

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Friday – April 06, 2012**

Present:

Selectboard: Brad Holden – Chair, Steve Owen-Vice Chair, Seth Friedman

Office: Rod Fuller-Road Foreman, Dawna Brisson-Town Administrator, RaMona Sheppard-Finance/Human Resource

Public: None

Media: None

7:30 a.m. **Brad Holden calls the meeting to order.**

7:30 a.m. **Road Crew Personnel Hiring Practices/Staffing/Labor Tracking –**
Item not on agenda, however, issues need to be addressed ASAP.
Selectboard and Rod Fuller discuss Road Crew needs and hiring practices
(Regular and Emergency).

8:20 am RaMona Sheppard joins the meeting and advises the Selectboard of the recruitment practice as outlined in the Town’s Personnel Policy/current hiring procedures and required drug testing before personnel are able to drive truck. On motion by Steve Owen, seconded by Seth Friedman, the Selectboard approves the hire of Matt Morin until mid May at the same rate of pay as when worked for the town last, with the understanding he would not be driving truck. The motion passed 3-0. The Selectboard schedules a meeting to interview/discuss full time employment with Jed Abair, a current temp road crew employee, for April 16th at 7:30 am. The Selectboard asks RaMona Sheppard to provide a schedule of benefits and also what the VLCT salary survey shows for mechanic pay. RaMona Sheppard will provide at the next Selectboard meeting.

8:30 am Brad Holden Selectboard chair leaves the meeting, has another appt.

Meeting continues regarding worksheets currently being used by road crew in order to determine if they can be used for capital improvement tracking and budget work. RaMona Sheppard to review the worksheets. Current Town Personnel Policy hiring procedures reviewed regarding how to handle emergency situations, rather to amend the current policy to include emergency guidelines or to call an emergency meeting when not able to follow policy. No action taken, topic needs further review and discussion. RaMona Sheppard leaves the meeting.

Seth Friedman asks if Town has done a cost comparative of hiring trucks vs. using our own. Discussion ensues. No formal cost comparative has been done. No action taken.

9:00 a.m. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard Adjourns. The motion passed 2-0. Note: The original agenda item (Work Session with Road Foreman regarding gravel usage data) was not taken up.

Dawna Brisson, Town Administrator

Read and Approved as submitted/amended

Steve Owen, Vice Chair

Date