

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
6:00 p.m., Thursday, September 27, 2012**

**Present:**

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

**Office:** Dawna Brisson-Town Administrator, RaMona Sheppard-Finance Officer/Human Resources, Sherri Morin-Town Clerk/Treasurer

**Public:** Mary & Bob Martelle, Carol Weston, Peter Bennett, Steve Webster, Bob Murphy, Peter Duval

**MMCTV**

**6:02 p.m. Meeting called to Order by Selectboard Chair**

**6:02 p.m. Public Comment – None**

**6:02 p.m. First Step Print Shop- Mary & Bob Martelle**

The Martelle's ask if the Selectboard knows what happened to cause the flooding of their house and shop in April of 2011. The Selectboard recounts what happened with the culverts along Park St. It was a 100+ year event, FEMA paid the town to put the culverts back in the ground. Town had an engineering study done, but hard to engineer for a 100+ year event. Even though culverts installed properly the first time, did spend extra money to backfill with stone and added a headwall, trying to go the extra mile so it doesn't happen again, but can't guarantee, look at Irene. Martelle's question the Insurance company's findings/denial of their claim, how can they say put in correctly? This event has made it impossible for them to refinance. Here to ask the Selectboard to consult with their insurance about any possible avenues available.

**6:15 p.m. Mary & Bob Martelle depart.**

**6:15 p.m. Zoning and Planning**

Selectboard reviews the draft Access Permit for subdivision at 8 Dumas Rd. Brad states he did a site visit today. Sight line is fine, road conditions are smooth, flat, and safe. Class III road with 4 rod right-of-way. Flat area with room to push snow back. New drive is very close to the beginning, so 2 way traffic not a problem, would only have to wait a second. Don't see any reason to not approve access. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves the access permit to the 8 Dumas subdivision. The motion passes 3-0.

Note from Zoning and Planning Administrator Kari Papelbon asking the Selectboard to make a ruling on the bonding issue of the Tim Potvin subdivision. On motion by Steve Owen, seconded by Seth Friedman, the Selectboard waives bonding on the Tim Potvin subdivision. The motion passes 3-0.

On 10/03 the Planning Commission will be discussing the update to the Sidewalk Feasibility Study. Selectboard decides Brad Holden will be attending on behalf of the Selectboard.

On 10/15 the Development Review Board will be having a hearing on a curb cut and new driveway application. Selectboard decides that Steve Owen and Seth Friedman will attend the site visit and hearing.

**6:25 p.m. Finance - RaMona Sheppard**

**Financial Review-** RaMona provides the Selectboard with 3 reports: Revenue to Budget, Highway Expenditures to Budget, and General Expenditures to Budget. End of 1<sup>st</sup> quarter, expenditures should be at 25%, showing very good numbers in all departments.

General Government (Town Clerk, Town Hall, Finance, Listers, Admin and Selectboard) is at 20%, Public Safety (Animal Control, Fire, Sheriff, VNA, Town Health Officer) is at 23%, Recreation is at 46% (no costs in winter), Planning & Zoning is at 22%, Appropriations range from 25%-100% because of payment scheduling. Highway is at 24%.

In total Highway is 50% of annual budget because of capital- truck 98% of budget, Infrastructure 152% of budget (110k and spent 167k, of which 117k we should receive from grant).

Total town is 39% of annual budget expenditures.

Revenue is at 92% and anticipates it will reach 100%.

Long term debt balance is \$600k (bond-\$315k, 2011 truck-\$110k, 2013 truck-\$175k).

Cash Balance is \$583k with restrictions on about 1/3.

Delinquent Taxes for current year \$18k-20k.

Tax sale tentatively scheduled for mid October- approx \$35k.

40 Revised Tax bills issued this week.

Audit for year ending 06/30/12 field work is complete, in process of preparing draft AFS.

Things look good.

**Clarification on a few items from the 08/30/12 Selectboard Meeting-**

Paid time off for part-time employees when town office was closed for rug cleaning- 4 hours or normal work hours? Note -Personnel Handbook states part-time personnel do not get paid sick, holiday or vacation, the feeling being that they are able to rearrange their hours instead. Don't see the closure being any different than a holiday closing. Also, one part-time employee is an elected employee and one is an appointed employee. Selectboard understands her point, however, what is done is done and they were to be paid their scheduled hours for that day.

VLCT Voting Delegate – See that Selectboard did not name a voting delegate, I will be attending the Town Fair if you want me to be the town's

voting delegate. Selectboard thanks for offering but decide not to send a voting delegate.

Update on Town Garage bathroom mold issue. The Selectboard informs it has been taken care of. It was just surface mold that was removed with bleach.

Clarification on which truck is being sold, as the minutes refer to a 1999 and the ad is for a 2001. It is the 2001.

**Cargill contract-** for bulk deicing road salt. Option 1 has a fuel surcharge, tonnage is guaranteed, and no price changes from last year. Option 2 no fuel surcharge, no tonnage guarantee, lesser price. Selectboard wants the guaranteed tonnage and initial and sign the contract for option 1.

**PACIF Professional/Liability Insurance renewal-** On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves renewing our PACIF insurance with VLCT. The motion passes 3-0.

**Seminars-** Will be attending the VLCT Town Fair on Oct. 04 and a Blue Cross Blue Shield breakfast discussion in early Oct. regarding health insurance changes as they work toward exchanges then the single payer system, so can keep up to date.

**Hydro seeding rental** – Milton rental is not the place discussed to rent from in the minutes? Has the Selectboard given someone on the Road Crew authorization to purchase? No one on the Road has authorization to purchase and Milton Rental is the only place that rents hydro seeding, so need to add them as a vendor. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves adding Milton Rental as a vendor. The motion passes 3-0.

**6:55 p.m. Carol Weston, Peter Bennett, Bob Murphy, Steve Webster and Peter Duval join the meeting.**

**6:55 p.m. PACE- Carol Weston of Efficiency VT**  
Carol Weston hands out answers to some questions she received and summarizes the PACE program and changes. Efficiency VT can now run the PACE program for the town including billing and collecting, if the town chooses. Town would then be responsible to hold a vote on becoming a PACE district, adopting PACE, filing annual reports and Collecting on delinquent accounts. Recommends creating a policy for the collection procedure. PACE provides another option for financing green projects. This is attractive to some, for example if unsure if staying in your home, as it is a lien on the home and transfer to the new owner.

**7:35 p.m. Carol Weston, Peter Bennett, Bob Murphy, Steve Webster and Peter Duval depart.**

**7:35 p.m. Warrants-** Selectboard reviews and approves.

**7:40 p.m. Town Administrator- Dawna Brisson- Old Business:**

**Amend Underhill Speed Control Ordinance for Range Rd-** Dawna provides the Selectboard with a Notice of the amendment, the Amendment to Underhill Speed Control ordinance, and the summary of the Speed Limit Study done by CCRPC. The notice and amendment have been reviewed by VLCT attorney. The study recommends reducing the speed limit from 35mph to 25mph. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves amending the speed on Range Rd from 35mph to 25mph. The motion passes 3-0. The Selectboard signs the Amendment to Underhill Speed Control Ordinance.

**New Business:**

**Clark's Community Fund.** – They would like to donate 3-6 maple trees to plant on the green by the church to replace dead trees and if town would be willing to remove the dead trees. On motion by Steve Owen, seconded by Seth Friedman, the Selectboard approves the road crew removing dead trees, if they feel they can do safely, and agree to give permission to Clark's Community Fund to donate replacement trees. The motion passes 3-0.

**Janice Phinney's question regarding tree donation** – Possible to donate a small sugar maple tree and its planting with a brass tree plaque with her son-in-law's name on it, in his memory, to be planted in the town park across from the Town Hall. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves with the conditions the family purchase the tree, the family hires the planting and plants in the spot flagged by the town, Town Park will be put back to original condition, and the plaque be no more than 4"x6" on the ground at tree base. The motion passes 3-0.

**2013 VLCT Municipal Policy draft-** VLCT looking for any additions or amendments the Town would like to see. Selectboard has no changes/amendments to submit.

Selectboard approves Town Administrator attending "Managing the Municipal Budget" seminar put on by VLCT on Wednesday 10/10/12.

**Pike Industries quote/contract for shoulder RAP for Pleasant Valley Rd and Stevensville Rd.** Pike has a shoulder machine and RAP holds better than gravel. Stevensville Rd has not been paved yet, but will be soon. The Pleasant Valley Rd RAP was not included in the Class II Hwy

grant, but will check with Vtrans if can include the cost. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves Pike Industries to install 1' RAP shoulder on Pleasant Valley Rd for \$11,750.00. The motion passes 3-0. May use some of our own material for Stevensville Rd. Brad Holden signs the quote/contract.

**Minutes:**

**Approval of 8/23/12 AM 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 8/23/12 PM 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 8/27/12 Selectboard Meeting Minutes-** On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves the minutes as written. The motion passes 3-0.

**Approval of 8/30/12 Selectboard Meeting Minutes-** On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves the minutes as written. The motion passes 3-0.

**Approval of 9/21/12 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 abstained.

**8:10 p.m. Adjourn** – On motion by Steve Owen, seconded by Seth Friedman, the selectboard adjourns the public portion of the Selectboard meeting to go into Executive Session for a personnel review. The motion passes 3-0.

Dawna Brisson, Town Administrator  
Read and Approved as submitted/amended



Brad Holden, Chair

10/11/12

Date