

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Thursday, December 08, 2011**

Present:

Selectboard: Dan Steinbauer (Chair), Steve Owen, Brad Holden

Staff: RaMona Sheppard, Dawna Brisson

Public: Jason Buck, Mary Bassett, Holly Hall

Media: Ruth Miller of MMCTV

6:03 p.m. - Called to order by chair.

Public Comment. There was none.

Deborah Rawson Memorial Library Budget – Mary Bassett handed out proposed budget. Mary stated the budget calls for a 1.9% increase for the town. She called to our attention the salary expense increase of 52% and the comment regarding it on page 2. She reviewed that the increase is due to adding a part time person 10hrs @ \$12 to work with Director and Children’s library, also increased payroll costs and a 3% increase for regular staff. She stated Underhill’s portion is \$94,052 again only a 1.9% increase over last year, noting of course guessing on electric, fuel and try to build in what you can. Brad Holden inquired how they made out with their parking lot. Holly Hall explained the upgrade and stated gained 3 spaces and the only portion outstanding is the electrician portion, due to relocation of light pole. Mary stated she had a couple of changes to go over. 1. Like to change the charter regarding in the event of a vacancy. Currently send people to Selectboard to interview. Feel more productive if appoint candidates themselves with the same ratio. Also will relieve Selectboards of one more duty. Proposing to voters. 2. We are going to go for an expansion – Quite a bit of building going on and situation now is not enough room (level funding books because no space, meeting room 20 person capacity, a lot more children). Putting wish list together, will focus on top 6 items, and then look at architect plans. She stated long process, try to make July time frame when State approves loans, not sure they will make. Discussion issued regarding the unknown status of the house/land next door. Mary stated pushing forward, will require a vote in each town, wait 30 days and revote or call it. Mary asked if any questions and let the Selectboard know that she will be done in February after 3 terms. Dan congratulates her on a job well done.

6:20 p.m. – Mary Bassett and Holly Hall leave.

Recyclebank 2012 National Recycling Contest – Jason Buck handed out an informational packet on Recyclebank and a flyer regarding the 2012 National Recycling & Sustainability Championship. He explained they are a frequent flyer program for green action; they help towns become more energy efficient and increase recycling (earn points for recycling). He reviewed locations across the country using their service, why cities choose them, the Recyclebank experience, reporting, other ways to earn, program outreach, some of their reward partners and the unique promotional opportunity they are offering for 1 Town per State. SC Johnson is their sponsor- Contest starts Earth day 2012 thru 12/31/12. Winner will be announced on Earth day 2013. You receive 2 years free of Recyclebank service, participation in publicity with SC Johnson, Outreach and education, and the Grand Prize is \$100,000 toward a green project for your town. Even if finish last, you get a great experience and some really neat stuff. He stated that he spoke with CSWD and a few people suggested Underhill. Jason answered questions and handed out the Promotional Program Agreement form and asked the Selectboard get back to him with an answer by 12/31/11 and if going forward to have the signed form to him by mid January.

6:47 p.m. – Jason Buck leaves.

Town Finance Officer - RaMona Sheppard handed out the current Budget Status Report. She stated that the Budget workshop for tonight was postponed and not sure if a new time has been set. Selectboard set the meeting for Tuesday 12/13/11 @ 7:30 – 8:30 executive session with Kari Papelbon, which was also postponed and 8:30 to 10:00 for budget discussion. RaMona also stated that she had met with department heads and had input from outside groups, but needed to know if any changes with the Road Crew structure. Dan stated that will be determined soon, potentially will have that information for the meeting next week, RaMona also asked when the next Selectboard meeting would be that they could finalize the budget. A Selectboard meeting was set for Thursday 12/22/11 @ 5:00 to 6:30 prior to the Selectboard meeting at 6:30 regarding the DRB amendments.

Town Administrator – Dawna Brisson stated she had a couple requests for information to be added to the Town's website. 1. Request we post the information on when and where the Selectboard meetings air and also how to get a copy. Selectboard agrees this information would be useful on the website. 2. Request that we post the dog license information, so people can contact the owner when they find a dog at large and are unable to reach the town animal control officer or the town clerk. Sherri Morin submitted a letter in response to the request regarding issues in the past with publishing personal information on the web. Dawna also stated that in other jobs she has had, it is typical practice to collect the finders information and personally call the owner and have them contact the finder, so that personal information isn't given out unless the owner wants it to be. Also, any licensed animal should also have a rabies tag with a number and Vet information, so a person who finds a dog at large can call animal control officer, town clerk or the Veterinary. Selectboard agreed not a good idea

to put on website and Dan requested Dawna draft a letter in response explaining.

Dawna stated that the office shared computer drive backup system has failed and handed out a proposal for replacement she received from the Tech Group and explained she had checked with Mona and should have enough money in the budget to cover. Stated Tech Group had recommended 5 drives, 1 for each day of the week, but it appears the information on that shared drive is mostly static history with the exception of a couple areas and probably would be okay with 3 drives doing multiple backups per drive. RaMona explained that some data in the office is backed up elsewhere. Selectboard approved purchase of new backup system.

Gravel Pit Task Force – Brad Holden states the Gravel Pit CD is scratched and is unable to get the data off. Need another copy, Brad feels he can get from Seth or Dave. Dan Steinbauer stated Gravel Pit Task Force did a good job, quickly. He suggested inviting the Task Force to a meeting shortly and putting item on Australian ballot. Dan stated have authority to just say abandon, but data didn't give definitive data to do that. Feels should respect the town people and let them vote at Town meeting on what they want to do. Have the task force be the leaders and interpreters at the meetings. Need to check on time frame for the ballot item and the 2 meetings prior to Town meeting. Suggested try to meet with the task force at the 1/5/11 Selectboard meeting to discuss.

Butler Road – Brad Holden explained he is recusing himself from the issue due to the fact he was hired by the Town to look into it prior to being a Selectboard member. Brad stated he met with Liam Murphy and supplied him with documents and summarized discussions. Butler's own property adjacent to road they ask town to discontinue. Town is not obligated to discontinue or reclassify road. Title 19 deals with highways and roads that travel thru two towns, there is specific law on that. Attorney recommends the road be surveyed and existing condition documented. Brad also noted that town is not obligated to maintain drainage like a class III road, but class IV roads the Town must keep runoff from damaging other people's property. The town needs to draft a letter.

Approval of Minutes – October 27, 2011

On motion by Brad Holden, seconded by Dan Steinbauer, the Selectboard approved the 10/27/11 minutes as amended. The motion passed 2-0-1 with Steve Owen abstaining.

Approval of Minutes – November 10, 2011

On motion by Brad Holden, seconded by Dan Steinbauer, the Selectboard approved the 11/10/11 minutes as amended. The motion passed 2-0-1 with Steve Owen abstaining.

Stop Sign at Sandhill and Irish Settlement Rds- Dawna Brisson handed out a template for a stop sign ordinance she pulled from VLCT's website. She explained if the Selectboard wants to move forward, would need to determine the information required under Article 4 and Article 5, then adopt the ordinance at a Selectboard meeting and Notice it as outlined under Section 9 of the ordinance and Section 10 explains effective date. Discussion ensued regarding information on location needed in Article 4. Brad hand wrote on template the location for 2 stops signs. Steve Owen made a motion to move forward with process. The motion passed 3-0.

Road Commissioner Position – Dan Steinbauer stated the Selectboard needs to vote on terminating this position. Brad stated he took this position on 8/4/11 as an experiment and to get FEMA paperwork done and it is now no longer needed. Dan thanked Brad for his work. Motion made to terminate, second by Steve Owen. Motion passed 2-0-1 with Brad Holden abstaining.

New Business -

Finance – RaMona Sheppard asked the Selectboard to sign the Management Representation Letter, so she can get the audited financials released. Dan Steinbauer signed.

Listers – Corrections to the Grand List were given to Dawna to bring to the Selectboard for signature. Selectboard members reviewed and signed.

Planning and Zoning – AARP GA Memorandum of Understanding given to Dawna by Kari to bring to Selectboard for signature. Mona gave a brief explanation of paperwork. Selectboard chair Dan Steinbauer reviewed and signed.

Town Administrator – Hazard Mitigation Grant Program – FY 2012
Dawna stated received an email yesterday stating a due date of 12/30/11, anything we want to pursue? Discussion ensued whether or not Park St. would qualify. RaMona Sheppard stated this grant is for the time period thru June 30, 2012 and volunteered to get with Dawna regarding the letter of intent.

Town Report – Dawna Brisson inquired if needed to submit anything? Dan Steinbauer said he would write, but be good if I submitted a letter of introduction.

Warrants and Orders are reviewed, approved, and signed.

8:17 p.m. – Public Meeting adjourned.

8:30 p.m. - Executive session convened – Personnel issues

8:59 p.m. - Executive session ended. Reconvened to open session.

Action taken:

On motion by Steve, seconded by Dan and Brad, the Selectboard moves that Dawna Brisson's offer letter reflect an increase in hours to 24 thus allowing her to participate in the retirement program. Motion passed, 3-0.

9:00 p.m. - Meeting adjourned.

Respectfully submitted,
Dawna Brisson, Town Administrator

Read and Approved as submitted/amended

Dan Steinbauer, Chair

Date