

## UNDERHILL SELECTBOARD MINUTES

Thursday January 11, 2006, 3:00 PM

Present: Marc Maheux, Chair; Steve Walkerman, Dan Steinbauer, Joan Lehoullier, Town Treasurer, Sherri Morin Town Clerk, Chris Murphy, Town Administrator.

### **3:10 PM: Meeting is Called to Order**

- **Theresa Kajenski, CPA, Fothergill, Segale & Valley, Guest:**  
Theresa is the auditor who performed the outside audit for the Town. Theresa reviews the Management Letter and her recommendations to the Town with the Board. Kajenski reports that the Town received an adverse opinion, but only because we have not adopted GASB 34 reporting system. Auditors recommend that we adopt this system in the future. Other recommendations:
  - The SB should review and sign off on journal entries.
  - It is recommended that bank statements are delivered unopened to the inside auditors.
  - The Town will move from cash basis accounting to modified accrual basis. A modified accrual system should be used for accounting for property taxes, and property taxes should be entered through the cash receipts program.
  - Make sure that receipts are posted to the correct account.
  - The Town should get accounting assistance at a minimum once a year.
  - Interest income should be reported in the month that it is earned.
  - Recommend the use of computerized spreadsheets.
  - Garbage sticker sales should be reported at gross revenue amount and expenses reported at the full expense amount; and the stores need better controls.
- **Rod Fuller, Town Highway Foreman:** Rod reports that Nate needs a new truck at an approximate cost of \$72,000.00. He will hold off ordering the truck until approval at Town Meeting.
- **Harvey Road Maintenance, Benjamin Pincus, Guest:** Ben comes in to request that the Town maintain the drainage ditches up by his house on Harvey Road. There is uncertainty as to where the Town Road ends and the private portion of Harvey Road begins. Ben has information that he will bring in and the Board will review before deciding on next steps.
- **Warned Articles and Australian Ballot Items:** The Board discusses articles and AB items with Sherri. Petitions are due by 1/29/07. The UJFD FTE will be a warned article and available for discussion at Town Meeting. This will mirror the process in Jericho. John Shullenburger will draft the language for the article and circulate for SB review. The Fiber Optic Working Group (FOG) will have an

article for discussion at Town Meeting to get an advisory opinion about the FOG proposal for service.

- **Property Tax Prebate/Rebate Question, Pam Shover, Lister, Guest:** Pam reviews the VLCT letter re: property tax rebate and how and when the HS122 rebates will be paid to the Town. Steve makes a motion that the rebate fund be paid to the Town in 4 equal portions. The motion is passed.
- **Budget Surplus:** The tax rate was set about 2 cents higher than needed last year, so the Town will run a surplus this year. With any surplus you reduce the tax rate or put an Australian Ballot or warned article to spend surplus on another item.
- **Town Meeting Schedule:** Town Meeting is on March 6. The SB will hold a public hearing for Town Meeting on Mach 1, 2007 at 7:00PM. Chris will e-mail Bill Wilson, Moderator, and ask him to come in and meet with the Board at 6:00 PM on 3/1/07. Dan will meet with Father Dan to discuss the opening prayer.
- **Minutes** from 12/28/06 are accepted.
- **Open Auditor Position:** Shelly Jurkiewicz resigned as auditor. Marc will ask Dick Reyome to fill in until Town Meeting.

**6:00PM:** **Executive Session:** The Board enters into Executive Session to discuss the budget and the Russell case.

7:38 PM The Board comes out of Executive Session and adjourns.

Respectfully Submitted,  
Chris Murphy  
Town Administrator  
Read and Approved as presented/as amended

---

Chairman

---

Date