

**TOWN OF UNDERHILL
SELECTBOARD SPECIAL MEETING MINUTES
Underhill Town Hall
Monday, December 11, 2017, 2:00 p.m.**

Selectboard: Rick Heh, Kurt Johnson and Pat Sabalis

Town Staff: Nate Sullivan, Jed Abair, Dwayne Norway, Scott Kilpeck, RaMona Sheppard and Brian Bigelow

Public: None

2:03 p.m. Call to order, adjustments to agenda. Meeting called to order by Chair. Adjustments to Agenda: Add warrant review and approval and an Executive Session to discuss a personnel issue prior to adjournment.

2:04 p.m. Public Comment Period. None

2:05 p.m. Discussion with Employees re: Changes to Personnel Policy. Selectboard and staff discussed the changes to the method of determining Overtime hours and the method of calculating the On Call bonus.

A sample of the new Overtime language was distributed and reviewed. The change was from the policy that all hours paid in excess of forty hours were paid at 1.5 times the regular rate. New policy will change the second paragraph of section 4.C of the Town of Underhill Personnel Policy Handbook to read: Non-exempt employees are eligible for overtime pay at 1.5 times the regular rate for all hours worked in excess of 40 hours per week. Only i) hours worked and ii) holidays and personal time paid but not worked are counted in determining whether overtime pay is due.

On Call Bonus is currently \$2,000 per season paid in four payments during December, January, February and March. Under the new policy, the winter On Call Bonus/Stipend will be paid as a percentage of all compensation paid during the winter months of December, January, February and March. The 2017-2018 Bonus/Stipend will be 10% paid in biweekly installments on the normal paydays during those months. The Town will review the percentage at the end of the 2017-2018 winter season.

2:48 p.m. Warrants. Board reviewed and signed current warrant.

2:50 p.m. Executive Session.

Rick Heh moved that the Selectboard enter Executive Session with Human Resources Director to discuss the appointment or employment or evaluation of a public officer or employee under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes. Kurt Johnson seconded and the motion passed 3-0.

At 3:25 p.m. Rick Heh moved to exit Executive Session. Kurt Johnson seconded and the motion passed 3-0.

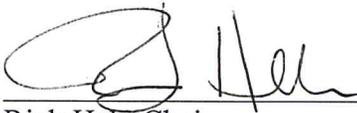
Selectboard will address Human Resources Director's concerns in January when the town is past the budget season. Human Resource Director directed to discuss personnel issue with employee.

3:27 p.m. Member Items, Correspondence, Announcements, Schedule. Consensus of Selectboard to solicit quotes for a generator at the Town Garage. Notice made of the next 2017 Regular Selectboard Meeting being December 19, 2017. Notice made of Public Hearing for Zoning Bylaw updates on December 12 (6:00p.m) and of a Special Meeting on December 12, 2017 after the Public Hearing.

3:45 p.m. Adjournment: On a motion made by Rick Heh and seconded by Kurt Johnson the Selectboard unanimously voted to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended



Rick Heh, Chair

12-19-17
Date