volunteer, but the letter says ‘days’, rather than mornings, or evenings, which Dan would prefer.
- **Chart of Accounts:** Sherri passes around the actual to budget expenditures thru the 7/21/11 warrants that Mona prepared.
- **American Lung Association – Email about Vehicle Idling:** Linda pointed out in the letter the approximate cost versus savings (\$2,000 - \$3,000) based on three diesels idling unnecessarily for ten minutes a day @ \$4.00 a gallon, plus engine wear factors. Dan wonders what the State of Vermont’s policy is on this. Dan suggested we speak with Rod Fuller about this. Brad said he didn’t believe our road crew were in the habit of leaving their vehicles idle.
- **IRS – Optional Standard Mileage Rates:** Linda mentioned the new deductible/reimbursement mileage rates are 55.5 cents per mile as of July 1, 2011.

7:43 The Selectboard moves into **Executive Session**

8:02 The Selectboard moves to **Adjourn**

Respectfully submitted,
Linda Turner
Interim Administrator

Read and Approved as submitted/amended

Dan Steinbauer, Chair

Date

