

**TOWN OF UNDERHILL
SELECTBOARD SPECIAL MEETING MINUTES
Underhill Town Hall
Tuesday, October 3, 2017, 8:00 a.m.**

Selectboard: Rick Heh, Kurt Johnson and Pat Sabalis

Town Staff: RaMona Sheppard, Sherri Morin, Amanda Bosley and Andrew Strniste

Public: None

8:03 a.m. Call to order, adjustments to agenda. Meeting called to order by Rick Heh.

8:04 a.m. Public Comment Period. None

8:05 a.m. Use of Town Facilities for Historical Society sponsored event: 2nd Annual Brewer's Fest at Moore Park. Scott Tower and Selectboard reviewed Certificate of Insurance, map, Society letter to Department of Liquor Control and Certificates of Training for servers. General discussion continued regarding the serving process, use of bracelets, limitation on amount served, parking at Town Hall and use of Crossing Guard. By consensus the Selectboard approved the event taking place on Town properties.

8:10 a.m. Discussion with Department Heads, Review of FY17-18 Budget Preparation and Status.

Planning Director Andrew Strniste, does not anticipate much of a change of budget next year. Education may have to be re-allocated to legal as there is a potential appeal. Strniste will start AICP training in spring of 2018 and suggested a look at the fee schedule as some fees are lower than surrounding towns.

Tech Services have managed contract work well, don't need to buy additional 15-20 hours. All remote work is covered by managed service contract. Most Towns use NEMRC Fund Accounting. Discussion of extended warranty ensued. Individual costs will need to be looked at. No personal computers require replacement. The anticipation is that the Technical Budget will be less than \$18,000

The Listers' budget for FY17/18 was based on 100 hours for Pam Shover, 900 hours for Lori Frohock and 750 hours for Lisa Abair. \$12,000 received annually from the State of Vermont to be used for anything related to maintaining the Grand List re-appraisal or goes into a reserve fund for reappraisal. Must consider whether the Town will decide to eliminate the Lister positions and hire an appraiser. Budgets will be prepared for both options.

No major changes anticipated in the Town Clerk's budget. There will be 3 elections in FY18/19 (August, November and March). Dissatisfaction with the current Scanner contract with vendor (ACS) has the Town Clerk proposing to break that contract and enter into a contract with new vendor (Co-File). Costs are paid out of reserves. Fees are all set by the State of Vermont. 70% of Recording Fees go to the Town and 30% go to reserve.

No big changes anticipated for Finance.

Outside Agencies stay relatively stable. Essex Rescue will go up as part of their continued equalization adjustment.

9:50 a.m. Executive Session 1 VSA §313(a)(3) the appointment, employment or evaluation of a public officer or employee.

Chair moved that the Selectboard enter Executive Session with staff to discuss the appointment, employment or evaluation of a public officer or employee under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes. Kurt Johnson seconded and the motion passed 3-0.

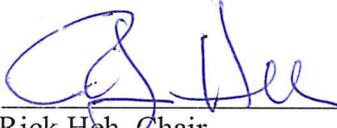
At 10.00 a.m. the Chair moved to exit Executive Session. Kurt Johnson seconded and the motion passed 3-0.

No actions were taken as a result of Executive Session.

10:10 a.m. Adjournment: On a motion made by Rick Heh and seconded by Kurt Johnson the Selectboard voted unanimously to adjourn the Special Meeting.

Submitted by Pat Sabalis

Read and Approved as submitted/amended



Rick Heh, Chair

10-10-17

Date