

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
THURSDAY JUNE 24, 2013**

Selectboard: Brad Holden, Seth Friedman, David Rogers

Town Staff: Dawna Brisson-Town Administrator, Sherri Morin-Town Clerk, RaMona Sheppard-Finance, Kari Papelbon-P&Z Administrator, Pam Shover-Chief Lister

Public: Barbara Green, Clifford Peterson

9:03 a.m. Meeting called to order.

9:03 a.m. Public Comment: Barbara Green states she is here regarding Dawna's resignation. She would like to offer to help on a voluntary basis to help Selectboard decide the position and secondly she is interested in applying for the position. The Selectboard welcomes her application and accepts her resume.

Planning Commission Appointment- Kari Papelbon

Kari introduces Clifford Peterson to the Selectboard and hands out his letter of interest and resume. On motion by Seth Friedman, seconded by David Rogers, the Selectboard appoints Clifford Peterson to the Planning Commission for a 4 year term. The motion passes 3-0.

9:10 a.m. Tax Rate- Pam Shover

Pam explains at Town Meeting time the schools send out letters that most people don't read. MMU alone has an increase this year of \$143/\$100,000. This doesn't include Underhill Central. People are going to go nuts when they see their tax bills. The Budget that was approved at town meeting, Article 3 & 4 on warning, states \$1,659,231 needs to be raised. Pam departs to run the calculation and will resume this topic shortly.

Vacation Roll-Over- Sherri Morin

Sherri has 3 weeks of vacation to roll-over to next year, but will use it up in the near future. Selectboard approves the 3 weeks being rolled over into FY13-14 vacation, provided it is used in the near future.

Caterer's License – Sherri Morin

Ake's Place will be catering a wedding on 7/20/13 at Butler Farm. Selectboard approves the caterer's license for this event.

Planning and Zoning - Kari Papelbon

Last day will be 07/08/13. Will leave a list of applications and hearings in process. CCRPC willing to help out in the interim, contact the director Charlie Baker to arrange. Recommend going with a person with a planning background and some flood plain management knowledge.

- 9:30 a.m. RaMona Sheppard joins the meeting and provides a copy of the Planning and Zoning Job Ad.**
- 9:32 a.m. Tax Rate- Continued**
Grand List is \$3,584,576, subject to change (2 BCA appeals pending)
Municipal = .4629 and Local = .0286 for a Total of .4915, which is up .0197 – almost 2 cents.
- 9:35 a.m. P&Z Job Ad continued** – Ad reviewed, Selectboard decides to take out salary range and replace with starting salary of \$40,000 depending on qualifications and experience.
- 9:40 a.m. TA Job-**
Town Administrator Job Description was discussed last week when Pam was away, like to give her a chance to weigh in. Pam states it depends on what the Selectboard does, if Selectboard is more involved then okay as is, if not involved then need to increase the hours. Also depends on what you are looking for the person to do and depends on the person. Seth explains, after lengthy conversations, they feel the future of the Selectboard is not having as much time, because seems to be a younger generation who have jobs that are taking on these positions. Selectboard is going to need as much support as it can get. Dawna also feels the job should be full-time. CCRPC needs representation, PC needs more support and a better relationship with the Selectboard, also rather see the road crew out working and have the administrator help them with paperwork and grants. Not looking to make this a management position.
RaMona hands out the current Town Administrator job description for the Selectboard to work from. Also need to look at how going to pay for if increase to full-time as only part-time has been budgeted for FY13-14. Currently have 2 open positions, so if end up paying less for the P&Z will have some funds there.
On motion by David Rogers, seconded by Seth Friedman the Selectboard agrees to make the Town Administrator position full time and will fine tune the job description and salary. The motion passes 3-0.
- 10:10 a.m. Seth Friedman departs.**
- Fema Training-** Brad Holden, Nate Sullivan and Dwayne Norway will be attending the training on 06/27/13.
- 10:20 a.m. On motion by David Rogers, seconded by Brad Holden, the Selectboard adjourns this 06/24/13 meeting. The motion passes 2-0, 1 absent.**

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



7/11/2013

Brad Holden, Chair

Date