

**TOWN OF UNDERHILL
SELECTBOARD SPECIAL MEETING MINUTES
Underhill Town Hall
Thursday, November 1, 2018 9:00 a.m.**

Selectboard: Kurt Johnson, Pat Sabalis and Cat Kearns

Town Staff: Sherri Morin, Nate Sullivan, Andrew Strniste, Amanda Bosley and Brian Bigelow

Public: None

9:00 a.m. Call to order, adjustments to agenda. Meeting called to order by Chair. No adjustments to agenda.

9:01 a.m. Public Comment Period. None.

9:02 a.m. Finance Director/Human Resource Manager Position. Selectboard and staff discussed draft Job Description and Job Advertisement. Hours, compensation and responsibilities discussed.

Chair moved to post the position as 24 hours a week after the Job Description has been finalized. Pat Sabalis seconded and the motion passed 3-0.

Consensus of Board to contract for interim administrative help to assist with journal entries and reconciliations for four hours a week.

Consensus of Board to contract fiscal oversight with Bill Hall/VLCT on a contract basis for 2 5-hour days per week to include mileage at \$1,166 per week.

9:48 a.m. FY19-20 Preliminary Budget Discussion with Staff (Continued). Selectboard and staff discussed budget line items in the Highway Department as well as lines in Selectboard, Financial and Town Hall expenses.

Town Clerk advised Selectboard of two quotes for Parks and Landscaping: Ground Control who had the contract last year quoted \$5,700 and All Phase who had it the previous year quoted \$4,500.

Chair moved to contract landscaping services with All Phase for FY19-20 in the amount of \$4,500. Pat Sabalis seconded and the motion passed 3-0.

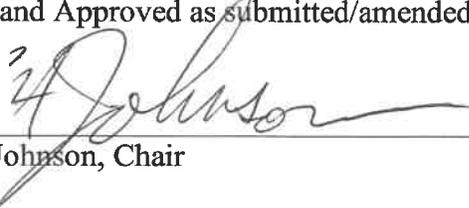
Highway Department surpluses carried over in the amount of ~\$111,000. Surpluses in smaller amounts to Unassigned Funds.

Schedule. Notice made that the next Regular Selectboard date is November 6, 2018 and that a Special Meeting on November 16 at 12:30 p.m. for additional budget discussion.

12:03 p.m. Adjournment. On a motion made by Kurt Johnson and seconded by Pat Sabalis the Selectboard voted to adjourn on a vote of 3-0.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended



Kurt Johnson, Chair