TOWN OF UNDERHILL
SELECTBOARD SPECIAL MEETING MINUTES
4:00 p.m., Wednesday, May 7, 2014

Selectboard: Seth Friedman, David Rogers and Cliff Peterson
Town Staff: RaMona Sheppard, Sarah McShane, Pam Shover, and Brian Bigelow
Public: Charlie Van Winkle

4:00 p.m. Meeting called to order.

4:00 p.m. **Public Comment** – None.

4:01 p.m. **Department Statuses** – Peter Brooks has resigned from his position as Lister. Chief Lister Pam Shover said the line item for Lister pay would be under this year even with the inclusion of a new Lister working more hours than Peter Brooks. Best estimate for FY 2015 would be 2,150 hours against a budget of 2,200 hours. Discussion ensued regarding the Town Policy of offering benefits at a threshold of 17.5 hours a week.

It is the intent of the Selectboard to change current policies and only offer benefits to fulltime (40 hours per week) employees with exceptions for employees or officials who are currently enrolled in any benefit plan being 'grandfathered', and in cases that statue or current insurance policies or outside contracts require benefit eligibility at less than 40 hours per week. Other than those exceptions; the definition of full time is changed to refer to one who works on a continuous basis a minimum of 40 hours per week. This change in policy is effective immediately for all hires or appointments as of May 7, 2014.

David Rogers moved to have the Human Resource Manager update all benefit plans and all related policies or procedures and bring them into agreement with this policy by July 1, 2014. Cliff Peterson seconded and the motion passed by a vote of 3-0.

Cliff Peterson moved to appoint Melissa Lawson effective May 7, 2014 to the position of Lister at an hourly rate of $14.50; recognizing that she would have to seek election in 2015. David Rogers seconded and the motion passed 3-0.

Town Zoning Administrator/Planner Sarah McShane met with the Board to discuss a proposal for manning the office and attending evening meetings for the month of May. By consensus the Selectboard was satisfied with the hours of the Zoning and Planning Department on non meeting days being 8:00 – 3:00.

5:10 p.m. David Rogers moved to enter Executive Session with Charlie Van Winkle to discuss legal matters before the Board. Cliff Peterson seconded and the motion passed 3-0.

6:00 p.m. David Rogers moved to exit Executive Session. Cliff Peterson seconded and the motion passed 3-0.

No action taken or resolutions made.

601: p.m. Announcements/Schedule.
Announcement made of next regular Selectboard Meeting scheduled for May 13, 2014 at 6:00 PM.

6:02 p.m. Adjournment.
David Rogers moved to adjourn. Cliff Peterson seconded and the motion passed 3-0.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended.

5.13.14

Seth Friedman, Chair Date