

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Tuesday – December 20, 2011**

Present: Dan Steinbauer – Chair, Brad Holden – Selectboard, Steve Owen – Selectboard , Sherri Morin – Town Clerk/Treasurer, Kari Papelbon – Zoning & Planning Administrator, RaMona Sheppard – Finance Officer/Human Resource Manager

3:30 p.m. Dan Steinbauer calls the meeting to order.

2012-2013 Budget Discussion: RaMona answered a few questions from Dan regarding specific line items then she passed out a spreadsheet with the budget changes requested by the board on Saturday. She also passed out a listing of various economic indicators, the 2010 VLCT salary surveys for each job title listing the median lowest and median highest wage per job per the board's prior request. RaMona advised the board that the staff cost of living increase for the fiscal year 2010-2011 was 2.0% vs a 3.6% actual. She also advised them that the town hall staff salaries were on the low end of the state averages and the road crew wages were at the high end of the state averages per the VLCT hand out. There was a discussion of the change in the town hall staff and the realignment of staff responsibilities over the past year.

Steve Owen moved that the budgeted COLA increase for 2012-2013 be 4.0% for all employees except Pam Shover who had previously agreed to a special increase. Brad seconded and the motion was approved.

The board asked RaMona to change the COLA increase for the 2012-2013 budget year to 4.0% based on the fact that costs have been kept low for a number of years.

The board asked RaMona to make the changes and bring to the board meeting Thursday, December 22, 2011.

Highway Department New Hire: RaMona asked the board to approve a new hire made by the road foreman. The board approved the hire of Steven Jed Abair, effective 12/1/2011 at a rate of \$17.00 per hour. RaMona advised the board that Rod Fuller, the road foreman, advised her that Mr. Abair would be working part time until the first of the year. At that time, he would switch to full time and sometime during mud season he would make the decision as to whether he would stay on as a permanent employee.

Brad Holden moved that Steven Jed Abair be hired at \$17.00 per hour retroactive to December 1, 2011 as a temporary employee. Steve Owen seconded and the motion was approved.

Section 125 In Lieu Of Insurance: The board agreed that the section 125 in lieu of insurance for the calendar year 2012 will be 35% of the insurance premium. They also indicated that they were going to pay Pam Shover the two person in lieu of amount and rescind the current policy.

Compensatory Time: RaMona told the board that Rod Fuller has asked to have more compensatory time than is currently provided for in the employee handbook. The board said they want to stay with what is in the handbook and not change the policy.

Selectboard came to a consensus that there be no changes to the employee handbook in general and specifically for the compensatory time policy.

4:30 p.m. Meeting is adjourned

Respectfully submitted,
RaMona C. Sheppard
Finance Officer and Human Resource Manager

Read and Approved as submitted/amended

Dan Steinbauer

Date