

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
THURSDAY OCTOBER 25, 2012**

Present:**Selectboard:** Brad Holden- Chair, Seth Friedman**Office:** Dawna Brisson- Town Administrator, RaMona Sheppard- Finance Officer/Human Resources, Scott Kilpeck – Road Crew**Public:** Meredith Birkett, John Quinn, Nancy Koenig-Peckham**MMCTV:** Ruth

5:00 PM **Motion passes and Board enters into Executive Session to Discuss additional town highway duties with employee Scott Kilpeck.**

Executive Session.

5:30 p.m. **Board comes out of Executive Session.**

Motion passes authorizing Scott Kilpeck to perform additional duties from his daily job. Duties will include inspecting the paved roads after hours and treating them with salt when necessary. Salary and conditions will be drafted for review at a future meeting.

5:30 p.m. Scott Kilpeck departs.

6:00 p.m. **Chair calls public portion of meeting to order.**

6:00 p.m. **No public comment.**

6:00 p.m. **CCTA-Meredith Birkett
Jeffersonville to Burlington commuter presentation** – The following Overview sheet provided and reviewed:

Background:

- CCTA adopted a Transit Development Plan (TDP) in 2010, which laid out a vision and plan to expand CCTA's transit system
- The CCTA TDP specifically listed a Jeffersonville-Burlington Commuter as a needed service in order to more fully serve those commuting into Chittenden County
- The Route 15 corridor from the east/north is one of the last major corridors into Chittenden County without transit service.
- The Town of Jericho Select Board voted to support the project and place funding for it in the FY14 budget at its October 18th meeting.
- Cambridge Select Board meeting scheduled for Monday, November 5th.

Service Overview:

- Monday-Friday commuter route connecting Jeffersonville/Cambridge, Underhill, Jericho, and Essex with Burlington
- Primarily along Route 15
- Four round trips per day: two morning and two afternoon/evening
- Stops would include downtown Burlington, FAHC/UVM, Champlain Mill, Essex Center, Jericho, Underhill, Cambridge, and Jeffersonville
- Connections in Burlington and Winooski to local CCTA routes
- Fares would be \$2.00/one-way trip for all passengers
- Rough ridership estimates are in the range of 70 passengers per day by the end of the first year of service
- The 100% net cost of the service is estimated to be about \$210,000-215,000 per year
- The earliest the service would start is the summer of 2013

Funding Requirements:

- Two potential funding options: CMAQ grant or Circ Alternatives Process
- Congestion Mitigation Air Quality (CMAQ) Grant:
 - Federal funds awarded by VTrans through a competitive grant application process
 - CMAQ grants provide funds to cover 80% of the net operating cost
 - A 20% local match is required, which would need to be provided by Jericho, Underhill, and Cambridge/Jeffersonville
 - CCTA estimates the 20% local match to be shared to be about \$42,000 per year
 - CMAQ grant applications will be due late November
- Circ Alternatives Process
 - Circ Alternatives Task Force will consider FY14 implementation projects in late November
 - VTrans has yet to confirm whether 100% funding will be provided for Circ Alternative projects in FY14
 - If 100% funding is available, CCTA would not seek the full 20% match from the local towns
 - CCTA Board indicated a desire for some level of financial commitment while 100% funding is available to show commitment to the service.

Next Steps and Questions:

- Does the Underhill Select Board support the proposed Jeffersonville-Burlington Commuter route?
 - If so, would the Underhill Select Board be willing to write a letter of support for the CMAQ grant application or the Circ Alternatives Task Force?
- What is the deadline for CCTA to inform Underhill of the amount of local funding that would be needed in FY14?
 - If 100% Circ Alternatives funding is available, CCTA would seek a commitment in the \$5,000 range
 - If CMAQ funding, the amount would be about \$14,000
- CCTA would like to hear about any concerns or specific interests Underhill may have about a potential commuter route.

The Underhill Selectboard does support the proposed commuter route and is willing to write letters of support. Meredith to provide draft letters. Completed letters of support need to be back to Meredith by mid

November. CCTA needs to inform Underhill of the amount of local funding needed in FY14 by 11/30/12.

- 6:16 p.m. Meredith Birkett departs.
- 6:16 p.m. **Access Permit for 217 Stevensville Rd**, discussed at the Development Review Board Hearing on 10/15/12, needs to be signed. Seth Friedman and Steve Owen attended that DRB meeting at which both verbally approved the permit. Seth Friedman signs the Access Permit.
- 6:20 p.m. **John Quinn joins the meeting.**
Town of Westford – Public Works Mutual Aid Agreement
 John is a Westford Fireman and Selectboard member. Westford would like to enter into a mutual aid agreement with us to 1-insure emergency and non-emergency aid is available when needed and 2- to satisfy grant/NIMS requirements. The Selectboard agrees the relationship would be a good idea. The proposed Public Works Mutual Aid Agreement is reviewed and some changes agreed to. John will make the changes and provide us with an updated copy to review.
- 6:35 p.m. John Quinn departs.
- 6:35 p.m. **Nancy Koenig-Peckham joins the meeting.**
83 Irish Settlement Rd – Road run-off and driveway erosion
 Have resurfaced driveway 3 times since 2006. Road run-off has worsened since the road was resurfaced. The driveway does not have a culvert. The drive does have a low point, which they have built up some, but believe the problem is larger than the driveway. Selectboard will check the town records for possible information/recommendations dealing with drainage when the access was granted. Then they will meet with the Road Foreman to discuss and will try to get back to her within a couple of weeks.
- 6:45 p.m. Nancy Koenig-Peckham departs.
- 6:45 p.m. **Finance Officer/Human Resources – RaMona Sheppard**
Budget Calendar and Procedure Review- RaMona provides a sheet containing a list of budget responsibilities and due dates and reviews. General Expenditures, Debt and Capital, Salaries & Benefits, and Appropriations data for budget and actual FY-11/12, budget and actual to date for FY 12/13 also provided. It is clarified that the Highway budget data will be given to Brad Holden. Brad asks for detail of actual invoices that make up the figures. RaMona gives a brief overview of how the General Ledger accounts are setup.

Capital Improvement Plan status- Need to schedule a meeting to finalize, future years flexible, but need to nail down for this budget, then need to schedule a public meeting. Page Rd culvert was not able to be accomplished as planned this year, if we don't have any new numbers, will use the same numbers for next year. Will try to get A/C for Town Hall figures from Energy Committee before we meet. Town Garage is a future year item. Scheduled a CIP work session for Thursday 11/1/12 at 8 am.

Benefit payment change in FY13-14 -Joan Lehouiller (Retired Town Treasurer) benefits will change as of July 1, 2013, per the retirement package approved by the Selectboard on 2/5/10. The town has been paying 100% of benefit costs for her and her spouse including Medicare premium and Medicare supplemental plan, dental and vision. As of July 1, 2013 the town will pay 25% of health insurance premium and Joan will pay 75%. Joan may continue other benefits but will reimburse the town 100% of cost. Her spouse can purchase health, dental and vision and will pay town 100% of cost. The Selectboard asks RaMona to send her a letter regarding the changes.

Health Insurance Open Enrollment – No rate increase and since we have to change in 2013, don't see the need to shop. The Selectboard agrees.

Road Foreman Job Description- Selectboard reviews and only change would be in the Job Summary section, would like to remove "Class 2,3,4 town road and trails" and replace with "highways". On motion by Seth Friedman, seconded by Brad Holden, the Selectboard approves the Road Foreman Job Description with change as noted. The motion passes 2-0, 1 absent.

Purchasing Policy – Tabled, Selectboard has not had a chance to completely review since last meeting.

Conflict of Interest Policy – RaMona suggests a letter from the Selectboard to go out with the copy of the policy explaining new policy adopted and why important and that they would like everyone to sign, including volunteers. Selectboard agrees and asks if RaMona will draft for them.

DER training – Reasonable Suspicion Class on 11/8/12 8:30 – noon
RaMona, Sherri and Road Crew person should attend. Selectboard agrees.

7:15 p.m. Warrants reviewed and signed.

7:20 p.m.

Old Business

Fema Project Completion and Certification Report for State –

Selectboard reviews the spreadsheet created by RaMonna Sheppard regarding completion dates and amounts for each Fema PW#. Certification report to contain the same information, last page of report marked project complete YES and signed by Brad Holden, Selectboard chair. Completed report to be mailed to VT Agency of Transportation.

R.O.W. Access Permit for 6 Depot St. update – Received payment today from VT Gas for permit approved at the last Selectboard meeting. Permit Effective date changed from Effective upon Receipt of Payment to 10-25-12 and given to Town Clerk to be recorded.

R.O.W. Access Permit for 53 Sugar Hill – Reviewed the application at the last Selectboard Meeting, but did not have an access permit to sign. Payment received from VT Gas for this permit also today. Selectboard signs the Access Permit. On motion by Seth Friedman, seconded by Brad Holden, the Selectboard approves the R.O.W. Access Permit for 53 Sugar Hill for VT Gas to install a gas main in the town right-of-way. The motion passes 2-0, 1 absent.

Interim CCRPC & TAC Rep- Chittenden County Regional Planning Commission suggested appointing the Town Administrator as an interim Rep so that Underhill is in the information loop and able to participate as desired/needed until they can find Reps to fill these 2 positions. On motion by Seth Friedman, seconded by Brad Holden, the Selectboard appoints Dawna Brisson as interim rep for Chittenden County Regional Planning Commission (CCRPC) and Transportation Advisory Committee (TAC). The motion passes 2-0, 1 absent. Appointment sheets completed and signed by Selectboard chair Brad Holden.

Consignment sale of Town's 2001 Truck- Copy of email from Randy Clark regarding price and tires reviewed. According to Nate, town would have to take tires off another truck and put on the 2001, and then purchase new tires at \$475 a piece and would need 4-6 tires. Clarks will sell as is, just will not get top dollar. Clark's Agreement to Sell on Consignment contract provided. Also J&B International in Colchester sells trucks on consignment, they usually charge a flat fee of \$1000-\$1500. They are willing to take a look at, just call them with location and description, don't have to be there. Selectboard will have Road Crew contact J&B. before decide.

Radio North quote re: Narrow Banding Requirement- Page 1 is antenna/installation, top of page 2 Areal lift, we may be able to provide ourselves, balance of page 2 is converting to digital radios. Town Administrator questions the replacing of equipment by the Jan. 2013

deadline. When met with the Sales rep originally, he said we could meet the narrow banding requirement with a simple program change on our current equipment, however, we would see our reception decline. Then we could upgrade to digital later and use a repeater to increase coverage. Selectboard agrees like to have the quote in 2 steps. Town Administrator to have them break the quote out into 2 quotes. First for the antenna/installation and reprogramming current equipment. Then a separate quote to upgrade the equipment to digital.

New Business

Open Space Land/Farmland/Forest Land Contract- Selectboard reviews the contract. On motion by Seth Friedman, seconded by Brad Holden, the Selectboard approves signing the Open Space Land Contract for 171 Irish Settlement Rd. The motion passes 2-0, 1 absent. Brad Holden signs the contract and RaMonna Sheppard signs as witness.

Social Service Agency Appropriation Policy- Review model policy from VLCT and discuss changes. Dawna to make modifications discussed and will review policy at next meeting. RaMonna reviews the types of appropriations CUSI and NVCRC are not social services, CUSI is a law enforcement service and NVCRC is more like a membership fee. The Park, Library and Fire Dept we have a charter with them. Also discuss procedure for handling social service requests as they are already starting to come in. All requests will flow thru Finance, any requests that need Selectboard attention will be copied to the Town administrator to be put on the agenda. All other requests will be put into the budget and reviewed by the Selectboard when the budget is reviewed. VNA, American Red Cross and Mills Riverside Park requests given to Finance.

Town Report- Are we getting quotes? Selectboard would like to get quotes, however, do encourage trying to keep local.

Donation Thank you Letters received from Essex Center-Jericho-Underhill Ecumenical Ministry and Howard Center presented to Selectboard.

10/11/12 Selectboard Minutes – Final minutes just received by Selectboard, have not had a chance to review, will approve at next meeting.

Announcements –

Selectboard site visit Wednesday 10/31/12 at 9am.

Selectboard CIP work session Thur 11/1/12 at 8am.

Next Selectboard Regular meeting 11.08/12 at 6pm.

New Business

Seth Friedman suggests reaching out to Mountain Gazette to do an article on town staff and eventually the road crew. RE: what, how and why you do your job. Brad Holden to check into.

8:20 p.m. On motion by Seth Friedman, seconded by Brad Holden the Selectboard moves to adjourn. The motion passes 2-0, 1 absent.

Dawna Brisson, Town Administrator
Read and Approved as submitted/amended



Brad Holden, Chair

11/27/2012

Date