

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
6:00 p.m., Thursday, July 19, 2012**

**Present:****Selectboard:** Brad Holden Chair, Seth Friedman**Office:** Dawna Brisson-Town Administrator, RaMona Sheppard-Finance/Human Resource, Sherri Morin-Town Clerk/Treasurer**Public:** Mat Champlin**MMCTV:** Ruth**6:00 p.m. Meeting called to Order by Selectboard Chair****6:00 p.m. Public Comment - NONE**

**6:00 p.m. Mat Champlin – UJFD & Essex Rescue Shared Employee Agreement**  
Mat provides the selectboard with a copy of the signed agreement and reviews what the position will entail. He summarizes that the position is for 43hrs/wk and with the list of duties outlined in the agreement; the person will be very busy. He states he is here to get the Selectboard's head nod that they're okay with this agreement, so they can move forward and hire. Mat states they plan to provide information regarding this in the annual report to be published in the Town Report. On motion by Seth Friedman, seconded by Brad Holden the Selectboard approves moving forward with the shared employee agreement for 2012 and to release the funds. The motion passes 2-0, 1 absent.

**6:21 p.m. Mat Champlin departs.**

**6:21 p.m. Finance/Human Resources – RaMona Sheppard**  
**Sign Albertini Option Extension Letter-** RaMona explains she had our attorney prepare the letter. In the past the Town has abated their taxes, don't have authority to do. This letter outlines the correct handling according to the option agreement. Seth Friedman has questions regarding the wording of the letter. He will contact the town attorney to clarify. No action taken. To be revisited at next meeting.  
**Discuss Appropriations for Social Services-** RaMona provides the Selectboard with a pamphlet concerning social service agency appropriations and explains they have to directly help the town. Also highlights it has good pointers re: Ballot items.  
**Review Preliminary FY11-12 Year End Fund Balance –** RaMona provides preliminary financial reports, noting not going over in detail as there are still some changes to happen. Right now show a surplus of \$292,000, which gives us a fund balance of \$754,000. She notes that we

don't get to use all that, as explained on the balance sheet handout, some funds are restricted by external parties. She highlights that this is the first year we have really had a fund policy, which is 15% of expenditures to be kept in an unreserved fund to meet unexpected events. This is equivalent to approximately 2 months of expenses. She states preliminary figures, but feel we ended the year really well.

**Review Road Commissioner Draft Job Description/Compensation –** RaMona provides the Selectboard with a copy of the draft job description and information from VLCT regarding public works compensation, noting no description, so can vary a lot. Selectboard reviews and feels the job description looks right on. They also mention the draft job description for the road crew that was created prior, also seems good. The Selectboard schedules a meeting for Monday 7/23/12 at 8am to meet with the Road Crew to review the Road/Highway Worker Draft Job Description. It is mentioned that there is also a request for an executive session regarding a personnel item, the Selectboard schedules that for Monday also at 7am.

**Approve FY12-13 Wages and Salaries-** RaMona provides the Selectboard with a copy of the salary increase worksheet and a sheet for each employee with their salary history. She notes the increase was reflected in this weeks paychecks and are as budgeted. Everyone received a 4% increase, except Scott Kilpeck and Nate Sullivan. Also notes that Jed's includes the insurance opt out amount. After reviewing, Brad Holden and Seth Friedman sign. Steve Owen absent, will have to sign later. Note: Pam Shover also did not receive a 4% increase, not specifically stated on the record, but reflected in the paperwork filed and according to budget.

**6:55 p.m. Warrants- Selectboard reviews and approves.**

**6:55 p.m. Town Administrator- Dawna Brisson**  
**Sign Lister's Open Space Land Contract–** Dawna provides Selectboard with an Open Space Land Contract for signature. RaMona points out that the contract is incomplete and that section #2, 3 and 4 need to be completed. The Selectboard agrees, asks contract be returned to Pam Shover for completion and the Selectboard will take up again at the Monday meeting.

**Computer Quotes/set presentation schedule –** Dawna states she forwarded quotes for computer hardware and support from Tech group and Rose Computer for the Selectboard's review. The 3<sup>rd</sup> quote is currently being written up, met with NPI on Monday. Tech group is scheduled to present the information to the Selectboard on 8/16, and will try to have the other two present that night also, if not will be 8/2. RaMona notes that she and Kari put \$16,000 in the Capital Improvement Plan for Firewall/Server.

**Sign Violation Letter re: Illegal Curb Cut on N Underhill Station Rd-**

Dawna states does not have the letter complete, needs information from Brad regarding the site visit and meeting back in April. Brad provides the information, Dawna to complete and have the Selectboard review and sign. Dawna also questions why violation letters are not prepared by zoning for Selectboards review and signature, like access permits are. It is explained that this is a general violation of something that has never involved zoning.

**Energy Committee Question-** Dawna reads their question (A couple of solar vendors have approached us to explore the possibility of installing a solar electric system for the Town. They have financing options which could mean that there would be NO COST to the Town at all. One option, for example, is that they would install a system and the town would pay the same amount as it currently pays for electricity for 20 years. I.e., the Town's electricity bill would be fixed for 20 years while the price of electricity increases. And the Town would be using clean solar energy!

The Energy Committee would like to meet with the vendors to explore possibilities and collect information that we could present to the Selectboard. Could you check with the Selectboard if they would be open to this possibility? I don't want to waste anyone's time.)

RaMonna states this should be part of the Capital Improvement Plan and they need to go to the Planning Commission, not the Selectboard.

The Selectboard indicates that they are interested/open to solar options, but need to let them know they need to follow the proper system and contact the Planning Commission.

**Trails Committee Question** – Dawna reads their question (Wondering if the selectmen have been hearing anything from residents about trails. This could include inquiries, positive or problem areas) Brad indicates has heard positive feedback, trails are dry, no complaints. Seth indicates has had questions about the state of the trail on town shed property-flagging, lack of trail.

**Outstanding project updates:**

**Grant for 3 culverts on Irish Settlement, Barrett Lane, and Beartown** Justin Kenney has been in contact with RaMonna and myself, I just sent him names and addresses so he can contact landowners for preliminary verbal agreement to move forward.

**PACE presentation-** Tentatively set for 9/13/12 Thur Selectboard meeting at 7pm. Brad indicates he is not able to attend that date, Dawna to reschedule.

**Town Hall Roof/gutters/paint-** On motion by Seth Friedman, seconded by Brad Holden, the Selectboard decides to hire Todd Bannister Roofing, fully insured, to rescrew, paint and remove gutters from the Town Hall roof for the price of \$2000. The motion passes 2-0, 1 absent. RaMonna indicates she has received the general liability and workers comp from him, but still needs the independent contractor & W9 forms before he can start. Seth clarifies that the gutters are tied to the roof and he shouldn't be touching the building. Seth states he has 3 quotes, all lead certified, for the painting of the building. Sherri Morin reminds the

Selectboard to check the town hall rental schedule before scheduling the painters.

**Bank Erosion near bridge on Blakey Rd-** Dawna inquires if anyone has received any correspondence, as Jim Ryan and Keegan Tierney were supposed to have done a site visit. No one has received anything, Dawna to follow up with them.

**Post Office Paving Quote-** Brad states Impact Paving Inc has done a good job in the past. Quote to fix the big lump at the Post Office on Park St. They will repair ½ at a time, so not to cut off traffic, like to have done right after culverts are completed. On motion by Seth Friedman, seconded by Brad Holden, the Selectboard approves hiring Impact Paving Inc. to improve the Post Office parking by fixing the lump on Park St. The motion passes 2-0, 1 absent.

**2010 Class 2 MUTCD signs on Pleasant Valley Rd status-** Seth will check if complete, if yes, Dawna will contact Mario to come do the final inspection. Also, the State wants to know where the Brown State Park signs are. Seth to check on also.

**Carolyn Gregson reseeding site visit-** Brad looked at area, the problem is the engineer specs call for erosion matting, which doesn't grow grass well. Not sure what to do, possibly hydro seed and then blow hay on it.

**Town Birthday Committee-** Posted and sent out emails, no response yet.

**Reminder** – CSWD \$4000, mileage certification, radio narrow banding

**Discuss Crosswalk Maintenance/Signage Request-** Resident inquired about at least repainting, and possibly adding moveable crosswalk signs here at Town Hall, and by each Post Office. The road crew has indicated that the cross walks are scheduled to be repainted in August. They did have 1 portable crosswalk sign, which they have located in the cross walk here at Town Hall. The Selectboard feels the moveable signs are a good idea and asks Dawna to let Nate Sullivan know to order 3 more just like the one in front of Town Hall.

**Minutes - Approval of 6/29/12 Selectboard Meeting Minutes-** On motion by Seth Friedman, seconded by Brad Holden, the Selectboard approves the minutes as written. The motion passes 2-0, 1 absent.

**Approval of 7/05/12 Selectboard Meeting Minutes** – Not able to approve without Steve Owen present. Approve at next Regular Meeting.

**New Business- RaMona Sheppard**

**Sheriff** in today questioning the hours in the contract – Is the one Saturday per month hours included in the 10hrs/wk or additional?

Saturday hours come out of the 10 hours per week. The sheriff had indicated that the Saturday hours would be shared with surrounding towns, so not in Underhill all day.

**VLCT Safety Scholarships and Education/Training Scholarships still available.** FYI-Any safety needs at Town Garage?

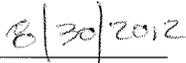
**New Road Crew position** – Selectboard asks RaMona if she will place ad for 2 weeks, will get her the job description once meet with the Road Crew on Monday.

**Announcements** – Next Regular Meeting is 8/02/12 at 6pm

**7:45 p.m. Adjourn** – On motion by Seth Friedman, seconded by Brad Holden, the selectboard adjourns the meeting. The motion passes 2-0, 1 absent.

Dawna Brisson, Town Administrator

Read and Approved as submitted/amended

	
_____ Brad Holden, Chair	_____ Date