

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Thursday – January 19, 2012**

Present:

Selectboard: Dan Steinbauer – Chair, Steve Owen

Office: Dawna Brisson – Town Administrator, Sherri Morin – Town Clerk/Treasurer,
RaMona Sheppard – Town Finance/HR

Energy Committee: Steve Webster, Jerry Adams

Public: John Connell

Media: Ruth Miller MMCTV

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

Public Comment: None

Establish Agriculture Committee – John Connell spoke with the Selectboard regarding what is involved in setting up a Town committee. He gave some ideas of who maybe interested and what the group might do. The Selectboard recommended he find out who maybe interested, meet with them and develop a mission statement, then come back before the board to discuss. Sherri volunteered to give him the information on statutory guidelines for a town committee.

Town Meeting Warnings – Sherri Morin stated prepared 2 warnings, one with and one without the auditor question. She also explained there was an issue with the PACE ballot language so she had Jim Barlow at VLCT review it and explained the only change he made was that he removed the Selectboard piece because it was unnecessary, since the Selectboard already has the authority to enter into a contract without voter approval. There was also a question about separating into 2 questions, but tied together so can't separate. At this time Steve Webster and Jerry Adams arrived and were not aware of the ballot language change, so gave them copies and explained. Steve stated he was okay with that.

Energy Committee: Steve Webster handed out a 12 page rough draft answer to the questions raised at the last Selectboard meeting. Discussion ensued regarding details of the PACE program. More questions came up needing answers. It was noted, the PACE program is so new, no town has actually been through the process yet. Energy Committee and Selectboard agreed probably a good idea to wait and continue to get educated before putting on the ballot and presenting to the people. Noting will have another opportunity to put on the ballot in September or November.

Town Meeting Warnings Continued – RaMona Sheppard stated she will review the rest of the articles, as Sherri has to leave for another meeting. Dan stated the PACE article can be crossed off. Explanation and discussion of the balance of articles ensued. It was decided to change the word "replace" to "paint and repair" Town Hall roof in article 8. Then Mona handed out a sheet of examples regarding auditors and discussion ensued concerning the roles and costs of inside and outside auditors. Also concerning steps the town has taken

already regarding fraud prevention. Selectboard decided to leave the article regarding Internal Auditors on the ballot. On motion by Steve Owen, seconded by Dan Steinbauer, the Selectboard adopts these articles as amended as the official Town Warning. The motion passed 2-0.

2012/2013 Budget: **RaMona Sheppard** handed out the latest version of the budget and a Budget Justification/Clarification sheet. She stated she changed the format in an effort to make it clearer. On motion by Steve Owen, seconded by Dan Steinbauer, the Selectboard approves this as the budget to be presented and voted upon at Town Meeting. The motion passed 2-0.

Warrants and Orders are reviewed, approved and signed.

Minutes:

01/05/12 – On motion by Steve Owen, seconded by Dan Steinbauer, the Selectboard approves the minutes. The motion passed 2-0.

12/17/11 – On motion by Steve Owen, seconded by Dan Steinbauer, the Selectboard approves the minutes. The motion passed 2-0.

New Business:

VT Dept of Taxes Letter of Agreement for Computer Appraisal Services – Dawna explained she received a letter from the Dept of Taxes saying they had received our yearly maintenance fee but in reviewing their records they have not received the signed letter of agreement and are requesting the Selectboard sign the agreement and return to them. Selectboard chair Dan Steinbauer signed agreement.

VLCT PACIF 2012 Defensive Driving Practice Course - Dawna gave copies of a flyer regarding this program to the Selectboard stating no cost for program. (FYI). Selectboard recommended forwarding the flyer to Rod Fuller.

Town Administrator Report – Copy given to Selectboard (FYI).

Hiring procedures – RaMona Sheppard (HR) stated she heard second hand that Jed Abair was moved from a part time temp to a full time employee. She discussed why the same hiring procedures should be followed when an employee changes positions within. Also, that HR needs to be notified by the Selectboard directly of any changes in pay or position so that she can make the appropriate changes to pay and benefits, as they are the only ones who have authority over hiring, firing and wages. Selectboard agreed a new offer letter should be drawn up for Jed Abair and that the Selectboard should meet with Rod Fuller (Highway Foreman) and Jed Abair regarding the new position. Mona questioned the hourly rate to be included in the offer letter, at which the Selectboard stated needed to confer with Rod Fuller. Mona stated she would wait until the details were known to prepare an offer letter.

8:10 p.m. Meeting Adjourned.

Respectfully submitted,
Dawna Brisson, Town Administrator

Read and Approved as submitted/amended

Dan Steinbauer, Chair

Date