

**TOWN OF UNDERHILL**  
**Selectboard Meeting Minutes**  
**Thursday, August 4, 2011**

Present: Dan Steinbauer – Chair, Steve Owen – Selectperson, Brad Holden – Selectperson, Sherri Morin – Town Clerk/Treasurer, Linda Turner – Interim Town Administrator

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

**Livy Strong, Chair of the Jericho-Underhill Park District:**

Livy introduces David Cannamela, potential Park Board member. Discussion ensued. The Selectboard moves in favor of accepting David Cannamela as Park Board member.

Dan asks Livy how the bridge repair was coming. Livy responded that the Park found out the damage was not as bad as first believed. She said that through this experience, the Park Board realized that \$32,000 was not enough insurance on the bridge.

**6:07 Brad Holden:**

- **Report from Civil Engineering Associates - Park Street damage:** Clark Elliott, civil engineer, came up with two options for Park Street: \$65,000 and \$105,000. Both would upgrade from a 36” pipe to a 42” pipe, but option two would extend to Harvest Run. Linda asked if the 4” under-drain that would help the new cemetery fence not to heave was a part of both options. Brad answered affirmatively. Dan asked Brad if the town had any FEMA grant money coming to this project. Brad said it could be a (FEMA) Improvement Project.
- **Vermont Gas Systems:** VGS has asked for two new hookups: 47 Sugar Hill Road, and 11 Meadow Lane. Dan mentioned that VGS has done good work so far. Dan moves to approve both hookups; Selectboard approves.

**6:10 Letter from Peter H. Mitchell – Harvest Market Steering Committee:**

Dan asked if there were any objections to approving the committees request to place signs along roads, to close a road, and to restrict parking in various locations. The Selectboard approves the request.

**6:13 Email from Carolyn Gregson – Speed on Pleasant Valley Road:**

Discussion ensued regarding the presence of the Sheriff’s car and ticket writing. Brad asked for opinions about placing a speed radar sign in Underhill like they have across from the school in Jericho. Sherri suggested the possibility of a grant for one. Linda will research the current costs and if a grant is available.

- 6:17 Steve Owen – Increasing weekly hours for Sheriff:** Sherri suggested this was a good time to discuss amending the contract with the Sheriff’s office. Linda had contacted the Sheriff’s office to find out if Underhill could shift some of the contracted hours from the winter months to now. Discussion ensued. Steve asked if the Sheriff’s office gives the town a list of how many cars are pulled over. Sherri responded affirmatively and shared the days the Sheriff was present in Underhill, and the location. Selectboard agrees to shift one hour every other week from the winter schedule to the summer/early fall schedule, and reevaluate it at a later time. Steve asked if the town should shift some hours to Poker Hill Road. Sherri responded that the Sheriff’s office is aware of it, as every time she receives a complaint, she emails them.
- 6:30 Email from Carolyn Gregson – Landscaping:** Discussion ensued. Sherri warned that the new landscaping should not obstruct the line of sight - pulling out of Carolyn’s driveway. Linda mentioned her and Rod had done a site visit, where he pointed out the area he had agreed on planting. Sherri mentioned that Rod had stated that there was no agreement with planting trees on the hillside.
- 6:40 Email – Barbara Wilson-Luck – Noise Ordinance:** Barbara’s letter asked whether the town has a noise ordinance, as construction on Wheeler Road is starting at early as 5:00 a.m.. Sherri said, “Yes; 7:00 a.m., to 10:00 or 11:00 p.m.”, but that she would double check the times. Linda will inform the owners of the two homes under construction to start later in the morning.
- 6:45 Warrants and Orders:** are reviewed, approved, and signed.
- 6:50: Appointment of Underhill Road Commissioner:** Brad Holden states that he has a good background on which to help Rod, such as land owner and property line issues, and handling complaints. Dan mentions the huge need to facilitate work on Upper Stevensville and Krug Road. Discussion ensued regarding conflict of interest, stipend, and whether to use “Road Commissioner”, or some other name for the position. Brad stated that mileage is big concern, and wouldn’t mind being reimbursed for his mileage. Dan stated the stipend would have to come out of the Highway Budget. Linda stated that she had contacted Mona about this, and that Mona said it was under the Selectboards discretion. Steve mentions researching what VLCT says about the Road Commissioner. Dan moves for the Selectboard to go forward with appointing Brad Holden as Road Commissioner and work out the details later; Steve seconds, Selectboard approves appointment.
- 7: 14 Minutes from 7-21-11:** The minutes were discussed, with a correction regarding the Post Office ‘camera’. Dan clarified that it was P&P’s camera that needed to be fixed. The roadway in front of the Post office will be assessed as soon as P&P’s camera is repaired. Corrections will be made and minutes readdressed at the 8/18/11 Selectboard meeting.

- 7:18 Post Office Paving:** It was mentioned that the town does not want to pave in front of the Post Office until Krug Road is taken care of. Dan asked Brad to get with Rod regarding Krug Road, and to get an estimate.
- 7:22 Underhill Jericho Fire Department Advisory Board:** Dan shared that he contacted UJFD about the Advisory Board position, and is awaiting confirmation. This Advisory Board will be meeting once or twice a month, but should only be a short term Board.
- 7:25 CCRPC/TAC:** Linda asked if the Transportation Advisory Committee appointment form had been filled out and signed at the 7/21/11 Selectboard meeting. She handed out a blank form for Brad to fill out, as he had volunteered for this committee. Dan signs as Selectboard Chair.
- 7:28 FEMA – Incident Command System Training :** Linda hands the Selectboard the CCRPC requirements for the Town of Underhill to be NIMS Compliant, and points out that the Selectboard is required to receive Incident Command System (ICS) training (ICS100 / NIMS700). Sherri stated this is also a requirement for the towns Emergency Operations Plan. Dan stated that he was the towns Emergency Management Director. Linda asked permission to start to update the information on the Town of Underhill’s Emergency Operation Plan. The Selectboard agreed.
- 7:33 Selectboard Rules of Procedure:** Linda stated that in updating and correcting the website, she discovered that the Selectboards Rules and Procedures had no link to it. In her research, she found conflicts to what may have been approved Selectboard Rules and Procedures in March, 2009, and there was no signed copy in the file for clarification. Discussion ensued. Dan stated that it is good to leave some things open, and not too tied down. Sherri responded that the Selectboard can always supersede the procedures, and that the Rules in #6 and #7 help the Selectboard if a problem arises. Steve made a motion to adopt the Rules and Procedures, Brad seconded, motion approved by the Selectboard.
- 7:40 New Business:**
- Steve Webster – Chair of the Energy Committee:** The Energy Committee invited the Selectboard to the Jericho Town Hall at 7:00 p.m. on September 13<sup>th</sup>, along with the Jericho Energy Task Force, for a meeting with Steve Clark from CVPS, who will be discussing the CVPS SmartPower program.
- 7:42 The Range:** Dan ask Sherri about a tour of the Range, since they are building and upgrading facilities. Sherri mentioned that the Range is now the north east’s training facility for the FBI, the Navy Seals, among other specialized groups.
- 7:44 Finance Officer Job Description:** Dan states that he has read over the job description that RaMona Sheppard prepared and that it is comprehensive,

and suggested that the town adopt this description for the job of Finance Officer. He also recommended figuring out a range specific for this job that would not need to be readdressed for maybe five years. Brad moved to accept Ramona's prepared job description as the Town of Underhill's for the Finance Officer. Steve seconded it. Selectboard approved with a unanimous vote.

**7:50 Finance Office salary per job description:** Dan stated that the \$54,600 is at the middle to top part of the range. Brad asks to change the amount on the Job Description to match the amount on the cover letter (from \$54,060 to \$54,600). Steve moved to adopt the dollar amount of \$54,600 to the job description. Brad seconds; Selectboard approves unanimously.

**7:54 RaMona Sheppard as Finance Officer:** Dan asks whether the Selectboard is willing to invite Mona to come back and work for the town.. Steve asked Sherri if she was positively sure. Sherri highly recommends this. Steve moves to rehire RaMona Sheppard as Finance Officer; Brad seconds. The Selectboard unanimously approves.

**7:57** The Public meeting is **adjourned**. The Board moves into **Executive Session** to discuss personnel issues.

**8:16** Moving out of **Executive Session:** The Selectboard decides to pay Brad Holden, as Road Commissioner, a stipend of \$1,000, plus mileage, for a three month period, and will readdress this stipend at the end of this time. Steve moves, Dan seconds; Selectboard approves.

**8:18 p.m.** The Selectboard agrees to **Adjourn**.

Respectfully submitted,  
Linda Turner  
Interim Administrator

Read and Approved as submitted/amended

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Dan Steinbauer, Chair

Date