

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
THURSDAY MARCH 28, 2013**

Selectboard: Brad Holden, Seth Friedman, David Rogers

Town Staff: Dawna Brisson-Town Administrator, Nate Sullivan-Road Foreman,
RaMona Sheppard-Finance Officer

Public: Trevor Squirrell, James Beebe-Woodard, Rick Heh, Pete Czaja, Steve Owen,
John Lyons, David Curtis

MMCTV: Ruth

6:06 p.m. **Meeting called to Order – No public comment.**
Everyone above present except RaMona Sheppard, John Lyons and David Curtis.

6:06 p.m. **Underhill Conservation Commission– Trevor Squirrell**
Trevor introduces James Beebe-Woodard who is interested in being appointed to the commission. Jim states he is a justice of the peace, serving a 3 year term on the Board of Civil Authority, and he is interested in the workings of the town, has land conservation and outdoor interests and would like to expand his involvement in the town.
On motion by Seth Friedman, seconded by David Rogers, the Selectboard appoints James Beebe-Woodard to the Underhill Conservation Commission for a 4 year term expiring March 2017.
The motion passes 3-0.

6:12 p.m. Trevor Squirrell and James Beebe-Woodard depart

Underhill 250th Celebration Committee – Nate Sullivan and Rick Heh
Minutes from a recent meeting are handed out for the Selectboard's information. Rick reviews that the committee has been meeting for the past 3 months and some 20+ volunteers have given input, currently meeting weekly. Two updated town logos and a 250th logo are presented. An expense sheet is handed out and reviewed, noting have received \$3500 of donated food, will be selling t-shirts and are estimating \$1500 revenue from this source, plus the Historical Society has agreed to front the cost of the t-shirts. Coca Cola has agreed to donate a large banner, only asks that they receive a formal letter from the town; a proposed letter is provided to the Selectboard. Looking for Selectboard to approve funds as outlined in the expense sheet. Focusing on June 8th, the first event, but plan to do different stuff throughout the summer and fall such as a barn dance and pig/corn roast. Hoping to use the schoolhouse for walkthroughs during the celebration. Public Safety Inspector came and we would need to replace the outlets with GFI outlets, put in carbon monoxide and fire detectors, install fire extinguishers, and remove wiring upstairs. Also need to put a

stair in front and handicap access out back and provide a handicap port-a-let. Estimate from Mike Linde for electrical work of \$729 is submitted. Once work is done, will be re-inspected and the schoolhouse will be okay to use for celebration and meetings. On motion by Seth Friedman, seconded by David Rogers, the Selectboard approves hiring Mike Linde to do the needed Electrical work. The motion passes 3-0. The Selectboard will get back to the committee on their request for celebration funds, as they need to review the budget.

6:30 p.m. Rick Heh departs.

6:30 p.m. **Schoolhouse- Pete Czaja**

Schoolhouse is an asset of the town that has been languishing and feel it would be beneficial to organize a group of people (task force) to oversee care and plan for the future. Like to use the momentum of the Birthday celebration to engage people. On motion by Seth Friedman, seconded by David Rogers, the Selectboard approves creating an old schoolhouse task force headed by Pete Czaja. The motion passes 3-0.

6:45 p.m. Pete Czaja departs. John Lyons and David Curtis join the meeting.

6:45 p.m. **Tech Group – John Lyons and David Curtis**

They provided the Selectboard with updated proposals. They review the recommended server and labor costs to install. Noting are pretty good at estimating, usually only go over estimate, if something unexpected happens, and if under, the hours can be banked, they don't expire. Review the recommended firewall upgrade and labor to install. Noting the current firewall can be traded in for an extra year of support. Lastly, review ongoing support level options.

7:15 p.m. John Lyons and David Curtis depart. RaMona Sheppard joins the meeting.

7:15 p.m. **Finance- RaMona Sheppard –**

Review Budget, Fund Balance and Cash – RaMona provides budget reports noting anticipated column is based on past data and information she knows going forward. Reports are reviewed, Highway revenue up \$160,000, however, expecting to be over budget by \$213,000. Road Foreman has done a good job of substantiating what is needed for 4th quarter. Deficit for the year \$53,000 and will be starting the next year in the hole \$27,000. Cash at start of next year \$270,000, not reserved for anything. Don't foresee huge changes to these figures. Culvert inventory is also discussed; the Selectboard would like to look into selling the plastic culvert inventory and use the monies to purchase metal culverts, as metal holds up better.

Review/Sign FEMA corrected project completion and certification report – Correction of \$9000 over payment. Selectboard chair signs the corrected Project Completion and Certification Report.

7:37 p.m. **Warrants** - reviewed and signed.

New Business:

Auditor Request for Proposals- RaMona states she has received 3 proposals, possibly 4 and would like to discuss review process. It is decided to review the proposals with RaMona at the 4/11/13 Selectboard meeting.

Steps/Grades for Classification of Employee project- RaMona states she has the project 90% complete and asks if the Selectboard would like to review what she has so far. Selectboard decides to put this on the agenda for 4/11/13 also.

7:40 p.m. RaMona Sheppard departs.

Discuss/Approve Participation in 2013 High Risk Rural Roads Program- Selectboard reviews the HRRR information, and questions the list of accidents for River Road, as it seems to contain accidents from other locations also. The requirements of participating form is unclear as to exactly what the Selectboard would be committing to. On motion by Seth Friedman, seconded by David Rogers, the Selectboard approves the HRRR study, as long as no commitment on our part. The motion passes 3-0. Will sign form at the next meeting, if no commitment and if still want to do, once aware that the accidents listed don't all apply to this section of road.

Temporary Appointment of an Acting Zoning Administrator – This item came up today and needs to be addressed. Kari has a conflict of interest on a particular application and asks if the Selectboard would be willing to appoint Sherri Morin as a temporary acting ZA for this specific application. On motion by David Rogers, seconded by Seth Friedman, the Selectboard approves appointing Sherri Morin as an acting temporary Zoning Administrator for one specific application giving her authority. The motion passes 3-0. Selectboard also agrees they need to create a policy for the future on how to handle applications when Kari is not available.

Old Business:**Radios- David Rogers**

Just want to understand where the town stands with the radio narrow banding. New radios are installed in some of the trucks. Narrow banding cause's decreased reception, so need to join a tower, which Chittenden bus garage has offered for us to join on their tower. The antenna for Town Hall still need to be installed, which will require a lift and Garage antenna needs to go higher. Antenna install is in process and once all digital will need to test and see what kind of range we have.

Computer Proposal Process – Dawna inquires how they would like to move forward with process. On motion by Seth Friedman, seconded by David Rogers the Selectboard approves going ahead with Tech Group's server and labor proposal of approximately \$6000 one time cost. The motion passes 3-0. On motion by Seth Friedman, seconded by David Rogers, the Selectboard approves going ahead with Tech Groups' Firewall and labor proposal of approximately \$1700. The motion passes 3-0. On motion by Seth Friedman, seconded by David Rogers the Selectboard approves going ahead with Tech Group's remote managed service proposal at a cost of approximately \$5100 per year. The motion passes 3-0.

Minutes:

Minutes for 03-14-13 are reviewed. On motion by Seth Friedman, seconded by David Rogers, the Selectboard approves the minutes as written. The motion passes 3-0.

Announcements:

Next Selectboard meeting will be 04/11/13, so far on the agenda is the review of Auditor Request for Proposals and review the beginnings of an employee pay/step scale.

8:20 p.m. On motion by Seth Friedman, seconded by David Rogers, the Selectboard adjourns. The motion passes 3-0.

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



Brad Holden, Chair

4/11/2013

Date