

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Tuesday, December 13, 2011**

Present:

Selectboard: Dan Steinbauer (Chair), Steve Owen, Brad Holden

Staff: Dawna Brisson, Sherri Morin, Kari Papelbon, RaMona Sheppard,
Pam Shover, Rod Fuller

7:30 a.m. – Executive Session w/ Kari Papelbon (personnel).

8:10 a.m. - Executive session ended.

8:18 a.m. - Reconvened to open session. Additional 5 staff members joined the meeting. Meeting called to Order by Dan Steinbauer- Chair.

RaMona Sheppard – Handed out Draft copies of (exhibit C) Statement of Revenues, Expenditures and Changes in Fund Balance – Compared to Budget General Fund Year Ended June 30, 2011 and (exhibit A) Balance Sheet Governmental Fund June 30, 2011. Mona stated on exhibit C the summary is \$139,244 expense over receipts; think primarily due to the Pleasant Valley Rd project. She then pointed out on exhibit A that the town ends with a Fund Balance of \$183,194 not committed yet. She stated if stays in line this year, forecasting 2013 start budget year with \$100,000 excess. Some discussion ensued regarding moving money to capital fund. Also about setting up a reserve, however, Mona didn't feel that the budget year forecasting that there will be any surplus.

Mona then handed out 2 packets – one regarding salaries and one regarding Revenues and Expenditures. She pointed out on page 1 of the salary packet she has put in a 6% increase for everyone, based on the fact that inflation rate is 5% - 5.5%. She mentioned she had added a column; it is the 3rd from the right titled VLCT Min/Max. These figures are from the VLCT 2012 salary survey for comparison. She also noted she had made last minute changes and took John out and allowed for a highway position at the same rate as Scott. Page 2 she stated is the benefit information, noting she has allowed for full time benefits for the new highway position even though it may be a part time position. She explained the Total Comp column is base salary plus all benefits except workers comp. Mona then moved on to give an overview of the general revenue and expense packet stating first two pages regarding revenue are mostly static. She brought people's attention to page 2 that revenue is down 3% which at first look makes it look like property taxes need to increase by 11%. She then reviewed the figures from each department. She then points out on the last page summary have a fund balance of \$136,000 can use to decrease the property tax increase to a 3%

increase. Mona stated the Selectboard has done a great job at keeping taxes down. However, should not be to the detriment of highways, town hall and employees. Feel some increase is needed. Some discussion ensued as to roughly what this increase would due to the tax rate. Mona then answered questions.

Kari Papelbon handed out a DRAFT Capital Improvement Program. Rod Fuller stated that he feels he can get a better price on the truck. Mona also stated good to save money, however, also good to have quality equipment. Present to voters and if not approved, then start cutting.

RaMona Sheppard requested to have additional discussion regarding highway department, to finalize budget figures. Discussion ensued regarding open highway position and comp time. She also stated that the Selectboard had said they would like the town to be in the top 1-2% of comparable to the state. The highway department is in the top 1%, however, the Town hall is not, and that information has been given to you.

Dan Steinbauer gave a history as he knows it of the "in lieu of insurance" policy. Discussion ensued as to whether or not this should be changed, to make sure it is fair and transparent. Dan suggested we check to see what other towns are doing. RaMona stated she would look into but there is nothing wrong with being creative and inventive.

Brad Holden requested additional review of the Capital Improvement Program handout. RaMona had questions about any more information on new radios of new road signs. Dan stated information from Radio North not clear and needs to get back with them. Rod stated that Johns had started the sign project and he needs to check into that. Discussion then ensued regarding the current vault and storage issues and what items the Town has to keep. Sherri stated to retro fit the vault would cost ~\$45,000.

Sherri Morin stated that signed warnings and language for ballot items need to be in at the latest by 1/19/12. Noting it is saves ~\$1000 to put it in the Town report, because it saves you from putting in the Burlington Free Press.

RaMona Sheppard mentioned it may make sense to eliminate the elected internal auditors and just use outside auditors or keep internal and only have external every three years rather than yearly, in order to keep costs down. Of course this would need to be voted on. Also state Auditors are talking about possibly no longer mailing the Town report and have it available electronically, here and around town.

9:50 a.m. – Meeting Adjourned.

10:00 a.m. – Meeting Reconvened for one missed item.

Brad Holden, Steve Owen and Sherri Morin discussed the staff Christmas Luncheon for Fri 12/16/11. It was moved by Brad, seconded by Steve that the Town Clerk is approved for a one time use of the Town credit card to pay for the staff Christmas luncheon. Motion passed, 2-0, Dan Steinbauer was not present.

10:02 a.m. – Meeting Adjourned

Respectfully submitted,
Dawna Brisson, Town Administrator

Read and Approved as submitted/amended

Dan Steinbauer, Chair

Date