

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Thursday – January 05, 2012**

Present:

Selectboard: Dan Steinbauer – Chair, Brad Holden, Steve Owen

Office: Dawna Brisson – Town Administrator, Sherri Morin – Town Clerk/Treasurer, RaMona Sheppard – Finance/Human Resource Manager, Pam Shover – Chief Lister

Gravel Pit Task Force: Mike Morin, Seth Friedman, Luana Nedich, David Rogers, Michael Weisel, Dan Close

Energy Committee: Steven Webster, Bob Murphy, Jerry Adams, Chris Miller

Public: Peter Seybolt

Media: Ruth Miller MMCTV

6:00 p.m. Dan Steinbauer calls the meeting to order.

Public Comment: None

Gravel Pit Task Force: Dan thanks the Gravel Pit Task Force for a super job. Discussion ensued regarding all the issues and variables they uncovered, and that there is still a list of items that need to be addressed. The Task Force stated they don't feel the Town can go to the voters at this time, because voters can't make a proper decision with the information they have so far. Task force stated possibly hiring a consultant to take it to the next step. There was discussion regarding looking into other sites and on putting \$15,000 in the budget for additional borings for this site and possibly other sites. The Task Force and Selectboard agreed the Task Force findings should be posted on the Town Website.

Energy Committee: Steve Webster – Chair stated 3 items like to discuss 1. PACE 2. Audit of Post Office in Center and 3. Budget request for \$500. Steve stated that a law was passed in May that smoothed some of the concerns. He then handed out an informational packet and gave a power point presentation explaining the PACE program. He stated the positives of the program are 1 Enables homeowners to save energy when may not have the money up front to make improvements, 2 more money for the community, 3 decreases pollution, 4 increases contractor work available, 5 Town more self reliant/efficient (public service), and 6 Statewide increase in money in investments. Also explained the vote would be to establish a PACE district, which just says worth pursuing, can still call it off after. Discussions and questions took place throughout the presentation for clarification of program. Steve Webster to follow up with answers to questions raised, that he wasn't able to answer. Selectboard to review information and requested the Energy Committee come to the next Selectboard meeting on 1/19/12 to finish discussing.

The Energy Committee then handed out a Building Leakage Test result for the Post Office in the center and a Proposal to address some of the issues. They presented findings and went over recommendations and stated Energy Committee could do some of the work. What monies are in the budget for 2012/2013 was reviewed. Energy Committee said would refine

the quotes. Last but not least the Energy Committee wanted to check on the \$500 budget request for 2012/2013 Budget, which Dan replied it is in the budget.

2012/2013 Budget: Mona stated that she made the changes discussed at the last meeting which included removing \$10,000 for movable road sign, moving \$3,000 in Kari's budget from supply to legal, add \$500 per Energy Committee's request, changed the insurance opt out amount, and changed the presentation a little. Discussion ensued regarding any other changes to be made. It was decided to add a line item under Selectboard section for Gravel Pit Expenses in the amount of \$15,000. Also, decided to add \$500 to the \$1,500 already allowed for Post Office Maintenance for a new total of \$2,000.

Warrants and Orders are reviewed, approved and signed.

Minutes:

12/20/11 – On motion by Steve Owen, seconded by Brad Holden, the Selectboard approves the minutes. The motion passed 3-0.

12/21/11 – On motion by Steve Owen, seconded by Brad Holden, the Selectboard approves the minutes. The motion passed 3-0.

12/22/11 5:00PM – On motion by Steve Owen, seconded by Brad Holden, the Selectboard approves the minutes. The motion passed 3-0.

12/22/11 6:30PM – On motion by Brad Holden, seconded by Steve Owen, the Selectboard approves the minutes. The motion passed 3-0.

Vote on Zoning Regulation Ballot Item: Dan read the ballot language for the Zoning Regulation Australian ballot item into the record. On motion by Brad Holden, seconded by Steve Owen, the Selectboard approves the ballot item. The motion passed 3-0.

New Business:

Memo re: Planning Commission Terms - Memo from ZA/PA Kari Papelbon stating Planning Commission received a letter of resignation from Sandy Gillim and will begin the process of advertising to fill her position. Also requesting the board to recognize and approve the correction of David Edson's term which should be March 2014 not 2015. Selectboard approves of the corrected term.

Dawna Brisson/Town Administrator – Highlighted that in their packet of paperwork for this meeting is a copy of letter from Green Mountain Foam Products (FYI) and a Copy of a Public Hearing Notice from CCRPC (FYI).

Pam Shover/Chief Lister – Gave Selectboard a copy of letter mailed to Matthew & Mary Parisi regarding the \$5755.30 penalty for the Town Land Contract stating they are no longer in a Town Land Contract and to contact Pam if they would like to sign back up.

RaMona Sheppard/HR – Informed the board of the amount of Personal and Comp time that the road crew is carrying over. Per the employee handbook, the amounts are within the allowed amounts. Scott Kilpeck has 6.25 hours of unused vacation time that he would like to carry over to 2012. Per the handbook unused vacation time is lost unless board approves carry over. Selectboard approves the carry over of Scott Kilpeck’s unused vacation.

Highway Mileage Certification: Brad mentioned he has found little problems with mileage all over the place and he plans to review and start making minor corrections. Small changes okay to just note on the map. Not enough time this year to reclassify Stevensville Rd, but wants to work on that this coming year for next year’s certification in anticipation of 2014. Brad confirms with Town Clerk that the Mileage Certification needs to be filed with the Town Clerk by 2/10/12.

RaMona Sheppard/Finance – Handed out and reviewed a proposed Fund Balance Policy for the Town. The policy was adopted and signed by the Selectboard. Mona then handed out a copy of the Audit report to each Selectboard member for the Audit review which will take place on 1/18/12 @ 8am.

8:30 p.m. Meeting Adjourned.

Respectfully submitted,
Dawna Brisson, Town Administrator

Read and Approved as submitted/amended

Dan Steinbauer, Chair

Date