

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
6:00 p.m., Thursday, October 11, 2012**

Present:

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

Office: Dawna Brisson-Town Administrator, RaMona Sheppard-Finance Officer/Human Resources

Public: Bob Murphy, Irene Wrenner

MMCTV: Ruth

6:00 p.m. Meeting called to Order by Selectboard Chair

6:00 p.m. Public Comment – None

6:00 p.m. Energy Committee - Bob Murphy

Post Office Energy Audit – #1 conclusion is that there is no sense in doing anything further with energy audit recommendations until we figure out how to mitigate the moisture problem in the basement. Possibly install an interior perimeter drain, deeper sump pump hole, and better sump pump. Tom is looking into estimate for drain system. Recommend taking down the insulation and plastic in the basement, holding moisture. Quoted \$850 to remove, however, Energy Committee willing to go in on a Saturday and remove. Once moisture issue solved, recommend spraying walls and joists in basement with spray foam. There is a 12” duct to draw moisture up, which recommend removing. Energy Committee could also do this and patch roof and interior walls. The roof shingles are fairly new, but failing due to trees/never drying out. Recommend removing those trees. Furnace is good. Selectboard agrees need to first take care of moisture and approves Energy Committee removing the insulation. Selectboard also agrees they should do a site visit to the Post Office and the audit is a good road map to follow.

Air Conditioning for Town Hall- Selectboard had asked the energy committee if they would help with this topic. Recommend a ductless mini split system. The compressor would be located outside on a concrete pad then there would be a box on the interior wall with an outside pipe from compressor to unit. High efficiency and a good way to cool 1 or 2 rooms. Bob will get a couple of quotes.

6:22 p.m. Bob Murphy departs.

6:22 p.m. Finance - RaMona Sheppard

PACIF claim findings on Julie Bean Claim – found no negligence on Town’s part plus doctrine of Sovereign Immunity applies.

Vermont Bid(Vendor at Town Fair) – RaMona provides Selectboard with a handout about their service. Municipalities are eligible to purchase products and services from vendors with the same terms as negotiated with the State of VT, possibly providing better pricing.

Traffic Control Quarterly Report for QE 09/30/12 – Report shows have done 1 Saturday so far. Besides costs and hours the reports also show which roads tickets & warnings issued on.

PACIF Internal Control Checklist – Came out about 1 year ago, the town will get a better insurance price if town fills out. Any No’s on the checklist should be addressed at some point. Copy of the checklist is reviewed and completed. Haven’t had a risk assessment done, however, VLCT will do for us, not sure if a cost. Need to address separating purchasing and receipt of goods, which is hard to do with a small staff. Another area need to figure out how to check if changes in value done by the Lister. Currently the tax map is reviewed to the grand list annually, going forward a copy of the exception list will be provided to finance for the annual town audit.

VLCT Municipal Policy Adoption – Most everything passed, as written. Section with the most interest and changes was public safety. Pushing to have more coordination between organizations dealing with crime and longer sentences.

Vermont Health Benefits Exchange – Attended 3 seminars on subject. Important change for town, no longer purchase insurance for employees, instead employees pick a plan and the town pays for. Open enrollment for exchange begins October 2013, for policies effective January 1, 2014, which means the budget for next year will encompass 6 months of premiums that we will have no idea as to the amounts. Town will pick what to offer, then employees will pick from group of offerings. Health insurance will be mandatory for employees. Currently offer pay in-lieu of insurance, but may want to rethink this, with the changes.

PACIF Renewal Review – PACIF Internal Control Checklist, have all but a couple policies in place, don’t have - code of ethics and conflict of interest policies, however, should be adopting the conflict of interest policy tonight.

Discuss liability on some vehicles – On the older vehicles, want liability only? Selectboard decides for \$200, worth keeping the collision on the older vehicles.

Building Contents Inventory (Current from 2009) – Need to update list of building contents. Currently insured for \$150,000 Town Hall, \$20,000 Post Office, \$50,000 Shop. Selectboard decides to decrease the Town Hall to \$100,000 and to increase the Shop to \$100,000. Selectboard to discuss with road crew to get a new inventory of the shop.

Zoning and Planning Job Description – RaMona states her only objection is to the education section, in that should the certifications be required or desired? Requirements changed to AICP and CFM preferred, but not necessary. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves the job description with changes just noted. The motion passes 3-0.

Conflict of Interest Policy – Policy to be signed by everybody including volunteers. Policy reviewed. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard adopts the Town of Underhill Conflict of Interest Policy. The motion passes 3-0. All board members sign the policy.

Purchasing Policy – Pretty much follows VLCT’s model except it has an increased dollar value requirement. Allows for exceptions to the sealed bid requirement. The Selectboard would like to add whenever possible try to purchase locally with set parameters. Toughest part of sealed bids is getting specs clear for bidders. Possibly phase in. Selectboard decides to review the policy some more, as it will create more work and need to decide who would be doing what. The Selectboard will revisit.

FEMA Exit Interview/ Review Project Costs – Cost Summary provided, still have a few more equipment hours to add in. Was \$15,000 out of pocket, but now \$93,000, primarily Park Street. Have received \$108,000 so far and State owes us \$21,000. The over-payment of \$7,500 that the town received will be deducted from the amount due from the state. FEMA Exit Interview Sheet reviewed and signed by Selectboard.

Budget Reports – Provided for your information.

7:30 p.m. Irene Wrenner joins the meeting.

All parties agree to go out of order and take up the new business of VT Sustainable Heating Initiative’s request for letters of support, so not to make Irene have to wait.

7:30 p.m. VT Sustainable Heating Initiative- Irene Wrenner

Irene states the organizations goal is for Vermonters to heat themselves and wean off from foreign oil. 3 years ago Jericho, Underhill and Essex wrote letters of support for the Solid Biomass Feasibility Study Grant Application by VSHI. Looking for 3 letters of support from the same communities to help them secure the grants to take it to the next step, no cost involved one for a Pellet Mill grant proposal, one for a Biomass Audit grant proposal and one for an ECOS Biomass Park grant proposal. Irene provided the Selectboard with a copy of the original resolution of support letter and an information packet about the 3 grants. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves and signs a letter of support to help VSHI seek their grant for a Pellet Mill. The motion passes 3-0. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves and signs a letter of support to help VSHI seek their grant for the biomass audit. The motion passes 3-0. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves and signs a letter of support to help VSHI seek their grant for the ECOS Biomass Park. The motion passes 3-0.

7:47 p.m. Irene Wrenner departs.

7:47 p.m. Zoning and Planning

VT Gas R.O.W. access permits- Been having issues with VT Gas not completing applications correctly or providing the required fee with the applications. Need to create a procedure/policy on how to handle R.O.W. access permits. Up to Selectboard whether to approve or not, can not approve unless a fee. On motion by Steve Owen, seconded by Seth Friedman, the Selectboard approves VT Gas R.O.W. access permit for 6 Depot St. upon receipt of payment. The motion passes 3-0. Access Permit signed and marked effective upon payment. Selectboard to call VT Gas and follow up in 2 weeks regarding payment.

Access Permit for 8 Dumas – This permit was approved but not signed at the 9/27/12 Selectboard meeting. No conditions added. Access Permit signed tonight effective 09/27/12.

Town Administrator- Dawna Brisson-**Old Business:**

First Step Print Shop Findings/Response- Seth spoke with Mike Ortega @ VLCT. He reviewed the evidence and found no negligence on the town's part. Also explained just because it is put back in a better manner, hoping it doesn't happen again doesn't mean done wrong originally. Sovereign Immunity also applies here. Draft letter of response to First Step Print Shop reviewed and okayed.

New Business:

MMCTV DVD Purchase – MMCTV is clearing out the Selectboard Meeting DVD's for January thru June of 2011. We purchased the DVD's for 2010. There are 12 DVD's at \$3ea, the Selectboard is handed an invoice for approval for \$36.00. On motion by Steve Owen, seconded by Seth Friedman, the Selectboard approves the purchase of the DVD's. The motion passes 3-0. Brad Holden initials approval to pay invoice.

Town Administrator as interim CCRPC & TAC REP- CCRPC suggested appointing the TA as interim CCRPC & TAC rep until the positions are filled, so that Underhill will be able to vote, if any critical issues arise. RaMona Sheppard indicates she may be interested. Dawna to forward her the information on the positions and contact CCRPC to see if any requirements regarding residency.

Pension Plan/Part-time Employees- For part-time employees to be eligible for and remain in the pension plan, they must be scheduled to work 24 hours/week and a minimum of 1040 hours/year. The plan does allow for a lighter summer schedule, but can't flex your hours. The question is, if all part time employees are meeting these requirements. Even though a state plan, the Selectboard controls the budget, they determine the hours to be worked by employees/officials. Selectboard decides to take up conversation at a later date when all involved are present.

