

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
Thursday – March 01, 2012**

**Present:**

**Selectboard:** Dan Steinbauer – Chair, Brad Holden, Steve Owen

**Office:** Dawna Brisson – Town Administrator, Sherri Morin – Town Clerk/Treasurer,  
Mona Sheppard – Finance/Human Resources, Kari Papelbon – Zoning & Planning,  
Pam Shover – Chief Lister

**Public:** Brian Coffill – student observer

**Media:** Ruth Miller MMCTV

**6:00 p.m. Dan Steinbauer calls the meeting to order.**

**Public Comment:** None

**Minutes:** **02/16/12**– On motion by Steve Owen, seconded by Brad Holden, the Selectboard approves the minutes as written. The motion passed 3-0.

**Announcements:** The Town of Underhill was recognized by VLCT Wellness Leader for their commitment to the health and safety of their employees and families and for 6 years of participation in the Wellness Leader program.

**Unfinished Business: FEMA Notification of Withdrawal of Request for Project Worksheet Preparation-** Brad Holden signs and explains that one proposed project originally listed with FEMA (Tupper Rd) ended up not being eligible, so this is a formality to close that out.

**Better Backroads Local Match Certification** – Dawna Brisson explains received notice that this form needs to be completed as part of the Better Backroads grant for Stevensville Rd and it states needs to be signed by Selectboard Chair or Treasurer with financial responsibility for municipality. She asks who would like to sign. Sherri Morin – Treasurer signs off on the form.

**Written Employee Evaluation for Kari Papelbon** – Dan Steinbauer prepared a written evaluation with attachments. The Selectboard signs the evaluation, which will be filed in her employee file. RaMona Sheppard reminds the Selectboard that per policy an annual employee review should be done on or around the employee’s anniversary date. Discussion regarding Kari’s evaluation and evaluations in general ensued.

**Penting of Butler Road** – Dawna Brisson explains that Carol Butler asked her to follow up on getting the written approval promised back in June. Copies of the 6-23-11 Selectboard meeting minutes are provided. Dawna asks if want to do a letter or if the written signed minutes were the written approval. Selectboard says the written signed minutes are the written documentation of the approval.

**New Business:**

**Road Name Approval-** Kari Papelbon asks the Selectboard for their approval of a proposed private road name (Acer Ridge) as part of a subdivision application for Suzanne Kusserow and William Lewis at 37 Beartown Road. Brad Holden recuses himself, on motion by Steve Owen, seconded by Dan Steinbauer, the Selectboard approves the name. Motion passed 2-0, 1 abstained.

**Notice of Insufficiency Pursuant to 19 V.S.A. 971 Inadequacy and Maintenance of Culverts on Town Highway 26, n/k/a Fuller Road–** Atty Vincent Paradis prepared a letter for the Selectboards consideration. On Motion by Brad Holden, seconded by Steve Owen, the Selectboard approves the letter as written. The motion passed 3-0. Dan Steinbauer signs, letter to be distributed as indicated by Atty Paradis.

**Human Resource Issue** – RaMona Sheppard reports while doing salary research, she found that the prior treasurer, Joan Lehouiller, incorrectly paid two employees for salaries that were not approved by the selectboard. On April 22, 2010, Kari was approved for an additional \$7,000 per year for duties as the Planner, but was given \$8,750 per year in error. On April 22, 2010 Sherri was approved for an additional \$6,000 per year for duties as the Treasurer, but was given \$7,500 per year in error. In addition, when raises were given on July 1, 2010 and July 1, 2011, the incorrect unauthorized payroll was also increased. The accumulated overpayment, not including additional payments for retirement and payroll taxes is \$2,525 for Sherri and \$2,946 for Kari. Mona recommends that the overpayment be forgiven, but that the salaries be returned to their correct amounts effective the next payroll, March 15, 2012. The Selectboard thanks RaMona Sheppard for her attention to detail. On motion by Brad Holden, seconded by Steve Owen, the Selectboard approves the increase to Sherri's salary currently at \$1,544.92 per year and the increase to Kari's salary currently at \$1,802.84 per year effective immediately. The board also moves that the accumulated overpayment does not have to be repaid to the town. The combined additional pay will be \$3,347.76 plus 6.5% retirement and 7.65% payroll taxes. The motion passed 3-0.

