

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
Thursday – May 10, 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

**Public:** Tom Lee – Recreation Committee Chair, Cody Johnson, Janet Herrero, Pam Parshall, Richard Becker

**Media:** Ruth Miller of MMC-TV

**6:00 p.m. Brad Holden calls the meeting to order.**

**6:00 p.m. No Public Comment**

**6:00 p.m. Recreation Committee – Tom Lee Chair**

Lifeguard position- Tom introduces Cody Johnson. Work history, credentials, start date, rate of pay and safety equipment needs are discussed. Brad Holden asks if Selectboard would entertain a motion to rehire Cody Johnson for lifeguard starting 6/13/12 at \$9/hr. Steve Owen moves to rehire Cody, Seth Friedman seconds, the motion passes 3-0.

Town Pond Intake Pipe Replacement- Tom explains pipe is in parking lot and still useable. Pond still has flow, but water quality was poorer last year without the pipe. Selectboard will look into.

Recreation Committee Chair Replacement- Tom states current members not interested in leading the committee. He feels that more will get done with new leadership. Selectboard will have Dawna post on website and run a notice on Front Porch Forum and Two Towns Online.

Summer Recreation Program Finance- How to handle registration fees and instructor payment if run programs? RaMona Sheppard explains Town of Underhill collects fees. If a contractor, Town would need a contract, W-9 and Hold Harmless Agreement prior to start, then submit invoice to Town and will be paid thru Accounts Payable. If not a contractor, Town will hire as a temp employee and they would need to complete a W-4 and I-9 prior to employment and will be paid thru payroll and covered by workman's comp. Each instance will need to be reviewed separately in order to comply with IRS regulations.

**6:10 p.m. Tom Lee and Cody Johnson depart and Janet Herrero and Pam Parshall join the meeting.**

**Range Road Traffic - Janet Herrero & Pam Parshall**

Janet and Pam submit a petition signed by 13 people asking for an engineering study of Range Rd due to the increase of the traffic from Ethan Allen Firing Range. Stating they would like to have the speed reduced to 25MPH from 35MPH. Also ask that the study be done higher up this time by Villeneuve's. Selectboard will have a study done and thanks them for coming in.

**6:20 p.m. Janet Herrero and Pam Parshall depart and Richard Becker joins the meeting.**

**Memorial Day Parade- Richard Becker-**

Mr. Becker states he would like to have the Towns involved in Memorial Day Parade again. He is all set for this year, but asks if the Town would be willing to take care of the permit and signs, alternating years Jericho/Underhill going forward. Selectboard agrees to take on the permit and signage starting next year and Thanks Mr. Becker for coming in and all his work.

**6:35 p.m. Richard Becker departs.**

**Energy Committee-** Not present

Solar Goal- Energy Committee had to cancel this AM and are rescheduled to discuss this with the Selectboard at the next meeting on 5/24/12.

Selectboard Approval Guidelines- Currently the Town does not have any committee policies but plans on developing. In the meantime the Selectboard feels that any articles committees want to publish need to be approved by the Selectboard, any presentations or events the committees wants to put on, should provide the Selectboard with an outline, and any hiring has to be done by the Selectboard.

## Post Office Maintenance/Energy Committee work- RaMona

Sheppard/Finance clarifies that Maintenance on Post Office is a different line item than Energy Committee and our invoices have to match the line item.

**Sherri Morin & RaMona Sheppard-**

CDL filed & Drug Testing – Sherri explains RaMona thinks should be with Human Resources. Plan is for RaMona to get DER training, once done Sherri will hand off to her. Typically, like only 1 DER (Designated Employer Representative), but Sherri will stay as backup. Until RaMona is trained Sherri will maintain, but keep RaMona in the loop. Also, DER files must be kept separate from employee files and RaMona has other items that should be in a fireproof file, so would like to move the fireproof file up into RaMona's office. Selectboard approves of changes.

Town Report- Sherri reports that RaMona, Pam and herself have discussed and are willing to take on the Town Report this year. Dawna states willing to

help with the Committee piece. Discuss separating out the school piece either physically or with a delimiter. Sherri will contact the school to discuss. Selectboard thanks them for being willing to take this on.

**RaMona Sheppard- Finance/Human Resources-**

Audit Engagement letter- RaMona presents letter and Brad Holden signs.

Employee Evaluation Form/Employee Anniversary- RaMona states that Scott Kilpeck's anniversary is May 12<sup>th</sup> and hands out an evaluation form she compiled, noting at a prior Selectboard meeting she was asked to notify the Selectboard of any upcoming employee anniversary dates and to prepare an evaluation form. RaMona asks for feedback, if ok or would like a more custom form? Selectboard thanks her for reminding them that they need to do Scott's review and feels the form is a good start for now.

PACIF Claim Report thru 3/31/12- RaMona informs the Selectboard that this report is confidential and only the closed claims can be discussed in an open meeting, then reviews the report and also highlights not a lot of claims from Jan of 2007 thru 3/31/12. Also notes 1 claim showing open still, she will check into why.

Jed Abair status- RaMona asks Selectboard to clarify wording regarding his first month as a full-time employee. Had labeled "Trial Month", when in fact it is an extension of his temp employment. On motion by Brad Holden, seconded by Steve Owen, the Selectboard clarifies that Jed Abair's temp employment is an extension of his prior temp employment, only on a full time basis. The motion passes 3-0.

Budget Status Report- RaMona hands out report noting paid \$40,000 on the 2011 Truck payment, otherwise nothing out of the ordinary.

Approval of 3 Policies already reviewed by Selectboard on 5/4/12- Accounting, Auditing and Financial Reporting Policy- On motion by Steve Owen, seconded by Seth Friedman, the Selectboard accepts the policy as written. The motion passes 3-0. The Selectboard signs the policy. It is noted the Selectboard has no authority to accept without the treasurer's agreement. Treasurer agrees to as written and also signs.

Fraud Prevention Policy- On motion by Steve Owen, seconded by Seth Friedman, the Selectboard approves the policy as written. The motion passes 3-0. The Selectboard signs the Policy.

Cash Receipts Policy- On motion by Seth Friedman, seconded by Brad Holden, the Selectboard accepts the policy as written. The motion passes 3-0. The treasurer agrees to as written and signs. The Selectboard signs the policy.

Continue Reviewing New Policies –  
 Purchasing Policy – Selectboard decides not to review at this time, would like to have more staff available for input.

Credit Card Policy- Policy reviewed noting current Town procedure is the same. The Town has one credit card held by Sherri Morin. When statement comes in Sherri has to provide backup for each purchase on stmt. On motion by Steve Owen, seconded by Seth Friedman, the Selectboard approves the policy as written. The motion passes 3-0. The Selectboard signs.

Conflict of Interest Policy- Selectboard decides not to review at this time.

Selectboard asks if it would be possible to get a combined .pdf of signed policies. RaMona and Dawna to provide.

RaMona lists policies left to do- Whistleblower Policy, Ethics Policy, Capital Policy update, Grant Policy, Delinquent Tax/Tax Sale Policy, and Committee Policy. Also working on salary scale, Employee Performance Evaluation System and Forms, Financial Procedures, Human Resources/Personnel Procedures, Capital Procedures and Risk Management Procedures along with modifications/addendums to employee handbook.

### **Warrants – Selectboard reviews and signs**

#### **Dawna Brisson- Town Administrator-**

Recyclebank & Town Employee training – Just became available at 4PM today, will review and then forward to everyone to watch.

VYCC site visit- Need to do a free site visit for VYCC to be able to tell us if any grants available to cover the costs of proposed projects. Seth Friedman willing to do the New Rd site visit and Brad Holden willing to do the Blake Rd site visit. Dawna to try to schedule for a Fri am.

CCRPC Rep – Received two letters from CCRPC asking the town to appoint a CCRPC rep and alternate, PAC rep and alternate, and a TAC rep and alternate by 6/15/12. Dawna handed out a proposed notice advertising the CCRPC Rep opening. Selectboard felt it looked good, would just add information regarding the time commitment to it, and then post on website, Front Porch Forum and Two Towns Online. Selectboard asks Dawna to check with CCRPC regarding the new TAC & PAC positions and if a small town is required to fill all 6.

EOP/ICS Update – No update at this time.

Outstanding items status-

Town of Underhill Email question from John McKnight status- Brad Holden states he has spoken with John.

Curb cut on N. Underhill Station Rd – Brad states logs are gone, but culvert still needs to be restored and that he will draw up a letter.

**Approval of 4/26/12 Selectboard Meeting Minutes-** On motion by Brad Holden, seconded by Seth Friedman, the Selectboard approves the minutes as written. The motion passes 3-0.

**Approval of 5/1/12 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 5/4/12 Selectboard Meeting Minutes-** On motion by Steve Owen, seconded by Seth Friedman, the Selectboard approves the minutes as written. The motion passes 3-0.

**Range Road Study** – Sherri Morin provides some additional information regarding this issue. CCRPC does the traffic study and believe the last one was 2006 and the average speed was 35MPH. Also notes that the 25MPH is enforced internally, and have to call with the # on the front of the vehicle. Public Relations people from the range have been in a couple of times in the past few years, but could invite to come in and do a presentation. We have a copy of their long range plan also. Selectboard would like to invite them to come in again. They also ask Dawna to check the Town website to make sure we have the long range plan for the Range posted.

**Announcements-**

Selectboard will meet 5/24/12 at 6:00 pm at Underhill Town Hall

**7:55 p.m. On motion by Steve Owen, seconded by Seth Friedman, the Selectboard adjourns the meeting.**

**7:55 p.m. Meeting Adjourned**

Dawna Brisson, Town Administrator

Read and Approved as submitted/amended

Brad Holden                      5/24/12  
Brad Holden, Chair                      Date