

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
TUESDAY DECEMBER 11, 2012**

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

Town Employees: Kari Papelbon-Zoning & Planning Administrator, Sherri Morin-Town Clerk/Treasurer, RaMona Sheppard-Finance/Human Resources, Pam Shover-Chief Lister, Dawna Brisson-Town Administrator

Public-none

8:00 AM

Capital Improvement Program (CIP) work session-

RaMona provides a copy of the updated proposed Capital Improvement Program spreadsheet. Starting with the first figure in the FY13-14 column, Brad explains he did some figuring and reviewed information that the gravel pit task force had gathered and came up with a gravel road reconstruction figure of \$65/lineal foot. The Selectboard feels 2,000 feet/yr gravel road reconstruction, contracted out, is a good goal; therefore the amount on the spreadsheet should be reduced from \$243,620 to \$130,000. Need to create a triage list to determine which areas to do first. Paved road figure is based off a quote from Pike for 1 mile, believe includes RAP, will check and correct if doesn't. Brad & Dawna met with Chris Brunelle of the State regarding Page Rd and Dean Rd and he encouraged us to be more creative in what we replace the culverts with, could replace with steel bridge, therefore, would like to change the wording and replace "Concrete Boxes" with "Culvert Replacement/Alternative Crossing". Dean Rd is not travelled much and has been there for a very long time and working ok, would like to move it out to FY15-16. Sidewalks-Flats \$360,000 is the full amount, the grant monies would go in under revenue. Kari has a meeting on this Thur afternoon, as of now does not have an updated report or phasing schedule. Once knows more may be able to spread that \$amount over multiple years. Total General Requests leave as is. The \$35,000 under new roof in current year wasn't use, so need to ask the voters if can use for building preservation. Taxpayers will have to vote on using the surplus also. It is mentioned Essex passed a resolution to fund there CIP with a 2¢ tax. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard adopts the CIP with amendments as discussed as the draft to go to public hearing with. The motion passes 3-0. Note need to update the narrative also.

Budget FY 2013-2014 work session -

Employee raises- Seth feels the road crew pay adjustment done this summer was to fairly compensate the road crew for the job they do under the new road crew structure and to bring them all in line. He understands

an audit of the office staff jobs was done by VLCT a few years ago to bring the office staff wages in line. Now that everyone is in line he feels the pay increase should be the same across the board for all employees at 2%. Brad states he originally felt that the raises given to the road crew this summer would be for the year and that they should get 0%, but wasn't thinking about the fact we are talking 18 months out. Steve feels we should try to stay even and the average of the past is 3%. RaMonna asks the Selectboard with the changes coming re: health care, if the changes affect our total compensation package, that they be willing to revisit pay rates, the selectboard agrees. On motion by Seth Friedman, seconded by Steve Owen the Selectboard moves to give a 2 ½% increase across the board. The motion passes 3-0. Selectboard would like to work toward creating a pay program to make this process more standard, such as a step pay program. RaMonna is in the process of working on this, will be probably April before has anything to share. In lieu of insurance is discussed and will wait and address any changes there until after the new health care changes are here. Selectboard asks for more information regarding a few figures in the budget. Town Hall technical expenditures increase is \$400/month new database software. Planning and Zoning Professional fees are for consultation help on projects. Advertising are for DRB hearing fees, have to pay up front and also Planning commission projects that need to be warned/advertised. Energy Committee has no money allocated to them because they did not respond. The selectboard decides to allocate \$350.00 for their budget. CUSI has \$4800 where we have given \$1500 in the past because that is the amount they are asking for and we have never given the amount requested in the past. Decide to have the amount as an article to be discussed from the floor. Ask CUSI if they would like to attend Town Meeting and/or if they have any educational materials to have available. Volunteer training will come out of the Selectboard Contingency fund, not dept or committee funds. CIP needs to be funded, voted to have a capital reserve fund. Line item in the budget as an expenditure to transfer to the capital reserve. Explain to voters options; possibly go with so many cents tax. Rainy day fund was voted to be funded at 2% of annual budget or approx \$40,000.

E911 Correction-

Selectboard reviews and approves the letter Pam created to send to the homeowners affected by the correction.

- 9:55 am On motion by Seth Friedman, seconded by Steve Owen, the Selectboard moves to go into Executive Session to discuss a personnel issue with Pam Shover.
- 10:10 AM Selectboard exits executive session. No Action Taken.
- 10:10 AM **Meeting Adjourned.**

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

 12/20/18
~~Brad Holden, Chair~~ Date
Steve Owen Vice Chair