

TOWN OF UNDERHILL
Selectboard Meeting Minutes
October 27, 2011

Present: Dan Steinbauer – Chair, Brad Holden – Selectperson, Sherri Morin – Town Clerk/Treasurer, RaMona Sheppard – Finance Officer, Linda Turner – Interim Town Administrator

5:57 p.m. Dan Steinbauer calls the meeting to order

Kristine Bickford, Chittenden Unit for Special Investigations (CUSI) and Lt Dee Barbic, Professional Standards Commander of the Vermont State Police: Kristine and Dee discussed CUSI, what the organization does, and their new funding mechanism which increases their funding request to \$4,792.00.

6:12 Trevor Squirrel, Chair of the Conservation Commission; Justin Kenny, Director of the Winooski Natural Resource Conservation District; Madeleine Lyttle, Fish Biologist from the U.S. Fish and Wildlife Service: Madeleine and Justin discussed how four culvert modifications would improve aquatic organism passage (AOP) and would open up the whole basin. Brad moves to move forward with the project; Board approves.

6:35 Selectboard moves into Executive Session

7:42 Selectboard moves out of Executive Session

- Larry Lamphere, an eleven year employee of the town has accepted a job for the Town of Colchester. The Selectboard thanks Larry for his years of service and wish him well.

- Selectboard discussed a candidate for Road Foreman, and the position Rod Fuller, the current Road Foreman, would move to.
- Selectboard discussed the compensation package for the new Road Foreman and how Rod Fuller's compensation package would change.
- The Selectboard discussed the cash formula for those who elect not to take insurance, and stated in order for an employee to elect the in lieu of insurance cash payment, they must be covered by insurance from another source as outlined in the policy. The payment formula would be 50% of the Annual Premium for Single person coverage less a deduction equal to the amount that covered employees have withheld from the paychecks for single coverage. The Selectboard adopted the policy to be included as an addendum to the Personnel Policy Handbook.
- Brad Holden announces Dawna Brisson to start as the new Town Administrator;
- The Selectboard thanks Linda Turner, the Interim Town Administrator, for stepping in while the Selectboard searched for the new administrator.

7:57

Meeting continues:

- Warrants and Orders are reviewed, approved, and signed
- Brad stated that there is an appeal from a DRB hearing concerning the Underhill Trail Committee. Linda passed around the letter Kari Papelbon wrote in response to the appeal.

- Linda Turner passed out the map and Access Permit Application for Jon Howard for the Selectboard to review. The DRB will hold a site plan review hearing on this application on 11/7/11.
- Linda Turner passed out copies of an email from Andrew Grab asking permission to clean up the paths that have overgrown on Moore Park, and whether he could start a small community project enlisting kids to help clear these paths.
- Linda Turner passed out an email from Green Mountain Compost inviting the public to an open house of their new facility.
- Motion was made to accept the 10-13-11 minutes as corrected. Selectboard approves. Minutes are signed.

8:02

RaMona Sheppard – Finance Officer:

- Mona passed around Seth Friedman's request for \$1,235.85 to help pay for landscaping plants that were damaged during the Pleasant Valley Road repair. Selectboard approves payment of \$1235.85.
- Mona passed out a sample Right of Way form letter she thinks would be good to give property owners when landscaping questions come up.
- Mona said Larry Lamphere leaving reminded her we should have an exit interview form and she plans to develop one. At least we want to be sure Larry turns in keys, pager, etc and he and other employees should have a discussion with her in re COBRA and other administrative items.

- Health Insurance: Discussion ensued. Dan moves to accept AIVIS Plan J with an 8% employee contribution. Board approves. New insurance is effective January 1, 2012 as indicated at the meeting.
- Mona passes out a budget status for the 2012-2013 Budget to work on at the next budget meeting which the board agreed would be 8am November 7, 2011. Discussion ensued.

9:25 p.m. The Selectboard moves to **Adjourn.**

Respectfully submitted,
Linda Turner
Interim Administrator

Read and Approved as submitted/amended

Dan Steinbauer, Chair

Date