

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Thursday, September 29, 2011**

Present: Dan Steinbauer – Chair, Brad Holden – Select board/Road Commissioner, Sherri Morin – Town Clerk/Treasurer, Mona Sheppard – Finance Officer, Pam Shover – Chief Lister

6:15 The Board moves into Executive Session

7:43 The Board moves out of Executive Session

Pam Shover leaves the meeting.

7:44 New Business

Brad Holden – Select board/Road Commissioner

- ***Gardener's Supply Quote:*** Brad shares a quote from Gardener's Supply for trees for the Seth Freeman property. During the improvements on Pleasant Valley Road, some tree lines were moved within the town's right of way, but on the owner's property. At the time there was some discussion indicating that the town would assist the property owner in replacing the trees. Brad will talk to Rod Fuller, Road Foreman, to determine what was promised.
- ***Alcohol & Drug Training:*** Brad advised that he and Rod attended the Alcohol and Drug Training for CDL licensees. They found it very informative and they intend to bring back some ideas for possible inclusion in the town safety policies or personnel handbook.
- ***Flagging Seminar:*** There is a Flagger Seminar coming up in the near future presented by VLCT and Brad may send Scott Kilpeck to that training.
- ***FEMA Status:*** Brad updates the status of the FEMA reimbursement requests. He said that he and Rod have been working on the package and have everything completed for approximately ten roads. He said that he has heard that the FEMA money will go first to the state which will then deliver it to the towns. Currently, all FEMA money is on hold.

Sherri Morin – Town Clerk/Treasurer

- ***Property & Casualty Insurance/Workers' Compensation Insurance – Renewals:*** Sherri advised that the renewal application for the 2012 P&C and W/C insurance was received from VLCT and has a due date of October 12, 2011. Mona will prepare and return.

Mona Sheppard – Town Finance Officer

- ***Tax Sale Properties:*** Mona requested authorization from the board to send the listing of delinquent property taxes for all closed years to Lori Ruble, Esq. for collection and tax sale as needed. Brad moved that the delinquent properties be forwarded for tax sale and Dan seconded.
- ***PACE Forum:*** Mona noted that she has a scheduling conflict and that she won't be able to attend the Forum on Property Assessed Clean Energy in South Royalton on October 15th and asks if anyone else is interested in attending. There is no fee for this forum.
- ***Personnel Handbook:*** A general discussion of the employee handbook ensues. Mona mentioned that the select board may wish to have policies such as cell phone usage, separate from the handbook. It is agreed that the final review of the handbook will be at the October 13th meeting.

Dan Steinbauer – Chair

- ***2012-2013 Budget:*** Dan informs the group that he will be out of the country from mid-November to early December. As a result he would like to start the budgeting process in October. He asks everyone to come to the October 27th board meeting prepared to discuss process and to begin budgeting.
- ***Social Service Requests:*** Dan requests that Mona bring a listing of all social service groups to the October 27th meeting for review.

Warrants and Orders – Warrants and orders are reviewed, approved and signed.

8:13 p.m. Meeting is adjourned

Respectfully submitted,
RaMona C. Sheppard, Finance Officer

Read and Approved as submitted/amended

Dan Steinbauer

Date