

UNDERHILL SELECTBOARD MINUTES
Thursday, June 6, 2005
6:00 PM

Present: Stan Hamlet, Chair; Marc Maheux; Steve Walkerman; Chris Murphy, Town Administrator.

6:00 PM: The meeting is called to order.

- **Minutes:** Minutes are read and approved as presented.
- **Vermont Coalition of Municipalities Resolution:** Chris presents a Resolution received from the Vermont Coalition of Municipalities to prevent use of the State Education Fund outside of the original intent to “make payments to school districts and supervisory unions for the support of education.” The Board agrees with the concept, and directs Chris to draft a Resolution for the Town to be considered at the next meeting.
- **Adelphia:** Chris reads a letter from Adelphia requesting information about the community’s needs, and asks the Board for their input. The Board asks that Adelphia be contacted and reminded that they need a utility permit to dig for underground cable and to request an upgraded map. *Marc: my notes are spotty here—was the map to show where Adelphia is currently providing service and their projection of future service delivery?*
- **Tom Morse letter:** A letter from Tom Morse is distributed to the Board regarding development in the Flats and property rights.
- **Chittenden County Metropolitan Planning Organization (CCMPO):** The Board reappoints, by consensus, Stan Hamlet as representative and Marc Maheux as alternate representative. The terms shall run from July 1, 2005 through June 30, 2007.
- **Pam Shover, Lister; Joan Lehouiller, Treasurer; Sherri Morin, Town Clerk; Ernie Saunders NEMRC:** Pam informs the Board that the reappraisal will be late. This will cause the tax bills to be issued one month late, on August 15, 2005 instead of July 15, 2005.

There is a discussion about the effect this will have on the schools and the Town cash flow. Joan Lehouiller states that the Town Charter allows the Selectboard to set the tax installment due date, and that state law requires that twenty days, (20) after the installment date the Town must pay the schools what it owes them. The Board requests that Joan talk to the school to see how late payment will effect them, and will seek a legal opinion on whether they can pay the school a month late if the Selectboard sets the first installment date at August 15.

The Board discusses alternatives such as two tax bills, but the consensus at the end is that the Town will have the tax bills issue one month late and to borrow

money in the short term to cover expenses until the taxes are collected. The Board asks Joan to consult with the Town Highway Department and come up with a budget number by next week that will reflect the amount of borrowing that will be required. As it stands now, tax payments may be due on September 15 2005, November 15 2005, February 15, 2005, and May 15, 2005.

- **Ernie Saunders, NEMRC Installation Update:** Ernie discusses with the Board the results so far of using the NEMRC system, including new payroll information displays, payroll direct deposits, and the new look of Orders.
- **Town Clerk Fees, Collection with the NEMRC system:** The Board has received the requested recommendation of Jean Girard of RF Lavigne, Public Accountants, regarding the collection of Clerk's fees. Since the Town Clerk will be paid both wages and fees, she recommends that the fees be collected as part of the Town's normal cash receipts process. The fees would be segregated on the Town balance sheet as "Due to the Town Clerk" with the obligation zeroed out at the end of each pay period when payroll is paid. A copy of the cash receipts ledger would be printed and given to the Town Clerk at the end of each payroll period to document fees paid.

Ernie Saunders details for the Board the software and Hardware that would be required to implement this proposition. This would require a new computer at the counter that would have a cash receipts program installed on it. Other hardware requirements include a flat screen LCD monitor for the Town Clerk's desk. The Board discusses costs of these improvements. Ernie presents estimated costs of: \$857.00 for a new computer; \$415.00 for a receipt printer; \$319.00 for a flat screen; \$120.00 for a modem; and the cash receipts program at \$1,795.00. Marc has some relatively new equipment that he may be willing to sell to the Town, he will determine if his equipment is compatible, and present a proposed sale price to the Board next week .

- **Delinquent Taxes:** Joan reports that currently there is currently \$39,000 in past due taxes owed to the Town this fiscal year.
- **Mountain Gazette Advertisement:** Chris relays to the Board the Gazette's request for advertising to support the MMU graduation issue. Since the Town is running at a deficit this year, the Board opts not to incur this additional expense.
- **Perline Curb Cut:** The Board discusses the second curb cut off of 75 Irish Settlement Road onto Kevin and Kelley's property. The original building permit issued to Pat Lamphere in 1988 shows only one curb cut to the house. Chris had spoken to Kevin, and he explained that he was not aware that he needed a curb cut permit for the second driveway, as it was existing when he purchased the house. The previous owner had used it to deliver wood onto the property. The Perlins are building a large garage/barn off the second drive and have cleared trees to open up the driveway and prepare the site for building. The Selectboard only issues two curb cuts to a property when there are extenuating circumstances, such as safety concerns. The Board is concerned about the sight line at the second curb cut. The Board decides on a site visit and to talk to the Perlins about this as soon as possible. Chris will call Kevin to set this up.

- **7:25 – 7:40 PM: Executive Session:** The Board goes in to executive session at the request of Town Clerk, Sherrie Morin to discuss employment issues.
- **Meeting Schedule:** The Board sets a meeting schedule for the next two weeks. Next week, the Board will meet on Thursday, June 16 at 8:00 AM. The following week the Board will meet on Thursday, June 23 at 9:00, and meet with the District Director of the State Agency of Transportation for a road tour.
- **Irish Settlement Road Speed Signs:** Chris reviews with the Board the statutory requirements regarding how many speed signs are required to make the speed limits enforceable. Signs are required at the intersection of through roads. On Irish Settlement Road, this would mean at the beginning and end, and at the intersections of Sand Hill and Fuller Road. The Board will review this with Dick Hosking of AOT at the June 23 Selectboard meeting. Officer John Plaster of the Vt. State Police came in and requested that the required signs be posted in order to make the 35 MPH speed limit enforceable. There is also a brief discussion of the excessive signage on Pleasant Valley Road. This too will be reviewed.
- **Vaughn Curb Cut, Site Visit:** The Board conducts a site visit of the proposed curb cut onto the Vaughn property off of Westman Road. After review, the Board approves the curb cut on a motion.

8:30: The Board Adjourns

Respectfully Submitted,
Chris Murphy
Town Administrator

Read and Approved as presented/as amended

Stan Hamlet, Chairman

Date