

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Thursday – April 12, 2012**

Present:

Selectboard: Brad Holden – Chair, Seth Friedman

Office:, Dawna Brisson-Town Administrator, Rod Fuller-Road Foreman, Sherri Morin – Town Clerk/Treasurer, RaMona Sheppard-Finance/Human Resource

Public: John and Carole Doherty

Media: Ruth Miller of MMC-TV

6:00 p.m. Brad Holden calls the meeting to order.

6:00 p.m. No Public Comment

6:00 p.m. John & Carole Doherty–RE:Outstanding ditch work @ 157 Stevensville.
John hands out a letter of introduction titled “Repair of the Doherty Property at 157 Stevensville Road” and a copy of a letter sent to them dated 11/2/10 written by Faith Brown. Brad Holden reads 11/2/10 Town letter into the record. The Selectmen advise the Dohertys that they both have familiarized themselves with the site. The parties review the history of the tree removal and conclude a miscommunication happened in regards to the stump removal. The 25 foot R.O.W. is discussed and Seth highlights that they will loose bushes to the left of drive. It is concluded the Town will remove the stump, regrade the bank to a 2 to 1 slope, clean up ditch and patch lawn. The Selectboard will check with the Road Foreman in regards to time frame, and will let the Dohertys know. John and Carole Doherty thank the Selectboard and leave the meeting.

6:23 p.m. Rod Fuller, Sherri Morin and RaMona Sheppard join the meeting.

6:23 p.m. Rod Fuller- Road Foreman -

Brad Holden reviews with Rod the work that the Selectboard and the Doherty’s have agreed to and asks for input on timing of work. Rod states it is hard to give a date, because you never know what may happen and doesn’t want to promise something and not be able to do. It is determined the project needs to be completed this summer, so will advise the Dohertys that it will be complete by August.

Crew update- Rod states he has been going back around with the grader; the crew have been cleaning bridges. They recouped and are stock piling stone at Beartown site, short term. Next week will continue grading and have some shop work to do.

Green Up Day- Rod states Scott Kilpeck is willing to work Saturday 5/5/12. Usually 2-3 truck loads on Monday need to be hauled to dump. Just need to make sure people are aware they need to bring bags to the Town

Garage and not leave on roadside. Dawna Brisson to notify Barbara Yerrick with this information.

VTRANS- Bridge inspection reports for structures inspected during calendar year 2011 provided to Selectboard and Road Foreman. VTRANS requires the Selectboard to sign off that the reports have been received, reviewed and shared with those individuals charged with preventative and routine maintenance of the structures. The Selectboard decides they would like to do a site visit of the structures with Road Foreman before signing off on report. Site visit to be scheduled.

VYCC Crews Available for Water Resources Work- Town received email regarding crews available April thru October. Karen McKnight had mentioned possibly using them for controlling Japanese Knotweed in the Crane Brook area and Brad Holden had mentioned possibly using for the erosion problem near the bridge on Blakely Road. Dawna reports that she has not spoken with VYCC yet as to cost or funding availability, the contact person was out of the office this week. However, asks if the Selectboard has any input on scope of either project before speaking with them. The Selectboard estimates the knotweed to be a few hundred feet and maybe take a crew for a week. The bank erosion is approx 30-40' and would need to be lined with rocks by hand. RaMona Sheppard reminds Selectboard the Town would need a copy of their Certificate of Insurance. Dawna Brisson to follow up.

Culverts- Brad Holden mentions he met Fish and Wildlife on Page Rd and they are going to see what they can do to help us out. Also looked at two other culverts on Poker Hill and North Underhill Station Rd. RaMona Sheppard asks about FEMA monies re: the Park St. culvert. Rod states the road crew will put Park St. back together this year and feels will be able to do for less money than FEMA provided. Dawna to verify with FEMA if comes in under what needs to happen with excess monies. Also mentioned is Town has one other outstanding FEMA project which is to top dress Mountain Rd. Rod Fuller leaves the meeting.

6:50 p.m.

Sherri Morin- Hwy Equipment Note- RaMona Sheppard states she will cover topic per Sherri's request. Sherri checked out notes and rates at Peoples [5yr @ 2.75%](#), Leasing @ 2.97%, Merchants @ 2.44% and State monies @ 2% but max is \$110,000. Have decided to go with Merchants @ 2.44% for 5 yrs. Selectboard needs to approve the letter of intent which says \$190,000, because not sure of exact amount yet. RaMona also highlights that the Merchants allows us to pay off early, Peoples didn't and that the \$190,000 for 5 yrs is what the Article at Town Meeting read. On motion by Seth Friedman, seconded by Brad Holden, the Selectboard approves signing the letter of intent with the Merchants for \$190,000 at 2.44%. The motion passed 2-0.

RaMona Sheppard – Finance/Human Resources –

Moving checks from warrants package- RaMona explains how warrants and checks used to be done and how they are currently being done and why

she would like to go back to the old way. Selectboard agrees that checks should go to Sherri to be put in the vault.

Issue Wellness Checks- RaMona Sheppard explains VLCT's wellness program points and states the Town received a refund check for \$1167.00 due to the participation of Town employees. She asks for approval by the Selectboard to divide the money amongst the participants and issue each person a check for \$145.87. On motion by Seth Friedman, seconded by Brad Holden, the Selectboard approves giving the money to the folks who earned it by working out. The motion passed 2-0.

Volunteer Insurance – RaMona Sheppard reports PACIF has a new policy with Hartford Life with a \$50,000 limit. The volunteers have to be under the supervision of a PACIF member(Town). This also covers on the way to and from the work site. Brad Holden clarifies that with this insurance the Town does not need a hold harmless agreement.

Bank Resolution New Appraisal Acct @ Merchant's- RaMona Sheppard explains the purpose of the account and that it has to be separate from Peoples Bank. She asks the Selectboard to approve moving the account from Citizen Bank to the Merchant's. On motion by Seth Friedman, seconded by Brad Holden, the Selectboard approves opening a new appraisal account at the Merchants. Motion passed 2-0.

Permission/approval to bid for town at tax sale on 5/3- RaMona Sheppard explains the Town's tax sales are now sent to Atty David Sunshine for collection. Atty Sunshine mentioned the town can also bid, which the town hasn't done before, the Selectboard would need to authorize someone, other than Sherri, to do the bidding and set the max amount. The tax sale process and the properties up for tax sale on 5/3/12 are reviewed. The Selectboard decides not to approve bidding on any of the parcels listed, but state, that's not to say a property may come up in the future that they would be interested in. It is also mentioned the Capital Inventory should be reviewed to see if the Town has any properties it may want to sell.

Summary of Employee Benefits Handout- RaMona Sheppard provides for the Selectboards use at Employee interviews.

Review new hire wage averages and budget impact- RaMona Sheppard hands out the 2011 VLCT Compensation Report for Public Works, highlighting the highest, lowest and average rates for Selectboard's use in regards to the interview with Jed Abair on Monday. She states the job descriptions are very varied. RaMona also brings to the Selectboard's attention that Scott Kilpeck has not taken any vacation so far this year. Town Policy is if you don't take you loose it, however, have in the past approved in lieu of pay. Selectboard will have Rod Fuller address issue with Scott.

FY2012 Budget Line Status – RaMona Sheppard reviews the budget in detail. Town has \$28,000 in Revenue to collect to be on budget and feels should be Okay. Selectboard's budget is looking good in total, only need to worry about legal fees, however, lawsuit TH-26 is expected to be getting close to the end. Elections budget is currently \$2300 under budget. Admin will probably be a little over due to Town Administrator change in hours and

benefits. Town Clerk/Treasurer in total is under budget. Finance is running a little under budget. Auditors, the removal of this position created a \$6000 savings, Auditor money in next years budget will be used on the outside audit. Listers are under budget as of now, however, just entering their busy season so will have increased hours. Town Hall budget, Dawna Brisson asks about the Parks & Landscaping line item in regards to if the town takes bids yearly for this, had an inquiry. RaMona Sheppard will check to see if we have a current contract. Overage on building maintenance is due to unexpected furnace and light issues. Technical Expenditures is over due to computer viruses and having to replace the computer backup system. The Selectboard asks Dawna to check with Tech Group and get information on setting up a routine computer maintenance/update schedule to try to prevent these issues in the future. Post Office maintenance was not in the budget and the floor needed repair, have put \$ for maintenance in the budget for the coming year. Animal Control is running okay. Chittenden County Sheriffs have done a good job, Town has paid \$9534 and collected \$5824.50 (detailed handout provided). Health Officer hasn't turned any time in yet, but expect will be. Rec dept. money left to use, pool opens in June. Planning and Zoning is on budget. Total General Expenditures have \$308,720.93 balance, and \$279,911.73 is the amount town can spend thru year end. Highway Budget Construction Contractor was the stone from April. Total Road materials is over budget by \$8,524.27. Total Highway still to spend is \$250,644.75. In general everything looks good. RaMona Sheppard leaves the meeting.

8:25 p.m. Warrants – Selectboard reviews and signs

Dawna Brisson- Town Administrator-

Town Land Contracts from Lister – Brad Holden explains contracts are for 10 years, property must be over 10 acres, and there is a harsh penalty if broken. WI029, PV321, JH035, ST028, MT039, ST065, ST119, and MT165 signed by Selectboard chair.

Recyclebank- Dawna explains Recyclebank and SC Johnson will be doing a recycling challenge and have chosen 1 town/city per state to participate, approached Underhill, and we accepted. Possibility for a large monetary prize and increase peoples awareness on recycling. There will be a kick off phone conference on 4/24/12 at 9am and a hand off call on 6/5/12 at 9am. The Selectboard has been emailed a copy of the project implementation guide. Recyclebank has been sent some preliminary info and am currently working on getting some numbers from Clean Green. Selectboard states would like to find someone who is really fired up about recycling to be involved.

CSWD- has provided the Selectboard with a copy of the Summary of Study & Remaining issues of an Analysis of Consolidated Collection Options. CSWD offers in the cover letter to schedule a presentation on the

subject, which Michael Weisel sent an email recommending the Selectboard takes advantage of. The Selectboard asks Dawna to schedule the presentation. **Public Mural in the Park Request-** Mary Hill sent an email regarding her 8th grade girls art club building a wall and painting a mural on both side at the Town green near the church. Selectboard feels it is a neat idea, however, need to check into regulations, also need to consider if obscuring the view, anchoring /wind, length of time and other scheduled events, if any other location an option, size and material. Dawna to check with Zoning on regulations, then schedule Mary to come in with a design to present.

Open Meeting – Adoption of Amended Rules of Procedure - Dawna Brisson reads the current Rules of Procedure in regards to how to amend. Then proposes amending the Rules of Procedure to include an attached schedule of the Selectboard’s regularly scheduled meetings for the rest of the term, this will reduce the posting requirements and costs. On motion by Seth Friedman, seconded by Brad Holden, the Selectboard adopts the amended Rules of Procedure and attached regularly scheduled meeting times. The motion passes 2-0.

Approval of 3/27/12 Selectboard Meeting Minutes- On motion by Seth Friedman, seconded by Brad Holden, the Selectboard approves the minutes as written. The motion passes 2-0.

Approval of 4/6/12 Selectboard Meeting Minutes- Can’t approve due to the fact that Brad Holden left early from that meeting and Steve Owen is not hear.

Announcements-

Selectboard will meet 4/16/12 @ 7:30 am at Underhill Town Hall re: Jed Abair’s full time employment.

Selectboard will meet 5/4/12 at 8:00 am at Underhill Town Hall re: Review Policies and Procedures

9:07 p.m. On motion by Seth Friedman, seconded by Brad Holden, the Selectboard adjourns. The motion passes 2-0.

Adjourned

Dawna Brisson, Town Administrator

Read and Approved as submitted/amended

Brad Holden, Chair

Date