

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
7:30 a.m., Friday, June 29, 2012**

Present: Site Visit

Selectboard: Brad Holden Chair, Seth Friedman

Office: Dawna Brisson Town Administrator

Public: Jim Durbrow local excavator

7:30 a.m. Beartown Pit Site Visit, 97 Beartown Rd - Parties discuss how to clean up the area, re-grade to look nice and create a clean/organized storage area +/- recreation area. Jim has worked in the pit before and estimates a weeks worth of work, in order to burn brush, push off existing fill piles and regrade the site. Selectboard authorizes Jim Durbrow to do cleanup work with his D8 bulldozer.

Present: Selectboard Meeting at Town Hall

Selectboard: Brad Holden Chair, Seth Friedman

Office: Dawna Brisson-Town Administrator, RaMona Sheppard-Finance/Human Resource, Sherri Morin-Town Clerk/Treasurer, Jennifer Silpe-Animal Control Officer, Pam Shover-Lister

Public: Kevin McLaughlin-Sheriff

8:00 a.m. Public Comment - NONE

- 8:00 a.m. Chittenden Country Sherriff Contract – Kevin McLaughlin**
Discuss current contract hours and ability to flex hours, less in winter and more in summer, available hours of patrol, and our input on locations of patrol. Selectboard to complete contract details, sign and return to Sheriff.
- 8:15 a.m. Kevin McLaughlin departs. Jennifer Silpe joins the meeting.**
- 8:15 a.m. Animal Control – Jennifer Silpe**
Brad explains Steve Owen concerned with an incident with a dog that wouldn't leave, foaming at the mouth and couldn't reach you. What to do if can't reach you? Jennifer explains her policy is to always return calls. She has no record of a call from Steve on her cell. Her home number explains to call the cell number and leave a message. If someone doesn't leave a message, no way to know what it is about, so she does not call back. Jennifer explains she deals with a lot of calls both domestic and wild animal and does a lot of education, lends out traps and also gives referrals to appropriate help. She has also created an Underhill ACO Facebook page. Selectboard appreciates her dedication to her position as Animal Control Officer and to the welfare of animals. However, that's a lot for one person and technically outside ACO's jurisdiction. According

to the statute Animal Control Officer deals with dogs and wolf hybrids. Selectboard decides the lending of traps is a liability and dealing with wild animals is not Animal Control Officer's responsibility, so going forward ACO will no longer lend traps or deal with wild animals, but will continue to be an educational and referral source.

- 8:45 a.m. Jennifer Silpe ACO departs. Pam Shover-Lister joins the meeting.**
- 8:45 a.m. Sheriff Contract-** Selectboard decides to take a moment to completes the Sheriff Contract for \$15,000, as budgeted for, and completes an appendix A specifying summer and winter hours/locations to focus on and signs. On motion by Seth Friedman, seconded by Brad Holden, the selectboard approves the contract for \$15,000 splitting time seasonally contingent on RaMona Sheppard-Finance reviewing the contract. The motion passes 2-0, 1 absent.
- 9:00 a.m. Town Hall Cleaning- Sherri Morin/RaMona Sheppard**
Cleaning person is moving to FL, finished here 2 weeks ago. Sherri is willing to take over for the summer while we look for a replacement. With your approval, will pay her thru payroll \$100/wk and she will use the town's cleaning products. On motion by Seth Friedman, seconded by Brad Holden, the Selectboard moves that Sherri Morin is hired to clean, while the town looks for a cleaner, at a rate of \$100/wk. The motion passes 2-0, 1 absent.
- 9:10 a.m. Housekeeping items- Sherri Morin/RaMona Sheppard/Dawna Brisson**
Town Cell Phone- Sherri Morin
Town cell phone was destroyed, need to replace phone and get new number. Will still be the same contract, straight phone/no texting. Selectboard approves.
- APA Job Verification letter- Selectboard asks RaMona Sheppard- Human Resources for copies of Kari's job evaluations from her employee file to review prior to completing the verification letter. Selectboard to complete letter and sign by Monday.
- Warrants- RaMona Sheppard
Selectboard reviews and approves a couple warrants.
RaMona questions Invoice from Constable for \$31, stating the constable does not have a budget. Selectboard reviews and decides not to approve the invoice for the 3/5/12 interview with WCAX.
- No Road Foreman- RaMona Sheppard
RaMona states that while there is no Road Foreman, she will code, pay and save invoices, but the auditors want someone else to review and

initial. Selectboard agrees and Brad Holden will review the invoices and initial.

Bike Rack Grant Cover Letter- Dawna Brisson

Dawna Brisson provides the Selectboard with a copy of the cover letter for the bike rack grant for signature. Selectboard reviews and Brad Holden-Chair signs.

9:30 a.m. Review Policies and Job Descriptions- RaMona Sheppard

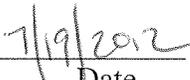
Road Foreman Job Description- RaMona suggests we start with this job description due to the current situation and the fact that we are limited on time left for this meeting. If we can get down on paper a job description, it will help start the process. Selectboard discusses possible other options besides replacing the Road Foreman, such as adding a fourth crew member and getting a part time Road Commissioner to oversee paperwork, plans/looking ahead, working with finance, lining things up/direct crew. RaMona will adjust job descriptions Road Crew plus a bit and Road Foreman changed to Road Commissioner and take items out. Sherri mentions CDL class A – currently only have 1 employee, Jed Abair, and if he is out, can't hall anything. Would be a good idea to send the others to get their class A. Selectboard agrees, and asks Sherri to call and arrange for Scott Kilpeck.

Highway Capital Plan – Brad Holden states we have an excellent inventory and next need to develop the plan, which is close. RaMona mentions Norwich has a well done plan and that they hired an outside organization to create. Seth Friedman asks RaMona if she would find out who did their plan.

10:10 a.m. Adjourn – On motion by Seth Friedman, seconded by Brad Holden, the selectboard adjourns the meeting. The motion passes 2-0, 1 absent.

Dawna Brisson, Town Administrator

Read and Approved as submitted/amended

	
_____ Brad Holden, Chair	_____ Date