

**TOWN OF UNDERHILL  
SELECTBOARD SPICAL MEETING MINUTES  
Underhill Town Hall  
Thursday, November 29, 2018 1:00 p.m.**

**Selectboard:** Kurt Johnson and Pat Sabalis

**Town Staff:** Sherri Morin, Nate Sullivan, Andrew Strniste, Amanda Bosley and Brian Bigelow

**Public:** Bill Hall

**1:08 p.m. Call to order, adjustments to agenda.** Meeting called to order by Chair. No adjustments to agenda. Adjustments to Agenda: Year End Time off, Bill Hall/VLCT Service Agreement, Roush Loader Tire Replacement, Potential Executive Session with Jericho Selectboard, Town Employee Holiday Luncheon, FY19-20 Sand Hill Cemetery Mowing and Human Resource Consulting

**1:09 p.m. Public Comment Period.** None.

**1:10 p.m. FY19-20 Preliminary Budget Discussion with Staff (Continued).** Selectboard and staff discussed budget line items in the General and Highway Department Budgets as well as estimated revenues as available. Notice made that no applications have been received for the Finance Officer position. In the event that it is advertised as full time estimate placeholders will be inserted in the draft budget. Other budget lines also filled with place holders. Town Administrator to obtain estimated Grant List from Assessing Office.

**3:20 p.m. Adjustments to Agenda.**

Town Clerk advised Selectboard of two quotes for mowing Sand Hill Cemetery. Ground Control who had the contract last year quoted \$3,125 and All Phase who had it the previous year quoted \$2,500.

Chair moved to contract Sand Hill Cemetery mowing to All Phase for FY19-20 in the amount of \$2,500. Pat Sabalis seconded and the motion passed 2-0.

Selectboard consensus to accept Roush Tire offer for \$200 in credit for damaged Loader Tire. The other tire will be retained as a spare.

Pat Sabalis to contact consultant Ginny Champney regarding quote for Human Resources services.

Selectboard consensus to schedule additional budget meeting for December 6 at 2:00 p.m..

Selectboard consensus to approve use of Town credit card for employee holiday luncheon in accordance with Town Clerk memorandum dated 11/29/18.

Selectboard consensus to approve carry over of vacation time for Town employees in accordance with Town Clerk memorandum dated 11/29/18, with the exception of the Town Clerk who will be paid for 40 hours and carry over the remainder. Notice made to strongly advise employees that vacation days are to be used in the year earned, for both the employees' benefit and due to budgetary impacts. One time conversation of from date of hire for individual employees to calendar year for all employees responsible for some of the overages.

Draft VLCT Service Contract discussed by Selectboard and Bill Hall. Pat Sabalis to contact VLCT for revisions.

**Schedule.** Notice made that the next Regular Selectboard date is December 4, 2018 and that a Special Meeting on December 6 at 2:00 p.m. for additional budget discussion.

**4:20 p.m. Adjournment.** On a motion made by Kurt Johnson and seconded by Pat Sabalis the Selectboard voted to adjourn on a vote of 2-0.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended



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Kurt Johnson, Chair