

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
Monday – November 7, 2011**

Present: Dan Steinbauer – Chair, Brad Holden – Selectboard/Road Commissioner, RaMona Sheppard – Finance Officer, Sherri Morin – Town Clerk/Treasurer, Pam Shover – Chief Lister, John Angelino – Road Forman

**8:08 a.m. Dan Steinbauer calls the meeting to order.**

**8:09 a.m. Personnel Policy Handbook and CDL Drug Policy**

Brad moves to adopt the handbook and policy pending review of any clerical errors. After discussion the motion was seconded by Dan and passed.

**8:20 a.m. 2012 – 2013 Budget Discuss**

RaMona passed out workpapers for the upcoming budget for all to review.

Rod Fuller joined the meeting. The board discussed upcoming road projects and needed equipment. Rod said that he has included the required items in the Capital Improvement Plan that is under review by the Planning Commission. There was general discussion of radio and sign upgrades for the highway department. Brad will get information on costs to include in the budget. RaMona will meet with Rod, Brad and John to work on developing the highway budget.

Pam Shover asked that the board revisit their prior plans to set salary ranges with steps for the various positions in an effort to remain competitive and fair.

RaMona said she will take the information and general guidelines into consideration and work on completing some preliminary budgets for the board's review. The next budget work date will be decided after verifying availability of all board members and department heads.

**10:02 a.m. Sherri Morin leaves the meeting**

**Kari Papelbon joins the meeting**

Kari informs the board of the orthophoto buy-up options. There are countywide cost figures available for three levels of data: ~\$35,000 for adjusted 30cm photography, ~\$90,000 for new 30cm photography, and ~\$240,000 for 15cm photography. LiDAR, if VCGI allows this as a buy-up option, is an additional cost and the countywide estimate is \$204,000. The more towns participate in the buy-up, the less the cost, which will be based on square mileage. Without adjusted figures, the worst-case scenario for 15-30cm resolution is ~\$17,000/town.

Updated figures are forthcoming. There was a general discussion of how the buy-up might be paid for and what organizations might share the total cost.

**10:08 a.m. Pam Shover leaves the meeting**

Kari asks Dan for input on the 543 Irish Settlement Road access permit application to be reviewed by the Development Review Board that evening.

**10:12 a.m. Meeting is adjourned**

Respectfully submitted,  
RaMona C. Sheppard, Finance Officer

Read and Approved as submitted/amended

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Dan Steinbauer

Date