

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
6:00 p.m., Thursday, June 07, 2012**

Present:

Selectboard: Brad Holden – Chair, Steve Owen-Vice Chair, Seth Friedman

Office: Dawna Brisson-Town Administrator, RaMona Sheppard-Finance/Human Resource, Sherri Morin-Town Clerk/Treasurer, Kari Papelbon-Zoning & Planning Administrator

Public: Justin Kenney, Trevor Squirrel, Anne Jobin-Picard, Jerry Adams, Peter Bennett, Olivia Strong, Jim Massingham

Media: Nick of MMC-TV

6:00 p.m. Call Meeting to Order- Brad Holden calls the meeting to order. Present are the 3 Selectmen, Dawna Brisson, RaMona Sheppard, Sherri Morin, Kari Papelbon, Trevor Squirrel and Justin Kenney.

6:00 p.m. Public Comment- NONE

**6:00 p.m. Winooski Natural Resources Conservation District
Justin Kenney- District Manager**

Culverts- Justin provides the Selectboard with a construction estimate and 3 Stream & Culvert Evaluation packets, one for Barrett Lane, Irish Settlement Rd, and Beartown Rd. He reviews the information and states that he believes the cost of the retrofits will be covered ½ by Fish & Wildlife funds and the other ½ possibly by a State grant. He is willing to oversee the project, contact landowners, get permits and bids, write the grants for the town and work with RaMona re: accounting.

Brad states would like to do the Page Rd culvert this season also, but the town needs help sizing and is currently waiting to hear from Chris Brunelle on a hydrology study. Justin will try to facilitate.

On motion by Steve Owen, seconded by Seth Friedman, the Selectboard agrees to move forward with the culverts and pursue funding. The motion passes 3-0.

RaMona reminds the Selectboard that it should be part of the Capital Improvement Plan and needs to be inserted into Plan.

Justin also left with the Selectboard A Citizen's Handbook to How Streams Work called Living in Harmony with Streams.

6:25 p.m. Justin Kenney and Trevor Squirrel depart.

- 6:25 p.m. Zoning & Planning Administrator – Kari Papelbon**
VT Gas Access Permit- To work in Town Right of Way-
 Kari reviews the map and explains part of the 8 Dumas subdivision which has a preliminary hearing with the DRB on 6/18/12. Note: No physical permit to sign due to the Town computer system being down. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves the VT Gas Access Permit to work in the Town right of way onto Dumas Rd as long as they leave it in original condition. The motion passes 3-0.
Planning Commission Memo- Requesting the Selectboard write a letter of request to CCRPC for Technical Assistance to update the 2007 Sidewalk Feasibility Study as discussed at the 5/18/12 meeting. Dawna to create letter and notify Seth to come in and sign.
- 6:35 p.m. Lower English Settlement Rd- Anne Jobin-Picard**
 Anne Jobin-Picard arrives to discuss drainage/culvert issues. States the culvert that crosses the road and goes into the drive culvert is closing off, full of stuff and rusting. Also in another area a small pipe was installed and covered with dirt eliminating the ditch. States she has had \$20,000 of water damage to her house in the past. Concerned what will happen when develop above, if these culverts will handle. The Selectboard reviews a map of the area to clarify drainage issues. Anne provides the Selectboard with a written letter summarizing her concerns. The Selectboard agrees to take a look at the culverts and get back to her by the next Selectboard meeting on the 21st.
- 6:50 p.m.** Anne Jobin-Picard departs, Peter Bennett and Jerry Adams join the meeting.
- 6:50 p.m. Energy Committee – Jerry Adams**
Appointment of new member – Peter Bennett
 Jerry explains Peter is interested in joining the energy committee. He is an unpaid board member of the not for profit organization Energy Coop of VT. Selectboard interviews. Peter states he has a strong loyalty to the Coop, however, if an apparent conflict, he would recuse himself. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard appoints Peter Bennett to the Energy Committee. The motion passes 3-0.
- 7:00 p.m.** Kari Papelbon, Jerry Adams and Peter Bennett depart. Olivia Strong and Jim Massingham join the meeting.

- 7:00 p.m. Jericho/Underhill Park District – Olivia Strong**
Appointment of new member – Jim Massingham
 Olivia explains the Jericho/Underhill Park District has had a vacancy for quite awhile for Underhill. He will be finishing the remaining term of Dave Cannamela, which ends 2012. Selectboard interviews. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard appoints Jim Massingham to the Jericho/Underhill Park District. The motion passes 3-0.
- 7:05 p.m.** Olivia Strong and Jim Massingham depart.
- 7:05 p.m. Town Clerk – Sherri Morin**
Dog Warrants – Computer down- reschedule to next meeting.
Bank Changes – Sherri explains that Mona and herself this past year have worked on comparing bank rates and would like to switch to the Merchants. Checking/Savings acct Peoples requires \$50,000 minimum, Merchants is \$35,000, which means \$15,000 more to invest daily. Interest rate .01, Merchants is .03. Merchants is on Mona’s way home, Peoples is 10 miles out of her way. Also, had an incident with Peoples where they lost 2 checks out of a deposit, they did contact the residents and asked them to bring another check into the Town Office, but they didn’t cover the checks. Also Merchants is a local bank, they have lower interest on loans, and will come in and train employees by 7/1/12. Sherri states need the Selectboard to approve along with herself (treasurer) the bank change. Selectboard approves. Also required to enter into a Municipal Electronic Funds Transfer Agreement, which she hands to the Selectboard. Brad confirms that both Finance and Treasurer have read the entire 10 page document. The Selectboard members sign the contract.
Truck Loan Contract- RaMona Sheppard hands to Selectboard explaining loan is for the truck invoice amount at 2.44% for 5 years. Receive money in July 2012 and 1st payment is due July 2013. Contract states due 6/30, but should say July, bank said we could cross off and correct as long as Selectboard Chair and Treasurer initial changes and sign contract. Treasurer and all Selectboard members sign contract.
Town’s Bday Committee- Sherri states Town should create a Committee to plan the Town’s 250th Bday. She and possibly Pam are interested on being on the committee. Should advertise looking for members on Front Porch Forum, Two Towns Online, and Town Website. Next budget cycle would need to add funds for this, if after July. Brad will figure out the official date.

Vacation Carryover- Sherri asks the Selectboard if they would approve her rolling her vacation from last year over into this year. Explains the policy regarding vacation is use it or lose it, unless you get Selectboard approval to carry over.

RaMona state she has 128 hours she needs to roll made up of 80 rolled over last year less 72 used plus 120 earned. Sherri explains she has to work around Nancy's availability to cover, and election timing, etc. Selectboard would like to have her setup a schedule to use it. Sherri states she plans to take 2 weeks off to visit her Son and will setup a summer schedule taking Fridays off till gone. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves Sherri carrying over 128 hours of vacation time into coming year. The motion passes 3-0.

7:30 p.m. Finance/Human Resources – RaMona Sheppard

Policies – Would like to schedule a day meeting to finish off the balance of Policies/ Job Descriptions, probably 2 hours. Have Conflict of Interest Policy, Purchasing Policy, Road Foreman Job Description, Road Crew Job Description, and Zoning/Planning Job Description left. Selectboard Meeting set for 6/29/12 at 8am.

Budget Status Report- Highway under budget, will be having a reserve setup.

Every Year 6/30 need to take inventory of what's at the Town Garage. Note-any recaptured stone is not part of inventory and needs to be kept separate.

Still waiting on invoice from the well testing, but should be in this week.

Kari may need a new computer, \$11,000 under budget, not in equipment but in mapping and supplies, would need to move to a different line item and get in before year end.

7:45 p.m. Warrants done

7:45 p.m. Town Administrator- Dawna Brisson

Sheriff- Contract ends 6/30/12. Dawna contacted last week regarding getting a new contract for 7/1/12-6/30/13.

RaMona provided a copy of the contract and a summary of the sheriff hours, invoices paid for service last year and civil fine receipts received last year. This past year we have had a 54.5% return which is really good. RaMona explains the sheriff contract is budgeted as an expense and the civil fine receipts are budgeted as expected revenue. Seth states he has received complaints about speeding. Discussion regarding if we should increase the number of hours, pick areas to focus on, rearrange current number of hours or

negotiate something else needs to be scheduled with the Sheriff. Dawna to schedule the Sheriff to come into next Selectboard meeting. RaMona reminds the Selectboard if increase the hours we need to id another line item to reduce, in order to be fiscally responsible.

Town Hall Roof- Ballot item was \$35,000 to paint and repair the roof. If paint, repair and replace gutters comes in under that amount, the extra goes back to the taxpayers, can't be used for other building maintenance. Exterior of Town Hall and the windows need work also. RaMona states there is \$12,901 in reserve fund for building repair. Also, if the roof comes in under, can ask tax payers if we can put that money in a reserve fund for building maintenance. Brad to develop specs for the roof repair and Seth to develop specs for the building repairs, then will put out for bid.

Recyclebank update/Town Picture & Stmt- Dawna had a phone conference on 6/5/12, which a copy of the minutes we forwarded to the Selectboard. On tract except for the tonnage piece, which is in process. Need to provide by 6/13/12 a Town picture and fun fact for them to post on their website list of participants. Brad stated a fun fact is Underhill has the highest elevation in the State of Vermont. Brad also will provide a picture for Dawna to submit with that fun fact.

CCRPC Rep Appointments- Dawna states she posted the open positions on the website, Two Towns Online, Front Porch Forum, and emailed out to several people and has not received, as of yet, notice of anyone interested in the positions, except Kari Papelbon for the Planning Advisory Committee(PAC) Representative position. She also contacted CCRPC regarding the deadline of 6/15/12 to appoint reps for the 6 positions and also what if the town can't find people for all 6 positions. CCRPC responded that they like to have the appointments in by 6/15/12 but there is no real deadline and ask that we continue to try to find Reps. They also stated they like to have a Selectman to participate as the CCRPC rep, if possible. Steve Owen has been the CCRPC Rep and has stated at a prior meeting he is unable to continue due to time constraints. Seth states he is unable to take on the position due to time constraints and will not take on a position if he knows he wouldn't be able to make the meetings. Brad indicates he also is not able to take on at this time. Possibly contact the Mountain Gazette to do an article or Ad. The Selectboard approves appointing Kari Papelbon as the PAC Representative and Brad Holden signs the form to be submitted to CCRPC.

Bridge Inspection Sign Off- Received bridge inspection reports from the State of Vermont and reviewed at an earlier Selectboard meeting, at that time the Selectboard wanted to

view the bridges inspected prior to signing the form confirming received and reviewed. Selectboard has viewed the bridges and Selectmen sign the form confirming they have received and reviewed the reports.

Selectboard Letter re: Town Report- Selectmen sign Thank you letter to Betsy and Irene regarding Town Report.

PACE Update- Received an Email from Steve Webster inviting the Selectboard to a joint meeting with the Jericho Selectboard on Thursday 7/19/12 at 7pm at the Jericho Town Hall for an update on PACE presentation. Selectboard decides will hold their regularly scheduled meeting at 6 pm to sign warrants and deal with any items that can't wait, and then will attend the joint meeting in Jericho.

RaMona, Sherri and Dawna also plan to attend.

Approval of 5/24/12 Selectboard Meeting Minutes- On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves the minutes as written. The motion passes 3-0.

Approval of 5/25/12 Selectboard Meeting Minutes- On motion by Steve Owen, seconded by Seth Friedman, the Selectboard approves the minutes as written. The motion passes 3-0.

Approval of 6/01/12 Selectboard Site Visit Minutes- On motion by Seth Friedman, seconded by Brad Holden, the Selectboard approves the minutes as written. The motion passes 2-0, 1 abstains.

Approval of 6/01/12 Selectboard Meeting Minutes- On motion by Seth Friedman, seconded by Brad Holden, the Selectboard approves the minutes as written. The motion passes 2-0, 1 abstains.

- 8:36 p.m.** **Announcements-** Next regularly scheduled Selectboard meeting is 6/21/12 at 6pm.
- 8:38 p.m.** **On motion by Steve Owen, seconded by Seth Friedman, the Selectboard concludes the public portion of the meeting and enters executive session with RaMona Sheppard and Sherri Morin regarding personnel items. The motion passes 3-0.**
- 8:38-9:30PM** **Executive Session and discussion with staff.**
- 9:30 PM** **Board comes out of Executive Session.**
- Motion passes allowing Ramona and Sherri to roll their accrued vacation time from this fiscal year to the next fiscal year. Staff is encouraged to take vacation time in such a manner as to avoid having to repeat this in the future.**

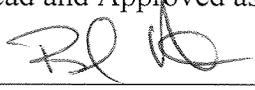
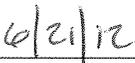
Request from Scott asking to cash in his accrued vacation was denied. Scott is encouraged to use his vacation.

Ramona will draft an offer letter to Jed Abair for the permanent position as a member of the Town's Road Crew.

9:40 PM Meeting Adjourned

Dawna Brisson, Town Administrator

Read and Approved as submitted/amended

	
Brad Holden, Chair	Date