

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
5:30 p.m., Thursday, January 2, 2014**

**Selectboard:** Brad Holden, Seth Friedman and David Rogers

**Town Staff:** Brian Bigelow, Town Administrator, Nate Sullivan, Road Foreman and Sherri Morin, Town Clerk

**Public:** Mike Wiesel

**5:35 p.m.** Meeting called to order. David Rogers made a motion to enter Executive Session with Road Foreman and Town Administrator to discuss a personnel matter. Brad Holden seconded and the motion passed 2-0. Seth Friedman arrived at 5:45 and joined Executive Session. At 6:04 p.m., The Board exited executive session on a motion by David Rogers, seconded by Seth Friedman and passed by a vote of 3-0.

David Rogers moved to include a combined wage adjustment for the Road Foreman of 6.1% in the FY14-15 municipal budget. Seth Friedman seconded and the motion passed 3-0.

**6:05 p.m. Public Comment – None.**

**6:06 p.m. Capital Improvement Program.**

Public Hearing on 2015 – 2020 CIP opened. Absent public input, the Board addressed the rationale and strategies behind the planning process: identification of Capital Projects, the associated estimated costs and proposed funding methods. That forecasting is performed with the goals of minimizing large fluctuations in the tax rate and reducing the need to incur additional debt.

Of special note for the Capital Budget for FY14-15 are the necessary repairs and improvement to the Town Highway Garage roof, replacement of the 1999 International Dump Truck, and a one time removal of \$130,000 from the Major Reconstruction line for Class III Gravel Roads

Seth Friedman made a motion to adopt the 2015-2020 CIP as presented to include a FY14-15 Capital Budget of \$500,000 with projected funding of \$160,000 through financing and \$340,000 from Current Year taxes. Motion is seconded by David Rogers and passed 3-0. Capital Budget will be included within the Town Report.

**6:23 p.m. Discussion of Town Hall Renovations with Mike Weisel**

Selectboard, Mike Weisel and Staff had discussions regarding planning for additional repairs and renovations to the exterior of the Town Hall for the upcoming construction season. By consensus the Board asked Weisel to draft forms for their review that will take into consideration:

- depending on availability, continuing to retain Marty Danaher as carpentry contractor on a Time & Materials cost basis,

- a general schedule of having the carpentry start in April and painting and glazing start in June, and,
- bid packets for painting and/or glazing allowing for bids on a per façade basis.

**6:52 p.m. Computerization and Reserve Funds**

Town Clerk Sherri Morin presented a proposal to the Board to proceed with the computerization of Town Land Records. Proposal by Xerox Services (Formerly ACS) would be similar to their contracts with the other Vermont towns (38) which have contracted with Xerox the process with good results. Proposal cost is \$685/month for a sixty month contract, an increase over the current \$350/month by CIS; but Xerox provides more in the way of hardware, (2 computers), consumables (paper and binders) and has the better software (20/20 Perfect Vision). Reserve Funds and Recording Fees will be used to cover costs.

David Rogers moved a resolution to increase support of the Restoration and Computerization of Municipal Records Fund with \$3.00 of the current \$10.00 per page recording fee. Seth Friedman seconded and the motion passed 3-0. The Board signed the prepared resolution.

David Rogers moved to enter into a contract with Xerox to provide computerization of Town of Underhill Land Records. Seth Friedman seconded and the resolution passed 3-0. Contract to be prepared for review and signature by the Board and the information to be forwarded to Town Financial Officer.

**7:36 p.m. Warrants and Minutes**

Current Warrants reviewed and signed.

Review of 12/09/13 Minutes. Seth Friedman moved to approve the minutes of 12/09/2013. David Rogers seconded and the motion passed 2-0 (Holden abstaining).

Review of 12/19/13 Minutes. David Rogers moved to approve the minutes of 12/19/2013. Brad Holden seconded and the motion passed 2-0 (Friedman abstaining).

Review of 12/30/13 Minutes. David Rogers moved to approve the minutes of 12/30/2013. Seth Friedman seconded and the motion passed 3-0.

**7:10 p.m. Announcements/Schedule**

Announcement made of next regular Selectboard Meeting scheduled for January 16, 2014. A Public Hearing is scheduled for Wednesday, January 8, 2014 at the Town Hall for the Proposed Land Use bylaw amendments.

**7:16 p.m. Adjournment.**

David Rogers moved to adjourn. Seth Freidman seconded and the motion passed 3-0.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended

  
 \_\_\_\_\_  
 Brad Holden, Chair

\_\_\_\_\_  
 1/16/14  
 Date