

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
THURSDAY JANUARY 03, 2013**

Selectboard: Brad Holden-Chair, Steve Owen-Vice chair, Seth Friedman

Office: Dawna Brisson- Town Administrator, RaMona Sheppard- Finance Officer/
Human Resources, Sherri Morin- Town Clerk/Treasurer, Kari Papelbon- Zoning &
Planning Administrator

Public: David Rogers, Peter Duval, Cindy Henderson, Curt Carter

MMCTV: Ruth Miller

6:00 p.m. **Chair calls meeting to order.** Everyone above present, except Cindy Henderson and Curt Carter.

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

6:00 p.m. **Capital Improvement Program Public Hearing is started.**

Kari provides maps regarding the sidewalk study and reviews additional information she has received since this draft of the CIP was adopted for hearing. She explains the Planning Commission is recommending we go with a 5' asphalt sidewalk and doesn't anticipate having to purchase right of ways. The project is broken into 4 phases, however, don't have to do the phases in order listed and can combine phases. We can apply for grants for the whole project with a phasing schedule or apply for grants at each phase. There are multiple grant options thru the State and CCRPC. All funding requires a match of up to 20% and are reimbursable. The Selectboard decides to amend the CIP to reflect the updated cost of \$400,000 and to do in 4 phases in the order proposed, thus replacing the \$360,000 in FY13-14 with the phase 1 cost of \$40,000, and putting phase 2 of \$100,000 in FY14-15, phase 3 of \$180,000 in FY15-16, and phase 4 of \$80,000 in FY16-17. The grant line of the project revenues section will be adjusted to reflect this phasing. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves Kari pursuing grant money for phase 1 contingent upon voter approval of the budget. The motion passes 3-0.

RaMona state the responsibility of the CIP is under her job description and feels she should prepare in the future instead of the Planning Commission.

Dawna questions if the Selectboard wants to remove the server & firewall from the CIP, as by the latest quote, the amount will be approx \$8,000 not \$16,505 and the server needs to be replaced sooner rather than later. The Selectboard decides to amend the CIP and remove \$16,505 from FY13-14.

It is questioned how the Selectboard would like to handle the Highway Dept. vehicles, as a list with anticipated replacement, as it is now, or as a single line item and amount which would allow them flexibility on which items to replace each year. Since not sure of the flat amount to use under this scenario, at this time, the Selectboard decides to leave as is and revisit next year.

Selectboard also decides that the figures determined for Class III Gravel and Paved Roads for FY13-14 should be used in the following 5 years also, thus replacing the \$100,000 in the following 5 years under gravel roads with \$130,000 and the \$100,000 under paved roads with a rounded figure of \$145,000.

On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves the CIP with changes discussed. The motion passes 3-0. Selectboard Chair signs the notice of adoption.

7:00 p.m.

Greater Burlington Industrial Corp's (GBIC) - Curt Carter arrives.

Mr. Carter explains their company operates a foreign trade zone, which prevents companies from having to pay duty on imports that are used in manufacturing and then exported again. They are going thru a new process called alternate framework to setup another subzone. This process requires a letter of concurrence from the County; however, our counties are not setup that way so they need letters from every town in the county. Again, this zone makes it easier for any business in Chittenden County to avoid paying duty. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves issuing a letter of concurrence to GBIC. The motion passes 3-0. The prepared letter is signed by the Selectboard Chair and the original is given to Mr. Carter and a copy filed in the selectboard file.

7:05 p.m.

Mr. Carter departs.

7:05 p.m.

Cindy Henderson joins the meeting and requests to speak to the Selectboard. It is explained that she is not on the agenda and the public comment time is from 6:00-6:05 p.m., as noted on the agenda and on the Town's website, however, will allow her to inform them as to what it is concerning. It is determined and explained to her that the matter is not a Selectboard matter and a hearing on that subject had already been taken up by the appropriate board and she should be receiving information on their decision.

Zoning and Planning Administrator – Kari Papelbon

Kari already spoke to the sidewalk project since the information was needed to update the CIP. She notes that the redistricting project ballot item has to be a separate ballot question by area.

7:10 p.m.

Finance- RaMona Sheppard

RaMona reviews the budget and notes how the CIP adjustments just made will effect. Brad states the Sandhill Cemetery is owned by the Town and feels should be maintained and doesn't feel the \$200 in the budget is adequate and suggests increasing the amount to \$500. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves increasing the cemetery line item to \$500. The motion passes 3-0. A follow up budget meeting to review again, after these changes are incorporated, is set for January 08, 2013 at 8am.

RaMona provides an example of a possible chart format for Town Report for review and feedback.

The audit report is handed out and reviewed. Two suggested entries: FEMA payment received within 6 month time frame and gross up of recording fees. The way the recording fees are recorded in the books has been changed and that should eliminate that from happening again. The FEMA payment resulted in an adjustment to the prior year end surplus, instead of \$462k it is \$567k. The audit recommends we adopt a Conflict of Interest Policy, which the Town has since done. First GASB audit, so it is much longer than previous AFS because results are recorded both as full accrual (like private companies in US) and in modified accrual (fund accounting). Government wide statements records transactions in an economic point of view, while fund statements record in a financial point of view. Fund accounting is the way we do the revenue and expenditure budget. Ending Fund balance was \$770362. \$227,106 highway surplus and \$295,415 general surplus. Cash in bank at 6/30/12 was \$717k. Revenues exceeded expenditures by \$204,144. The primary mover in that was an under budget performance in highway road maintenance and infrastructure capital of \$133k. In addition, there were positive revenues in licenses, permits and charges for services of \$32k and an additional \$36k in intergovernmental receipts for grants. Year end debt was \$425k (\$315k bond and \$110k 2011 truck). Delinquent taxes including penalties and interest was \$66,850. Tax sale is scheduled for next Thursday for the remaining unpaid of \$25k and one property owner is current in their payment plan with a balance of \$2,074. First year of capital assets and depreciation. Net assets after depreciation are \$2,287,302. VMRS liability is to be recorded beginning this fiscal year. During 2012 the town made contributions of \$23,907.

The Selectboard is asked if they would like to give permission to RaMona to bid on any of the properties that no one bids on at tax sale next Thursday. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves giving RaMona authority to bid on properties that don't receive bids at the tax sale. The motion passes 3-0.

8:00 p.m. Kari request to deviate from the agenda and take up one quick item regarding the Blais violation. Next step by statute is to enforce in Environmental court and need permission to go forward with this legal path. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves Kari contacting the Town's attorney about the Blais violation and pursuing in environmental court. The motion passes 3-0.

Old Business:

Ballot items language review- Dawna provides a list of items, from her notes, that had in the past been mentioned may need to be a ballot item and asks for suggestions on language and additions and deletions. RaMona states she put the \$3000 regarding allocation of funds for the CCTA commuter route in the budget; therefore, it will be voted on there and doesn't need an article. Suggestions on rewording of a couple articles are given, Kari has 4 articles regarding the redistricting to add and RaMona will provide articles regarding the financial surplus/reserves.

RV284 property next to Post Office can be taken up from the floor as a nonbinding article or need a negotiated price. Town employees highlight some things that need to be considered, such as septic, permits and costs to tear down and dispose of the house, possible lead and asbestos issues, and where the money will come from. Deadline as an article is 2/3/13. Selectboard explains the Post Office is on a very small lot and they feel this contiguous land would increase the value, provide extra space that could be used, such as if the septic failed at the Post Office.

Computer Hardware and Support upgrade – Dawna explains after input from 3 vendors and checking into other possibilities it comes right back to what was proposed originally by the 3 vendors, which was an internal server and hosted email. NEMRC also recommended this configuration. NEMRC works fine in the current configuration on the finance PC, however, if install a server, they recommend moving it onto the server. Current feeling by some of the staff is that NEMRC doesn't need to be moved and email shouldn't be changed, but most do feel the shared drive needs to be replaced. The current computer support company TECH group's quote was higher and references were not as good as Rose Computer. Also, Tech group is currently short a couple techs and have not always been pleased with their support. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves hiring Rose Computer to install the file server and for a 1 year support contract. The motion passes 3-0.

Social Service Agency Appropriation Policy draft reviewed, some minor changes to be made before being reviewed again/adopted.

Conflict of Interest Policy Acknowledgement signed by the Selectboard Chair and given to RaMona.

8:55 p.m.

New Business:

Lister's request to make corrections in the Grand List is reviewed. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves the corrections to the 2012 Grand List re: CD054, IS417 & PC032. The motion passes 3-0.

Clark's Truck Center Invoice to repair the truck that they just sold for us is provided to the Selectboard for approval. Selectboard is not clear who or if the repairs were approved to be done, however, they did sell the truck for us, so will approve payment. Going forward will send Clark's a letter telling them that we need written estimates and they need Selectboard or Road Foreman approval before work can be done.

Amendment to the Personnel Policies Handbook regarding premium pay for salting roads is given to the Selectboard for review/adoption. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves the amendment to the personnel policy handbook regarding premium pay for salting roads. The motion passes 3-0.

9:05 p.m.

Warrants reviewed and signed.

11/27/12 Selectboard Meeting Minutes are reviewed. On motion by Seth Friedman, seconded by Brad Holden, the Selectboard approves the minutes as submitted. The motion passes 2-0, 1 abstains.

12/20/12 Selectboard Meeting Minutes are reviewed. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves the minutes as submitted. The motion passes 2-0, 1 abstains.

Announcements:

Next Selectboard meeting is 01/017/13 at 6pm followed by a hearing on the redistricting project at 7p.m.

Chittenden County Road Commissioner's will be holding a public hearing here at Town Hall on 1/15/13 in response to 2 petitions filed regarding TH26. The hearing on the first petition will be at 7pm and the hearing on the second petition will be at 8pm.

9:15 p.m.

On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves entering Executive Session to review part time plow position applications. The motion passes 3-0.

10:00 p.m. **Selectboard exits Executive Session.**

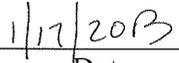
The board authorizes the chair to contact one of the applicants for review.

10:00 p.m. **Meeting is Adjourned.**

Dawna Brisson, Town Administrator
Read and Approved as submitted/amended



Brad Holden, Chair



Date