

**TOWN OF UNDERHILL
SELECTBOARD SPECIAL MEETING MINUTES
8:30 a.m., Tuesday, December 17, 2014**

Selectboard: Seth Friedman, David Rogers and Cliff Peterson

Town Staff: Sarah McShane, Mona Sheppard, Sherri Morin, Pam Shover, Nate Sullivan and Brian Bigelow

Public: Brad Holden

8:30 a.m. Meeting called to order. Special meeting for work on FY15-16 Budget to be followed by an Executive Session for Personnel matters. Adjustments to agenda: Employee reviews to held at a later date yet to be determined, Rollover of vacation hours request of Sarah McShane, discussion about doorbell, Highway Garage generator, Job Title change, Local Agreement, Payment in Lieu of Insurance and CIP.

8:31 a.m. Public Comment – No members of the public in attendance.

8:32 a.m. Vacation Rollover -

Discussion was held regarding the policy and practice of requests for rolling over unused vacation hours into following year of employment.

David Rogers moved to allow Sarah McShane to carry over 32 hours into her second year of employment with the Town of Underhill. Cliff Peterson seconded and the motion passed 3-0.

Town Highway - Discussion was held about the need, and potential methods of budgeting, for a generator at the Town Highway Garage. Consideration will need to be given to the size/capacity required, purchase price, labor for installation and ongoing maintenance. Road Foreman to start the process by identifying items; fuel pump, air compressors, overhead doors etc. that need to be powered during outages.

Consensus of Selectboard was to utilize the new dump truck now and perform final paintjob in the spring of 2015. Finance Officer to close out the Capital cost of the 2014 International.

Consensus of Board to have Job Title discussion in Executive Session.

Discussion about the options for securing the Town Hall after regular office hours but prior to evening meetings. Consensus of Board was that employees should be able to secure the exterior door. Doorbell option considered. The Chairs of the various Town committees have keys and members and general public can call to request entrance.

Discussion about the Payment in Lieu of Insurance option ensued. Board reviewed a Formal Record of Action for Section 125 Cafeteria Plan prepared by Town Finance Officer.

David Rogers moved to have the Town offer a Payment in Lieu of Insurance for employees who opt out of the employee health insurance benefit equal to 42% of the cost to the Town of providing insurance. Cliff Peterson seconded and the motion passed 3-0. The Board signed the provided Record of Action.

Discussion about the method of showing the impact of Local Agreements on the Town Budget. Local Agreement will be in a separate section.

9:10 a.m. Capital Improvement Plan

Board confirmed their consensus to proceed with the Capital Budget as prepared but with minor edits to the program. Town Administrator to make the edits and warn a Public Hearing for January 6, 2015.

9:15 a.m. Draft FY15-16 Municipal Budget

Budget dated 12/15/15 was reviewed by Selectboard and Department Heads. Modifications proposed and discussed. Mona Sheppard to input agreed upon changes into the next draft of the budget for Selectboard review. Current numbers would be a budget increase of between 3-4%.

11:00 p.m. FY13-14 Unassigned Surplus

Preliminary reports show a surplus in FY14. Discussion ensued about various options. When the FY15-16 budget is finalized; additional discussions about unassigned fund balances will be held. Municipal staff will draft Town Meeting Ballot language and propose dollar amounts regarding Rainy Day Fund, Capital Fund and additional Town Highway work.

Discussion about overspending on items in the 2014 \$10,000 Energy Grant and the lack of rebates received to date. The consensus of the Selectboard was to investigate the option of not installing the new lights in the Town Garage. Town Administrator to contact the supplier regarding their return policy.

11:30 a.m. Member Items, Correspondence, Announcements, Schedule.

The next regularly scheduled meeting is December 23, 2014 at 6:00 p.m. Consensus of Board was to have the meeting earlier in the day with a 3:00 p.m. start time. Town Administrator to warn the change.

Pam Shover will have 2014 Grand List Errors & Omissions on the agenda.

11:35 a.m. Executive Session

David Rogers moved to go into Executive Session with Mona Sheppard to discuss personnel matters. Cliff Peterson seconded and the motion passed 3-0.

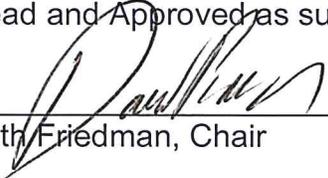
12:10 a.m. On a motion by David Rogers, seconded by Cliff Peterson and passing 3-0; the Selectboard exited Executive Session. As a result of Executive Session the Selectboard has changed the Job Title of Finance Officer to Finance Director.

12:15 a.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.



Seth Friedman, Chair

12/23/14

Date