

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Thursday – December 22, 2011**

Present:

Selectboard: Dan Steinbauer – Chair, Brad Holden, Steve Owen

Office: Kari Papelbon - Zoning & Planning Administrator, Dawna Brisson – Town Administrator, Sherri Morin – Town Clerk/Treasurer, RaMona Sheppard – Finance/Human Resource Manager, Pam Shover – Chief Lister

Public: None

Media: Ruth Miller MMCTV

5:00 p.m. Dan Steinbauer calls the meeting to order. Noting No Public present for comment.

Budget – RaMona Sheppard handed out updated Budget information noting three possible changes 1. energy commission just put in a request for \$500. 2. Kari Papelbon may have some changes and 3. “In lieu of”. Dan Steinbauer commented basically done, just keep open for 2 weeks in case anything else surfaces. Then thanked Mona for her work and asked if anyone else has any questions or comments. Pam Shover asked if the budget was going to be reviewed line by line, as done before. Budget review continued. Mona explained some items don’t line up well due to account changes. It was noted the Speed-o-meter has not been decided on yet, quote for informational purposes only and maybe should be removed from the budget. It was also noted the garage ventilation may need to be postponed due to some safety issues, so possibly remove that \$8,000. Kari Papelbon then handed out the Zoning and Planning Budget noting Supplies & Projects category reduced from 8600 to 5600 a \$3000 reduction due to receiving a grant of just over \$8100. Mona stated she plans to do a Finance Report for the Town Report not only for budget justification but also to explain in general terms the reasons for changes in accounts. Brad Holden referred back to Kari’s budget and the amount she allocated for legal fees and questioned that it maybe too low. A suggestion was made to move the \$3000 saved in the Supplies & Project category and add to the legal fees category. Discussion ensued regarding appropriations for charities and if should be built into the budget or on the ballot. A consensus was reached that anytime a new charity was being considered that it be put on the ballot. Changes discussed will be made, and then the budget will rest until the next meeting.

Warrants and Orders are reviewed, approved and signed.

Minutes:

12/08/11 – Sherri Morin questioned the number of stop signs to be included in the ordinance for Sandhill and Irish Settlement Road reminding the Selectboard that the Fire Dept recommended 1 Stop sign. Selectboard agreed the ordinance should state 1 stop sign on Sandhill Rd and want to follow thru on the ordinance. It was also noted that Dawna Brisson's offer letter does not need to reflect her increase in hours since it is not a contract and the change in hours are reflected in the minutes. On motion by Steve Owen, seconded by Brad Holden, the Selectboard approves the minutes as amended. The motion passed 3-0.

12/10/11 – Executive session. Dan Steinbauer stated that even though there have been some changes since, these minutes should reflect what was done on this date. Selectboard approved the minutes as is.

12/13/11 – References to exhibits not attached were stricken. On motion by Brad Holden, seconded by Steve Owen, the Selectboard approves the minutes as amended. The motion passed 3-0.

Recyclebank – Program discussed. On motion by Brad Holden, seconded by Steve Owen, the Selectboard accepts the offer and signs the contract.

Municipal Planning Grant Agreement – Kari Papelbon stated the grant is ready for Selectboard Chair's signature. Received a grant for \$8100 leaving the cost to the Town \$77 for the redistricting study. Dan Steinbauer signed.

CCRPC Survey – Dawna stated received a survey requesting elected and appointed officials to take to help them make service improvements. Hard copies available or can do on-line.

New Business:

Certify Highway Mileage by 2/10/12- Sherri Morin noted deadline. Discussion ensued regarding a section of Stevensville Rd and extending the class III section a little to be consistent, since only class IV being plowed. Action plan to be developed. Brad noted this is the opportunity to add to the map, because in 2014 any road not on the map is not a town road.

Retiree Insurance- Mona stated FYI the cost for a retiree's plan was \$731/month in 2011 and \$740/ month in 2012, which is very reasonable. This will end 6/2013. Figures are reflected in the budget.

Cash in Lieu of Insurance – Mona handed out the Formal Record of Action for signature noting haven't received invoice yet so rates could vary a little. Dan stated values the process went thru to get here and asked the other members if ready to sign. Action signed by all three Selectmen.

Offer letter for Jed Abair reviewed and signed.

Audited Financials – Mona stated they are complete and she has the bound copy. Just needs to know if Selectboard wants a rep to present or her to present. Selectboard requested scheduling a rep to come present.

Truck Purchase – Mona advised Selectboard that the Road Foreman has ordered a new truck valued at \$190,000. Since the voters haven't approved the purchase yet, one feels the Selectboard should approve the purchase prior to it being ordered. She notes the need to make sure there is a cancellation clause in case the voters don't

approve the purchase at Town meeting. Also notes that it's not in this year's budget, but can order now and take delivery and pay for next year. On motion by Brad Holden, seconded by Steve Owen, the Selectboard authorizes the Road Foreman to order the truck as long as a cancellation clause is included. The motion passed 3-0.

Articles for Town Meeting – 1. 5 yr loan for truck 2. Capitol Reserve 3. \$50,000 surplus using to decrease the tax rate. 4. Town auditor positions. (Discussion ensued) 5. Gravel Pitt? 6. Energy Committee?

On motion by Brad Holden, seconded by Steve Owen, the Selectboard agrees to adjourn. The motion passed 3-0.

6:27 p.m. Meeting Adjourned.

Respectfully submitted,
Dawna Brisson, Town Administrator

Read and Approved as submitted/amended

Dan Steinbauer, Chair

Date