

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, October 13, 2015, 6:00 p.m.**

Selectboard: Cliff Peterson, David Rogers and Rick Heh

Town Staff: RaMona Sheppard, Sherri Morin, and Pam Shover

Public: David Eckman, Steven Myers, Ethan Howard, and Eric Howard, Ruth Miller (MMCTV).

6:00 Call to order, adjustments to agenda. Added to 6:10PM item (Deane Rd. culvert) cost and Town fund balance policy; added to 7:10PM item (Finance Director Report) part-time workers' budget and purchasing policy.

6:05 Public Comment Period: No public comments made.

6:10 Deane Road: David Eckman gave an update on Deane Rd construction bids. The bids came in much higher than expected. On a motion made and seconded, the Selectboard voted 3-0 to accept Griffin and Griffin's bid of 171,692.00. The Selectboard discussed fund balances and on a motion made and seconded, the Selectboard resolved 3-0 to use Highway Capital Reserve fund to pay for Deane Rd culvert in an amount not to exceed the fund's balance.

6:30p.m Access Permit Applications:

Dennis Williamson 6 Sand Hill Rd: On a motion made and seconded, the Selectboard voted 3-0 to approve the permit with conditions. On a motion made and seconded, the Selectboard voted 3-0 to add an additional condition regarding cost of tree removal.

Steven Myers 63 Range Rd: After discussion the Selectboard requested a letter from the fire department regarding adequacy of turnaround space and one print with all information contained on it. The applicant will gather this information and prepare drawings and come back before the Selectboard.

7:03p.m. Old Business: Town Lister Vacancy, The Selectboard, Pam Shover and Ramona Sheppard discussed Pam retiring next spring, the expected vacancy of Melissa Lawson's position and the logistics of training and appointing new listers as well as the possible option of a ballot item on changing to assessors rather than listers. On a motion made and seconded the Selectboard voted 3-0 to approve that Ramona Shepard in conference with Cliff Peterson create and post a non-Lister part-time employee job opening as a first step.

7:27PM: CIP third pass FY17: Selectboard and staff discussed Town Hall roof, Corbett Rd, Gravel Roads and Paving. Nate will quote Corbett Rd culvert and the CIP will finalize at the next meeting and a public meeting will be held in November. Budget-level quotes will be obtained for replacing only part of the Town Hall roof.

7:45PM: RaMona Sheppard, Finance: RaMona gave an update on Health Insurance and HRA. On a motion made and seconded, the Selectboard voted 3-0 to approve the health insurance and in lieu rates for calendar year 2016. PACIF action plan was discussed and the

fire escape on the old school house needs to be inspected by a structural engineer. The Selectboard asked staff to find a structural engineer and obtain cost estimates for inspection.

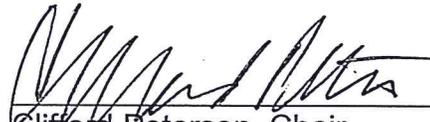
7:58PM Nate Sullivan, Road Foreman: Purchase policy, Nate is instructed to inform and ask for approval of purchases > \$1000.00 in accordance with purchasing policy. Chair volunteered to create a standard form for requesting purchases needing Selectboard approval. The part-time employee budget line is over budget and Nate is instructed that there will be no more part-time help until snow plowing. There was extensive discussion about budget lines and not going over line items. The Selectboard directed Nate to review the Highway budget lines and come up with ways to move money between line items to cover the overages.

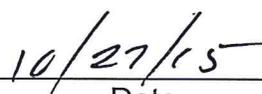
New loader was discussed and the town crew has had two demo machines and the third will be here this week. Tentatively, a decision will be made at the next meeting.

Nate gave an update on current projects, including fuel dike. Nate is to obtain additional bids on fuel dike and bring to Selectboard for approval.

8:37PM: On a motion made and seconded, the Selectboard voted 3-0 to approve the minutes of 09/2915. Warrants were signed.

8:44PM: On a motion made and seconded, the Selectboard voted 3-0 to adjourn.


Clifford Peterson, Chair


Date