

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
THURSDAY NOVEMBER 08, 2012**

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

Office: Dawna Brisson- Town Administrator

Public: Nicole Bourassa, Diane Reynolds, Michele Boomhower, Charlie Baker

MMCTV: Ruth

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

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

6:00 p.m. **Conflict of Interest Policy Cover Letter** – On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves the Conflict of Interest Policy Cover Letter RaMona Sheppard created for them. The motion passes 3-0. Selectboard signs letter.

Amendment to the Personnel Handbook re: Premium Pay for Salting Rds -

Selectboard chair reads the amendment out loud. 2012-2013 premium pay is set at \$1/hr. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves/resolves to add the amendment to the Personnel Handbook. The motion passes 3-0.

Joan Lehouiller's retirement benefit changes – The Selectboard reviewed a letter from RaMona Sheppard explaining her conversation with Joan and the changes to retiree coverage starting July 2013. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves starting July 2013 the Town paying 25% of Joan's coverage for Medicare, Medicare Supplemental, and Prescription coverage until her death. If Joan chooses to have dental or vision continue she will have to pay 100% of the premium for both herself and husband. The motion passes 3-0.

6:10 p.m. **Warrants reviewed and signed.**

6:15 p.m. **CCRPC-Michele Boomhower & Charlie Baker**

Chittenden County Regional Plan update presentation (ECOS Plan)– Charlie explains ECOS project plan was created in a different way this time due to the merger, 1 document/ 1 process vs. 3 documents/ 3 processes which resulted in a more efficient and more coordinated process. An overview packet is provided and the 8 strategies of the plan are reviewed. The packet information is available on their website www.ecosproject.com. A list of projects by town is also provided, the purpose of which is to help get funding by being part of a plan and

matching strategies. Michele then reviews the Metropolitan Transportation Plan Project list part of the packet. It identifies future transportation needs and anticipated funding for next 25 years. Currently plan has a \$540 million shortfall, so need to create a priority list.

6:55 p.m. **Nicole Bourassa, Diane Reynolds, Michele Boomhower and Charlie Baker depart.**

6:55 p.m. **Capital Improvement Plan** reviewed and the following changes made:
Page 4 vehicle & equipment section -removed 2001 Dump Truck and 2009 Wood Chipper and added under justification "Useful life replacement schedule".

Page 5 Infrastructure Projects, Major Reconstruction changed to "Class III Gravel Roads and Paved Roads"

Page 7 Town Garage Upgrade/Addition section added a description for Garage Structural Improvement of "Fix roof condensation/insulation issues that are a safety hazard". Also added a description for Equipment Shed of "Installation of an open front 3 sided structure to store equipment that is currently stored outside at the Town Garage".

Removed class III from the paved road line item description on the spreadsheet.

Selectboard decides to set a hearing on this draft with corrections for 11/27/12 at 6PM, noting still may need some tuning up. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves the CIP draft with changes just noted as the draft for public hearing on 11/27/12 at 6PM. The motion passes 3-0.

6:20 p.m. **Two letters of support for the CCTA commuter route-**

On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves, signs and forwards to the Secretary of Transportation a letter of support for the Congestion Mitigation Air Quality grant for the CCTA Burlington to Jeffersonville commuter route that Underhill has agreed to put before the voters at town meeting. The motion passes 3-0.

On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves, signs and forwards to the Secretary of Transportation a letter of support for funding through the Circ alternative process for the CCTA Burlington to Jeffersonville commuter route that Underhill has agreed to put before the voters at town meeting. The motion passes 3-0.

Radio North Quote for Narrow Banding Requirement-

Thought all radios were capable of being reprogrammed to meet narrow banding requirements per our meeting with Radio North earlier this year. However, turns out that we have 6 radios too old to reprogram, so quote is what we have to do to be compliant with narrow banding first of the year.

On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves working with Radio North and their quote for \$10,139 to upgrade town radios. The motion passes 3-0.

PrintTech quote for Town report printing – Quote reviewed, pricing town receives from First Step is competitive, so decide to stay with local printer.

2001 Truck for Sale status- Email from Clark's regarding potential buyer. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves signing a contract with Clark's to sell the truck. The motion passes 3-0. Brad Holden to go to Clark's and sign contract.

Poker Hill School Request - Selectboard reviews written request for a parking ban variance 12/18/12 & 12/19/12 (12/20/12 & 12/21/12 snow date). On motion by Seth Friedman, seconded by Steve Owen, the Selectboard grants Poker Hill School's request for a variance on the parking ban for their annual Solstice Celebration being mindful of driveways, site line, weather and cars are off the road. The motion passes 3-0.

CVOEO Donation Request- On motion by Steve Owen, seconded by Seth Friedman, the selectboard moves to add CVOEO to the list of social services as an article for discussion at Town Meeting. The motion passes 3-0.

Minutes:

Approval of 10/11/12 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 10/25/12 Selectboard Meeting Minutes – Final minutes not ready, take up at next meeting.

Approval of 11/01/12 Selectboard CIP Work Session Minutes- On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves the minutes as written. The motion passes 3-0.

Announcements –

Next Selectboard meeting changed from Wednesday 11/21/12 to Tuesday 11/27/12 at 6pm.

New Business:

Ms. Becker contacted a Selectboard member to remind to put in \$300 in the budget for the Memorial Day Parade.

Realtor Chuck Bolton contacted a Selectboard member regarding property next to the Post Office wondering if town interested. -

Selectboard decides to review the Town Policy on Land Acquisition before discussing further.

7:50 p.m. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard adjourns. The motion passes 3-0.

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



Brad Holden, Chair

11/27/2012
Date