

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
6:00 p.m., Thursday, June 21, 2012**

Present:

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

Office: Dawna Brisson-Town Administrator, RaMona Sheppard-Finance/Human Resource, Kari Papelbon-Zoning & Planning Administrator

Public: John & Barbie Koier, Don Foote, Mike Rainville

Media: Ruth of MMC-TV

6:00 p.m. Call Meeting to Order- Brad Holden calls the meeting to order. Present are the 3 Selectmen, Dawna Brisson, RaMona Sheppard, John & Barbie Koier.

6:00 p.m. Public Comment- NONE

6:00 p.m. CAP (Community Agricultural Project) – John Koier
Underhill Center Farmers Market- John hands out an Underhill Center Farmer’s Market Proposal and explains what he envisions and asks permission to do a trial run at Moore Park and to use Town Hall parking. On motion by Seth Friedman, Seconded by Steve Owen, the Selectboard approves holding an Underhill Center Farmer’s Market at Moore Park on Saturday 7/21/12, 8/18/12, and 9/15/12 from 9am-12pm for a trial run. The motion passes 3-0. Selectboard’s only requests are to deter parking on the grass and on the road and to revisit with Selectboard after the trial run.

6:10 p.m. John and Barbie Koier depart.
Kari Papelbon and Don Foote join the meeting.

6:10 p.m. Zoning & Planning Administrator – Kari Papelbon
Access Permit for 264 Stevensville Rd –Don Foote reviews the map and explain the history of parcel. Selectboard discusses access off a class IV road and the need to make sure parties understand the plowing and maintenance situation. Another concern is whether or not a culvert maybe needed under the drive. On motion by Steve Owen, seconded by Seth Friedman, the Selectboard approves the Access Permit for 264 Stevensville Rd with conditions regarding drainage to be written and added prior to signing. The motion passes 3-0.

6:30 p.m. Don Foote departs.

Mike Rainville joins the meeting.

6:30 p.m. Small Triangular Piece of Land/8 Dumas Subdivision- Mike Rainville

Mike offers to give the town the .16 acre triangle of land, only cost would be the town would need to do the paperwork. The Selectboard is open to the offer and will take a look at the parcel.

6:37 p.m. Mike Rainville departs.

6:50 p.m. Zoning & Planning Administrator – Kari Papelbon

Vacation Roll-over-Kari request to roll-over 9.5 hours vacation into next fiscal year. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves rolling 9.5 hours vacation into next fiscal year. The motion passes 3-0.

APA Job Verification- Rough draft of the AICP Exam Employment Verification Letter, needed by Kari Papelbon from the Selectboard, reviewed. Kari will rewrite the factual piece, Selectboard to rewrite last paragraph and sign by Monday.

VT GAS R.O.W.- FYI received a right of way request from VT Gas to service the Fire Station, however, town doesn't need to issue a permit because it is in the State's Right of Way.

State Storm Water Reviews of Mount Vista & Pine Ridge- Brad explains two developments with town roads that the state notified the town of maintenance items that need to be addressed. Kari to notify maintenance has been scheduled.

Town Clerk – Sherri Morin

Dog Warrant – Dawna hands the Selectboard the warrant and list of untagged dogs, provided by the Town Clerk, and explains that it is a statutory requirement that gives Jennifer Silpe (Animal Control Officer) the right to pursue unlicensed dogs and wolf-hybrids. The Selectboard members sign the warrant.

Finance/Human Resources – RaMona Sheppard

Albertini Property Tax/Land Option Fee – RaMona clarifies that the Albertini Land Option Fee and the property taxes are two separate items and points to paragraph 3 of the contract. The option fee is equivalent to the amount of the taxes and is due on or before the anniversary of the option, which is September 5th. The payment of the property taxes should be paid by the Albertini's. Selectboard asks RaMona to write a letter to the Albertini's explaining.

YTD Expenditure/Revenue Reports- RaMona states only two weeks left in fiscal year. She reviews the expenditure budget status report and the reasons for the overage or underage of each area at this point and which categories still have outstanding expenses to come in. RaMona clarifies that for an item to be charged to the current fiscal year the town has to take physical delivery by fiscal year end. Ordering and paying for an item but not receiving until next fiscal year is considered a prepayment and will go into next years budget. RaMona highlights that the Highway Dept is under budget \$111,000, but is not sure what is outstanding. Town will have to go to voters regarding how to handle. Brad mentions voters did vote to setup a reserve, this would be an opportunity to fund it. On the revenue side the Town had \$145,000 more in revenue of which \$108,000 is FEMA money. Currently have \$63,000 of delinquent taxes compared to \$30,000 last year. Town will be sending one more notice mid July giving until the end of July to pay or goes to tax sale. RaMona explains what should be included in the Capital Fund and depreciation of assets.

Warrants done

Town Administrator- Dawna Brisson

USDA-Rabies Trapping and Bait Drop- Dawna provides the Selectboard with a letter and form from the USDA for permission to drop rabies vaccine and also to trap and release skunk and raccoon from 7/25/12 thru 8/4/12 and again in October. The Selectboard agrees to give permission, Seth Friedman signs the form.

VTRANS Grant- Town received an email stating FY2013 Class 2 grant was approved to resurface 1.25 miles on Pleasant Valley Rd. RaMona explains the importance of including finance in any grant applications. Also, that we should be following the Capital Improvement Plan. Anything that extends the life or improves a road is a capital improvement.

Stop Sign- Dawna informs the Stop Sign Ordinance has been recorded by the Town Clerk and becomes effective 6/27/12. Selectboard will put the stop sign installation on the road crews list of projects.

Computer Repair/Replacement- Dawna reviews the damage done by the power outage earlier in the month. She Provides the Selectboard with quotes from Tech Group for replacement/upgrade of equipment and also a quote for different support coverage options. Selectboard decides it would like to get a couple more opinions and quotes before making any decisions.

Bicycle Parking Grant- Dawna inquires if the Selectboard would

like for her to apply for a grant for a bike rack for Town Hall, located off the parking lot just past the light post. Town required to install and maintain for 2 years. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves applying for the bicycle parking grant for a bike rack to accommodate 6 bikes here at Town Hall at the location discussed. The motion passes 3-0.

On-line Communication – Dawna reviews where/what Selectboard information is already on-line and states Seth has been approached with requests to communicate Selectboard information in additional forms on-line and asks what the Selectboards feeling are on the subject. The Selectboard decides will start by trying adding a quick post on Front Porch Forum something like “Hey the new agenda is out” with a link.

Fuel Procurement- VLCT sent out information on a fuel procurement consortium. Selectboard reviewed and decided not interested in.

Lower English Settlement Drainage- Brad and Nate of the road crew did a site visit to Anne Jobin-Picard’s re: drainage issues she brought before the board at the last meeting. They were unclear on where the issue is. David Rogers also wrote a letter to the Selectboard about drainage in this area. Selectboard decides will try to schedule a site visit with both parties for clarification of issue on 7/5/12 at 5:30pm.

Vacation Day- Dawna requests approval to take a vacation day next Tue 6/26/12. Selectboard approves.

Approval of 6/07/12 Selectboard Meeting Minutes- On motion by Steve Owen, seconded by Seth Friedman, the Selectboard approves the minutes as written. The motion passes 3-0.

Approval of 6/11/12 Selectboard Meeting Minutes- On motion by Steve Owen, seconded by Seth Friedman, the Selectboard approves the minutes as written. The motion passes 3-0.

Announcements- Next regularly scheduled Selectboard meeting is 7/05/12 at 6pm, preceded by a site visit at 5:30pm. The next specially set Selectboard meeting will be 6/29/12 at 8am to discuss Sheriff Contract and review policies and job descriptions.

Road Complaints – Seth Friedman inquires re: status of complaints re: grading. Brad informs that both roads have been graded.

Animal Control Officer- Steve Owen states had a complaint about a week ago re: unable to reach Animal Control Officer. Selectboard to try to meet with Jennifer Silpe on 6/29/12 to review.

Beartown Pit- Seth Friedman states the Selectboard needs to do a site visit. Scheduled site visit for 7:30 am on 6/29/12 before meeting at Town Hall.

8:55 p.m. **On motion by Steve Owen, seconded by Seth Friedman, the Selectboard concludes the public portion of the meeting and enters executive session with RaMona Sheppard regarding personnel items. The motion passes 3-0.**

8:55-9:30PM **Executive Session.**

9:30 PM **Board comes out of Executive Session.**

Action: - A motion passes to make adjustments to Road Crew members salaries effective for the 2012-2013 budget year.
- Selectboard authorizes minor repairs to be done on the 2001 tandem truck in preparation for its sale and proceeds from the sale will be used to help purchase a new body for the 2006 tandem truck.
- Brad makes the selectboard aware that the property next door is for sale and maybe the Town would be interested in purchasing additional lands.

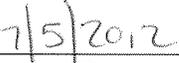
9:40 PM **Meeting Adjourned**

Dawna Brisson, Town Administrator

Read and Approved as submitted/amended



Brad Holden, Chair



Date