

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
THURSDAY APRIL 11, 2013**

**Selectboard/Liquor Control Board:** Brad Holden, Seth Friedman, David Rogers  
**Town Staff:** Dawna Brisson-Town Administrator, Sherri Morin-Town Clerk, RaMona Sheppard-Finance Officer, Nate Sullivan-Road Foreman  
**Public:** None  
**MMCTV:** Ruth

- 5:55 p.m.     **Liquor Board Meeting called to Order –**  
**Present:** Brad Holden, Seth Friedman, David Rogers, Sherri Morin, and Dawna Brisson  
**Renew annual Liquor and Tobacco Licenses –** Stings were done in January on all 3 stores and they all passed.  
On motion by David Rogers, seconded by Seth Friedman, the Liquor Control Board approves Thunderbasin LLC's (Country Store) Liquor and Tobacco Licenses for 2013. The motion passes 3-0.  
On motion by David Rogers, seconded by Seth Friedman, the Liquor Control Board approves Phillip Jacob's store on Park St's Liquor and Tobacco Licenses for 2013. The motion passes 3-0.  
On motion by David Rogers, seconded by Seth Friedman, the Liquor Control Board approves Wells Country Store's Liquor and Tobacco Licenses for 2013. The motion passes 3-0.  
All 6 licenses signed by the board.
- 6:00 p.m.     **Liquor Control Board Meeting Adjourned.**
- 6:00 p.m.     **Meeting called to Order – No public comment.**  
RaMona Sheppard and Nate Sullivan join the meeting.
- 6:00 p.m.     **Road Foreman– Nate Sullivan**  
**2006 Truck repair-** Nate hands out a list of parts/prices needed to start repair of the truck totaling \$1456, noting may also need a head gasket (\$200). Labor will be done in-house. On motion by David Rogers, seconded by Seth Friedman, the Selectboard approves putting \$1456.00 for the listed parts into the 2006 truck. The motion passes 3-0.
- Highway is over budget, should check into selling the extra plastic culvert inventory. Nate to provide Dawna with inventory/cost information. Possibly advertise on craigslist, VLCT, Local Roads, etc.
- Heaters –** Two new heaters for Town Garage were way undersized, didn't take into consideration heat loss from the doors opening. Patterson special ordered, so they can't send back. Possible options discussed:  
1-Place the 2 new small heaters together at one end of the garage and purchase a larger heater for the other end. 2- Buy 2 larger heaters from

Patterson and they keep the smaller ones. 3- Get new quotes for larger heaters. 4- Get quotes for a single heating plant with ductwork. 5- Get quotes for an infrared system. 6- Install a drop ceiling to reduce heated space. Since not the heating season, have more time to investigate other options. Would like to check with the Energy Committee about having an efficiency test done.

**Schoolhouse-** Getting estimates for the port-a-let deck/ramp and talking with the Historical Society about funds. Linde Electrical invoice approved as a building expense, not part of the Town birthday celebration, as it was required work to pass inspection for safety. Clean up day scheduled for 5/11/13 from 9-noon to clean out, dust and wash the schoolhouse. Will rent a Clean Green dumpster and hoping CSWD funds will pay for.

6:30 p.m.

**Finance- RaMona Sheppard –**

**Review Auditor Proposals –** RaMona reviews her comparison worksheet of the 6 Request for Proposals she received from auditors and makes a recommendation to go with A.M. Peisch. On motion by David Rogers, seconded by Seth Friedman, the Selectboard approves hiring A.M. Peisch for the 3 year period of 2013-2015 per their proposal dated 4/1/13. The motion passes 3-0. RaMona will get an engagement letter.

**Review In process Employee pay/step document –** RaMona hands out a Step and Grade Matrix and 2012 Livable wage information. The matrix is a work in progress and no policy has been written yet. The matrix would apply only to appointed town employees, as elected employee's pay is determined by the voters. The policy would determine which grade applies to which job and how you move up thru the steps till dead ended. No longer would be given cost of living raises. Since only 9 employees, it is discussed whether to continue on this path or continue the employee review process and use this information as a guide. Also discussed is continuing with the current employee review timing of the employee's anniversary date or changing the Employee Handbook and having all employee reviews done annually at the same time. At this time the Selectboard asks that the step matrix be expanded to include elected officials and decides to use the data as wage ranges, rather than steps. They also ask Mona to provide them with the full study that developed the livable wage amount. The decision to change the employee review timing in the Handbook is still pending. The Road Foreman will do the reviews of the road crew, using the current review form available, and then present to the Selectboard.

7:05 p.m.

**Warrants -** reviewed and signed.

7:10 p.m.

**Discuss Sidewalk Updated costs/grants-** Kari wasn't able to stay for tonight's meeting. Originally she had provided and was requesting the

Selectboard sign a letter of support to be incorporated into the CCRPC sidewalk grant application. However, in preparing the grant application, a mistake was uncovered. When the project costs were broken up into phases, the amounts only included construction costs and did not include engineering costs. A packet prepared by Kari was handed out to the Selectboard containing a cover letter highlighting the issues and some possible options, a copy of the Underhill Flats Sidewalk Feasibility Study Update dated 4/1/13, a partially completed CCRPC Sidewalk Program FY2014 Application due 4/19/13, and a copy of the 2012 VTrans Bicycle and Pedestrian Program. The total cost for phase one was unclear, the Selectboard decides to wait to discuss once they have further information.

7:25 p.m. **Nate Sullivan departs.**

**New Business:**

**Re-appointment of the CSWD commissioner and alternate**

**commissioner** - On motion by David Rogers, seconded by Seth Friedman, the Selectboard approves reappointing Dan Steinbauer and alternate Mike Weisel to the CSWD Board of Commissioners. The motion passes 3-0.

**CSWD Community Cleanup Fund Projects-** On motion by David Rogers, seconded by Seth Friedman, the Selectboard approves Dawna applying for CSWD community cleanup funds to cover Green Up Day costs. The motion passes 3-0.

On motion by David Rogers, seconded by Seth Friedman, the Selectboard approves Dawna applying for CSWD community cleanup funds to cover costs for a dumpster needed to clean up the historical schoolhouse. The motion passes 3-0.

**Sign Town Contracts** - Open space 10 year contracts for SA001, IS094, CO018, MA004, VT853, CH350T, and CH440T are signed by the Selectboard.

**VLCT Municipal labor and employment law training** – David Rogers interested in attending this training, there are contingency monies in the budget. Selectboard feels it would be a good training for Nate Sullivan also and approves David and Nate attending and taking a town truck.

**Correction regarding Recreation Committee Reserve Funds-** RaMona reports that the recreation tennis court money was spent in 2009 and the reserve account wasn't relieved. The \$7110 project revenue for FY14-15 in the CIP will need to come from tax revenues or other sources. Also, that from 2005-2010 the Recreation Committee did the luncheon at Town meeting and the money was never credited to them, so \$1450.00 is due them.

**Old Business:**

**Amended motion re: Computer system to correct costs** – Selectboard discusses if it might be better budget wise to wait and purchase and install the computer server in the next fiscal year, as it is only 10 weeks away.

RaMona advised could use monies put into the capital reserve fund.

On motion by Seth Friedman, seconded by David Rogers, the Selectboard accepts Tech Group’s proposal for server, labor and firewall dated 4-9-13 for \$15,085 asking them to postpone purchase to July and install until after 7/15/13. The motion passes 3-0.

On motion by Seth Friedman, seconded by David Rogers, the Selectboard accepts Tech Group’s proposal for remote managed services dated 4-10-13 in the amount of \$4,836 for 12 months starting 7/1/13. The motion passes 3-0.

**Sign HRRR program contract** – At the last meeting the Selectboard made a motion approving the HRRR study, as long as no commitment on the Town’s part. Dawna verified the terms on the contract do not commit us to anything and the Selectboard signs the contract.

8:10 p.m. RaMona Sheppard departs.

8:10 p.m. **Minutes:**

Minutes for 03-28-13 are reviewed. On motion by Seth Friedman, seconded by David Rogers, the Selectboard approves the minutes as written. The motion passes 3-0.

**Announcements:**

Next Selectboard meeting will be 04/25/13.

Selectboard will be attending the 5/1/13 Planning Commission Meeting.

8:13 p.m. On motion by David Rogers, seconded by Seth Friedman, the Selectboard adjourns. The motion passes 3-0.

Dawna Brisson, Town Administrator

Read and Approved as submitted/amended



Brad Holden, Chair

 4/25/13  
Date