

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
Tuesday – December 6, 2012**

Present: Brad Holden – Chair, Steve Owen – Assistant Chair, Seth Friedman – Selectboard, RaMona Sheppard – Finance Officer/Human Resource Manager, MMCTV Representative

**6:00 p.m. Brad Holden calls the meeting to order.**

**6:00 p.m. No public comment**

**6:00 p.m. Capital Improvement Program (CIP) Public Hearing**

No public present. The selectboard requests that Mona lead the discussion. Mona goes thru the CIP narrative and the SB notes that there are some portions of the narrative that appear to not be complete. Mona will update and bring the narrative in line with what the SB wants.

The CIP spreadsheet is reviewed for the upcoming 2013-2014 budget period. There is discussion about how to finance the full request in the current budget in order to keep the tax rate reasonable or if some items should be postponed. Seth points out that the SB may want to bring the entire amount to the town meeting and have the voters decide which way they want to go.

Not being able to arrive at a decision at this time, Seth Friedman moves to reject the current CIP and revisit it at the next budget meeting. Steve seconds and the CIP is rejected. The motion passes 3-0.

**6:30 p.m. Underhill Jericho Fire Dept.**

Todd Fischer, Parker Ripley, Matthew Champlain and Harry Schoppmann join the meeting on behalf of the UJFD. Chief Fischer goes thru the budget request for the 2013-2014 fiscal year. The increase requested for the town is 3%. He explains that they have built their reserves back up and also are looking for more training grant money to ease the burden on the towns.

Harry explains the status of the request from the state to reimburse the thirteen towns involved in the September 3 and 4, 2012 fire on Mt Mansfield. The state has agreed to increase the reimbursement from 50% to a full 100%. The town of Underhill will prepare checks to the thirteen fire departments at which time the state will reimburse the town of Underhill. Verification of payments made must be done by December 31<sup>st</sup>. Harry will coordinate with Mona on the names and address to use for the disbursements as he has already prepared most of the paperwork.

Steve Owen moves that the town prepare checks to the following fire departments: Cambridge, Waterbury, Johnson, Wolcott, Essex, Hyde Park, Hardwick, East Montpelier, Essex Junction, Colchester Tech Rescue, Stowe, Underhill Jericho, and Elmore. Seth Friedman seconds and the motion passes 3-0..

**7:00 p.m. Warrants are signed**

**7:05 p.m. Winter maintenance of Stevensville Road.**

DRB member Charles Van Winkle and resident Will Towle from 216 Stevensville Road join the meeting to discuss winter maintenance issues on Stevensville Road which is a class IV road and doesn't receive maintenance by the town highway department. The residents would like the town to take over winter plowing and sanding on a periodic basis. Mr. Towle mentions that the prior Road Foreman would occasionally plow the road.

Brad states that any prior plowing was not at the direction of or with the knowledge of the board and should not have been done. Charles states that he has taken the highway budget (less debt and capital expenditures) and divided it by the miles of roads in town to determine what he feels it would cost to plow. Seth states that it isn't necessarily the cost but that the town has a Class IV policy and all Class IV roads should be treated equally.

After ensuing discussion, it is agreed that the board will write a letter to the State Forest Parks and Recreation explaining that the people accessing the state area at the end of the road have accelerated the road deterioration and that the Town of Underhill would like them to address maintaining the road.

**7:34 p.m.**

**HR and Finance questions;**

Mona asks for clarification on the premium pay for Scott for extra work involved in taking care of the paved roads. The board explains that the extra \$1.00 per hour is only for those hours when Scott is on the roads and no other crew member is on the roads. Mona will update the policy to reflect that understanding.

Mona asks if any of the board members approved repairs for the 2001 truck that is at Clark's for sale. No one approved the repairs and the board asks Mona not to pay the bill and to call Clark's and find out who approved and also to find out what the status of the sale is.

**2013 – 2014 Budget Discussion**

Mona reviewed all line items in the FY2014 budget draft and responded to questions. The board requested a number of changes and asked Mona to make those changes and bring the new numbers to the next budget meeting.

**9:30 p.m.**

**E911 Address Error.** After a brief discussion, Seth Friedman moved and Steve Owen seconded a motion to change the physical addresses as presented by the E911 administrator and the motion passes 3-0..

**Discussion of 190 Beartown Road zoning violation** postponed in order to discuss with Zoning Administrator.

**GBIC** support letter postponed until next meeting in order to discuss with Dawna Brisson.

**Staff Christmas Luncheon.** After discussion of various alternatives for a staff celebration, it was agreed that the town credit card could be used for a small get together of the town hall and highway staff for a luncheon at a local restaurant. This practice will be reviewed in the future with the goal of having all team members present at whatever type of function is decided. Seth moved and Steve seconded and the motion passes 3-0..

**Seth Friedman moved** that Nate Sullivan be invited to the next selectboard meeting to be formally offered the position of Road Foreman. Steve Owen seconded and the motion passes 3-0. The board also approves for Nate to begin the function as “acting” foreman immediately and also delegates purchasing authority to him for budgeted highway items. They ask Mona to let him know he should purchase salt from Cargill as needed.

**Seth Friedman presents** his write up for a part time plow person and asks Mona to place the ad for immediate hire.

**The board asks that Dawna Brisson** research pricing and delivery for two twenty foot containers to store off season tires for highway equipment.

**Approval of minutes** postponed until the next meeting.

**A budget meeting is scheduled** for Tuesday, December 11 @ 8 a.m. – 10 a.m. and all town employees and officials are invited to attend except the highway department.

**9:47 p.m. Seth Friedman moves** and Steve Owen seconds that the board move into executive session to discuss a legal matter. The motion passes 3-0.

~~10:00~~  
~~XXX~~ p.m. **Exit executive session.**

**No Action Taken.**

**Adjourned**

Respectfully submitted,  
RaMona C. Sheppard  
Finance Officer and Human Resource Manager

Read and Approved as submitted/amended

  
Brad Holden Date  
Steve Owen Via Chair