

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, December 19, 2017, 6:00 p.m.**

Selectboard: Rick Heh, Kurt Johnson and Pat Sabalis

Town Staff: Sherri Morin, Pam Shover, Nate Sullivan, RaMona Sheppard and Brian Bigelow

Public: Ruth Miller (MMCTV), Bill Wilson, Mat Champlin, Ray Spiller

6:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Chair. Adjustment to Agenda: Add Durbrow Land Contract to New Business.

6:01 p.m. Public Comment Period. None.

6:02 p.m. Bill Wilson: 2018 Town Moderator vacancy. Selectboard and Moderator review his letter of December 4, 2017. One interested party (Dan Manz) has contacted Wilson to express interest in the position to include interest in attending the February 7, 2018 VLCT Town Meeting training. Bill Wilson will still perform the usual Pre Town Meeting Moderator tasks: letters to new residents, overview of town meeting and survey.

6:12 p.m. Old Business

Town Meeting Australian Ballot Items. Draft reviewed with Town Clerk. Reduction to nine items and other minor changes made. Additional review and further discussion to be held on January 2, 2018.

6:30 p.m. New Business

Resolutions on changes to the Personnel Policy.

Chair moved a resolution to take effect January 1, 2018 to change the second paragraph of section 4.C of the Town of Underhill Personnel Policy Handbook to read: *Non-exempt employees are eligible for overtime pay at 1.5 times the regular rate for all hours worked in excess of 40 hours per week. Only i) hours worked and ii) holidays and personal time paid but not worked are counted in determining whether overtime pay is due.* Kurt Johnson seconded and the motion passed by a vote of 3-0.

Chair moved a resolution that the winter On Call Bonus/Stipend will be paid as a percentage of all compensation paid during the winter months of December, January, February and March. The 2017 - 2018 Bonus/Stipend will be 10% paid in biweekly installments on the normal paydays during those months. Kurt Johnson seconded and the motion passed by a vote of 3-0.

The Selectboard reconfirmed their consensus to review the On Call formula in April, 2018.

Revision to Sick Time policy is proposed at this time to be in compliance with recent state statute. A first resolution making one change (stylistic) was acted upon and considered by the Board.

Immediately afterwards additional discussion regarding a second change (2017 vs 2018) ensued.

Chair moved a resolution to approve the second draft of the changes proposed to section 5.C. of the Town of Underhill Personnel Policy with two changes: i) In 5.C.2 paragraph 2, change the first '2018' to '2017' and, ii) In 5.C.2 replace the word 'practicable' with the word 'possible' in paragraph 6. Kurt Johnson seconded and the motion passed by a vote of 3-0.

2017 Grand List Errors and Omissions.

Chief Lister Pam Shover in attendance to discuss a change to the Grand List. An error has been found and corrected. Selectboard approval needed to provide the information to the state.

Rick Heh moved to correct the Grand List by way of a \$34,300 reduction to the assessed value of property owned by Robert and Lisa Hill (VT485T). Kurt Johnson seconded and the motion passed by a vote of 3-0.

Takeover of Town Land Contract (ST065). Chief Lister and Selectboard discussed the Parent to Children takeover of the existing Town Land Contract by the Underhill Farm LLC for the 103.45 acre parcel at 65 Stevensville Road. Takeover will be for the remainder of the 10 year contract originally entered into on April 1, 2012.

Rick Heh moved to approve the takeover of the Town Land Contract for ST065 from the William and Emily Durbrow Trust to Underhill Farm LLC. Kurt Johnson seconded and the motion passed by a vote of 3-0.

6:47 p.m. FY18-19 Budget Third Pass. Third Pass starts with a 2.15% decrease in General Property Taxes, a 4.93% increase in Highway Property Taxes, and 4.47% (\$232) increase in the Sidewalk Taxes for a combined increase of 1.6%.

Chief Champlin present to discuss changes proposed by UJFD first draft budget with a bottom line reduction of \$30,494 mostly due to reduction to proposed insurance benefits. This change was incorporated in the Third Pass tabulations. Consensus of Selectboard is the UJFD could proceed with the budget as proposed: \$594,979 total with 40% (\$239,074) being the Town of Underhill's share.

Chief Lister acknowledged that there have been struggles to retain Listers and even get candidates for the positions and shared recommendations and concerns regarding the Lister or Assessor Australian Ballot Item. Concerns included: With either outcome staff will be required; there is the option to retain the Lister positions even if vacant, and if the vote goes for Assessor, use caution about selection. Selectboard confirmed that staffing is accounted for in the proposed FY18-19 budget.

Selectboard and staff reviewed other line items. A 1.0% increase in full time employee salaries totaling \$5,401.82, an additional \$35,000 for repairs to the deck of Bridge #8 (Pleasant Valley Road over Browns River north of Town Hall) were added in, and the Selectboard stipend was reduced to \$1,500 as two members will decline payment.

Consensus of Selectboard is to have the Finance Director make changes to the above bringing the combined increase to approximately 3.5% and to schedule final review for January 2, 2018.

Road Forman made the case for reconnecting the internet at the Town Garage and consensus of Selectboard was to do so for parts ordering, weather updates, etc. Staff to advise Town Clerk.

8:43 p.m. Warrants and Minutes. Board reviewed and signed current warrants.

Rick Heh moved that the minutes of December 11, 2017 be approved as written. Kurt Johnson seconded and the motion passed by a vote of 3-0.

Rick Heh moved that the minutes of December 12, 2017 Public Hearing on the Proposed Zoning Bylaw Amendments be approved as written. Kurt Johnson seconded and the motion passed by a vote of 3-0.

Rick Heh moved that the minutes of December 12, 2017 be approved as written. Kurt Johnson seconded and the motion passed by a vote of 3-0.

8:51 p.m. Member Items, Correspondence, Announcements, Schedule. Notice made of the next Selectboard Meeting being held on January 2, 2018 at 6:30. Notice made of a third Public Hearing for Zoning Bylaw updates on January 2, 2018 with a 6:00 p.m. start.

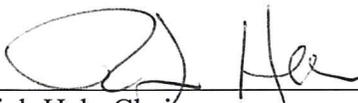
Correspondence. Selectboard acknowledged receipt of:

- Nomination of Old Schoolhouse #5 to the National Register of Historic Places.
- New/Modified Emergency Service Zone Worksheet prepared for signature by UJFD, Essex Rescue and Underhill Selectboard. Chief Champlin has signed for the UJFD. Selectboard will readdress on January 2, 2018.

8:57 p.m. Adjournment: On a motion made by Rick Heh and seconded by Kurt Johnson the Selectboard unanimously voted to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended



Rick Heh, Chair

1-2-2018
Date