

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
3:00 p.m., Wednesday, April 23, 2014**

**Selectboard:** Seth Friedman, David Rogers and Cliff Peterson

**Town Staff:** RaMona Sheppard, Sarah McShane, Pam Shover, Nate Sullivan, and Brian Bigelow

**Public:** Steve Shuma and Sue Spear

**3:03 p.m.** Meeting called to order.

**3:03 p.m. Public Comment** – Steve Shuma and Sue Spear, both Stevensville Road residents and neighbors of the Town Pond Recreation site, wanted to address the Board to initiate a discussion about gating the park during the hours of darkness as well as blocking off what has become a roadway down to the Browns River.

Spear has been finding and picking up discarded syringes in the area. Vermont State Police have been contacted.

**3:15 p.m. Department Statuses** – The Board spoke with Zoning Administrator/Planner Sarah McShane and Town Administrator Brian Bigelow regarding office hours, evening meetings, expectations and office layout. Town Lister Pam Shover and the Selectboard spoke about the appointment process given that a Lister would be resigning soon.

**4:03 p.m. Cloverdale** - Residents of Cloverdale would be invited to attend the April 29<sup>th</sup> Selectboard meeting regarding their Hazard Mitigation Grant.

**4:24 p.m. Budget Items** - Road Foreman Nate Sullivan and Town Finance Officer Mona Sheppard spoke with the Selectboard regarding impact of recent flooding and 'Mud' season and culvert items on budget. Status of contracts for the continuation of Town Hall exterior renovations discussed. By consensus the Selectboard resolves to transfer money from Capital Budget to fund road repairs and Town Hall Renovations. The Town Finance Officer to prepare a memorandum for inclusion into the minutes

**5:25 p.m.** David Rogers moved to enter Executive Session with Staff to discuss a legal matter before the Board. Cliff Peterson seconded and the motion passed 3-0.

**5:34 p.m.** David Rogers moved to exit Executive Session with Staff to discuss a legal matter before the Board. Cliff Peterson seconded and the motion passed 3-0.

No action taken or resolutions made.

**5:35 p.m.** Road Foreman advised he could meet the request for a second drop off point for Green Up Day on the Route 15/Poker Hill side of Town; in addition to the Town Garage. Town Administrator to confirm availability of the UJFD Fire Department. Town Administrator and Road Foreman to collaborate on advertising excess equipment for

resale. Town Finance Officer advised that the Draper claim was accepted by VLCT PACIF after reviews by the Vermont Department of Financial Regulations.

**5:51 p.m.** David Rogers moved to enter Executive Session with Staff to discuss a legal matter before the Board. Cliff Peterson seconded and the motion passed 3-0.

**5:54 p.m.** David Rogers moved to exit Executive Session with Staff to discuss a legal matter before the Board. Cliff Peterson seconded and the motion passed 3-0.

No action taken or resolutions made.

Request of Chris Hunt (RA068T) for clarification of a letter from Town Attorney presented. By consensus the Board defers until there is an application pending.

**7:24 p.m. Announcements/Schedule.**

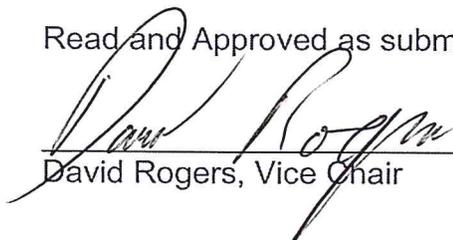
Announcement made of next regular Selectboard Meeting scheduled for April 29, 2014 at 6:00 PM.

**8:36 p.m. Adjournment.**

David Rogers moved to adjourn. Cliff Peterson seconded and the motion passed 3-0.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended.

  
\_\_\_\_\_  
David Rogers, Vice Chair

  
\_\_\_\_\_  
Date

To: Selectboard  
From: RaMona Sheppard, Finance Officer  
Date: April 24, 2014  
Subject: Revised Anticipated Expenditures

Per your request, I revised the anticipated expenditures for the fiscal year ending June 30, 2014 based on the decisions made by the select board at its special meeting last night, April 23, 2014.

**General Government:** In order to fully fund the capital expenditures related to the Historical Preservation & Renovation – Building, you requested the following be moved to this project:

Move \$3,500 from Office Supplies budget line (reduces office supplies to \$7,000)  
Move \$7,500 from Composting Toilet – Recreation (same capital line) (reduces to zero)

Adding this \$11,000 to the budgeted \$50,000 will allow spending of \$61,000 in this fiscal year. Since the total contractors' estimates are \$81,000 (Windows Replacements – storms \$17,733 + Painter \$24,300 + Window Restoration \$11,456 + Carpenter XL \$25,000 + Over run estimate \$2,622) the remaining \$20,000 in work will take place in the next fiscal year and will use the capital budget previously assigned to Internal Security and Workspace Renovation.

**Highway:** You requested that the Paved Roads improvements budgeted at \$143,620 and the gravel road improvements budgeted at \$130,000 both be removed from the budget and the work deferred to another fiscal year.

You instructed road foreman, Nate Sullivan, to make all needed repairs to the roads caused by the recent flooding on April 15, 2014. That increase added the following:

Gravel	\$23,286
Stone	\$ 5,754
Culvert	\$19,740
Contractors	\$21,000
Equip Rental	<u>\$ 2,000</u>
Total	<u>\$71,780</u>

At a previous meeting you had approved the purchase of 19 additional culverts and instructed the road foreman to get estimates from outside contractors concerning installation costs. His estimate of \$28,500 was approved by you last night. The combined increase to the highway budget is \$ 100,280 (\$71,780 + \$28,500).

**Summary:** The net result of these changes is no change to General Government total expenditures and a reduction in Highway expenditures of \$173,340. This will result in an estimated surplus of \$15,327 in the highway and a surplus of \$61,634 in general government. The combined unassigned fund balance would be 20% of budget – within our fund policy.