

TOWN OF UNDERHILL
Selectboard Meeting Minutes
Thursday, August 18, 2011

Present: Dan Steinbauer – Chair, Steve Owen – Selectperson, Brad Holden – Selectperson, Sherri Morin, Town Clerk/Treasurer, RaMona Sheppard – Finance Officer, Kari Papelbon – Zoning and Planning Administrator, Linda Turner - Interim Town Administrator

6:02 p.m. Dan Steinbauer calls the meeting to order

Tim Mack and David Koval from Clean Green Sanitation:

Discussion ensued about the metal dumpster at the Town Garage, illegal dumping of garbage, and the possibility of the town having quarterly metal recycling. A lower profile dumpster at the Town Garage was requested and shifting location so that there is more parking space for the people who utilize the town trails.

6:43 Kari Papelbon – Zoning and Planning Administrator:

Kari invites the Selectboard to the DRB site visit on August 29, 2011 at 77 New Road. Steve Owen said he thought he could be there. Kari stated the Trails Committee is requesting a waiver of all fees in regards to this project, as they have expended all of their 2010 -2011 funds and did not have a budget for the current fiscal year (2011-2012). Steve Owen asked how much Kari thought the fees and notices would cost. Mona stated that the fees should still be reflected in the Trails Committee line item and asked for the Trails Committee to consider putting together a budget so she could have an idea during the budget process.

Kari states Elena Shapiro, 647 Poker Hill Road, is requesting approval for a curb cut as part of her 2-lot subdivision plans. Kari stated that a larger culvert was not reflected in the plans but is being designed. Dan stated that it would be very important to have it sized appropriately. Brad asked whether Elena Shapiro has all of her state permits yet. Kari responded that a Stream Alteration General Permit was issued but due to the new rules the culvert must be enlarged. An Army Corps of Engineers permit and a State Wetlands Permit for the project have been issued. The Board decided to wait on approval until the resized culvert plans are available.

Kari stated the Planning Commission is continuing work on the Capital Improvement Plan, and that she, Sherri, and Mona would be meeting next week to work on the numbers. The end of October is the working deadline for submission to the Selectboard. Discussion ensued.

Kari reminded the Selectboard about the deadline for comments on the ECOS Project draft goals (September 15th, 2011) and stated that they could be submitted online.

Kari stated that the floodplain maps have been effective since July 18, 2011 and that public outreach meetings are being coordinated with the State Floodplain Coordinator's office. She stated only ten floodplain policies exist in Underhill, and that nobody had reported structural damage to her.

Kari asked Brad if he had heard back from his contacts regarding the Stormwater permits. Brad stated that he had not. The requirements for the permits are an annual review and 5-year recertification.

Dan commends Kari for the email she sent on the Sheridan project.

Kari discussed whether the town should have two separate access/right-of-way permits, or to designate between an approval and a permit. Such requirements will be detailed in the Road Ordinance.

7:11 p.m. RaMona Sheppard – Finance Officer:

Mona points out that the \$23,000 to the library, \$45,000 to Pike, and \$6,300 for roadside mowing, are non-recurring warrants.

Mona stated the Handbook review by VLCT was completed. She suggested a meeting with the Selectboard to finalize the Handbook.

Mona brought up the need for the Selectboard to adopt GASB 54. She will get a sample letter ready for a future Selectboard meeting.

Mona will be bringing the budget in line with the current chart of accounts for easier comparisons of actual to budget.

Dan brought up Bob Murphy's request for \$300.00 for the Energy Committee to have a booth at the Harvest Market. Mona said there was money available. The Selectboard approves.

Mona stated she would start to attend the Selectboard meetings in case there are questions that arise for her. That way most questions can be resolved immediately.

7:28 p.m. Letter from FEMA: Don R. Boyce, Regional Administrator:

Linda pointed out that August 8th, 2011 is the official date for the town's Multi-Hazard Mitigation Plan. Linda clarified that although this is approved for a five year period, CCRPC will be reviewing the

town's checklist on a yearly basis to make sure that we are updating our plan and remaining in compliance.

7:30 p.m. Variable Speed Signs:

Linda handed out various brochures and cost sheets on Variable Speed Signs, and pointed out that there were not only stationary signs available but also signs mounted on trailers. Dan stated that with a trailer, someone needs to take charge of it. Mona stated that any equipment purchase over \$3,000 is a capital asset, and that the expense of the signs was pretty high for an unbudgeted item.

7:37 p.m. Linda Turner – Interim Town Administrator – Social Media:

Linda mentioned a Webinar she attended, put on by HRSentry on the effects of social media in the workplace. Discussion ensued.

7:42 p.m. Meeting Continues:

- Mona clarifies that the Albertini check will be internal accounting entries, not cutting a check.
- Warrants and orders are reviewed, approved, and signed.
- Minutes from 07-21-11 and 08-04-11 are reviewed, approved, and signed.
- Linda handed out an invitation to the Annual Local Energy and Agriculture Festival in Bradford, Vermont on 9/17/11.
- Linda handed out copies of the NNECAPA Fall Conference schedule, in Burlington Vermont, on September 8th – 10th. Linda highlighted several sessions she thought may be pertinent to the Selectboard, and shared that Kari Papelbon would be attending the conference,

7:54 p.m. Old Business:

- Dan mentioned walking Krug Road, and getting the history of it from John Connell. Discussion ensued.
- Dan shares that he spoke with Abby Hamilton at VLCT about the Town Administrator search. VLCT has received 50 applicants for the position. Abby will be mailing the resumes directly to Dan. The Selectboard decided to have an Executive Session on Saturday, 8/27/11 at 8:00 a.m. to pick six to ten applicants from the resumes to interview.

8:04 p.m. New Business:

- Brad shares an email from Abby Retzloff which states three grants that she and Jen King have been looking at for the old school house. Discussion ensued. Brad states that he will look into the possibility of a septic system there. Sherri highlighted that the town owns the building, not the Historical Society. Brad concurred.

- Mona mentions that the \$5,000 gift from Genevieve Morgan's estate is not earmarked. This money could be utilized for the septic system at the old school house.

8:12 p.m. Because of the Labor Day holiday and trips out of town, the Selectboard approves moving the next Selectboard meeting to Thursday, September 8th, 2011, at 8:00 a.m.

8:14 p.m. The Selectboard agrees to **Adjourn.**

Respectfully submitted,
Linda Turner
Interim Administrator

Read and Approved as submitted/amended

Dan Steinbauer, Chair

Date