

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
THURSDAY DECEMBER 20, 2012**

**Selectboard:** Steve Owen-Vice chair, Seth Friedman

**Office:** Dawna Brisson- Town Administrator, RaMona Sheppard- Finance Officer/  
Human Resources, Sherri Morin- Town Clerk/Treasurer, Kari Papelbon- Zoning &  
Planning Administrator, Scott Kilpeck- Road Crew

**Public:** Steve McClellan, Chuck Bolton

**MMCTV:** Ruth

- 6:03 p.m.      **Chair calls meeting to order. Everyone above present except Kari Papelbon and Scott Kilpeck.**
- 6:03 p.m.      **No public comment.**
- 6:03 p.m.      **Property Next to Underhill Center Post Office – Steve McClellan & Chuck Bolton**  
Seth explains the Selectboard feels that the property would be an enhancement to the Post Office property which is an asset of the town; however, need to go to the voters before can commit any monies. The Selectboard invited you in to see if amenable to taking the property off the market, while the town puts it on the ballot. Not ready at this point to negotiate, but looking at for the land value, not the homestead. Realtor explains lot is ½ acre, 150' square. Mr. Bolton suggests the town has the property appraised, and then have an agreement written up by the Attorneys with \$1000 deposit to hold that would be returned within X amount of time or no deposit if okay with Attorneys. Mr. McClellan states he would like the town to have.
- 6:12 p.m.      **Steve McClellan and Chuck Bolton depart.**
- 6:12 p.m.      **Planning/Zoning Administrator - Kari Papelbon joins the meeting.**  
Review Redistricting Project Hearing Comments – Kari hands out 7 maps and reviews the proposed changes in district boundaries and comments received. Underhill Center Village District originally followed the stream, but due to comments changed to follow boundary lines. Also changed from 5acre to ½ acre, setback buffers, stream, wetland, floodplains remain the same and septic is controlled by the state. Concerns were septic, density and potential subdivision. District Boundary change at Range Property to follow boundary lines to eliminate parcels split by 2 districts. Concerns with this change were protection of wildlife, natural features, water contamination and subdivision potential. Outliers were based on original soil maps that are not accurate and don't make any sense anymore. Looking to remove three soil & water conservation areas and make them part of the rural residential. No wildlife corridors affected by

change and most parcels are already developed. Concern here was subdivision potential. Flats are originally based on old water district which is no longer valid. Proposing to redistrict to reflect historic village development patterns. Concerns were very generalized for this area.

Update on Sidewalk Project- Supposed to have met in early December, but now scheduled for January. Kari hands out a Draft Underhill Flats Sidewalk Study Update that highlights 4 alternatives, explaining the total Federal cost is \$100,000 more than old feasibility study. TAC grant option workshop recommends obtaining other grants thru State Bike/Ped program and thru CCRPC. Also waiting on phasing information, total report due before 01/03/13. Explains the total cost under the Federal Funds column is higher than the total cost under the Local Funds column because if you use Federal funds you have additional requirements that you have to meet which raises the cost.

190 Beartown Rd Violations- Kari reviews that the certified letter was received by the owner, no response and now 3 weeks past the deadline given. Two violations, one of the court order and one in regards to the agricultural building. On motion by Seth Friedman, seconded by Steve Owen the Selectboard decides to bring the 190 Beartown violations to the next appropriate legal level. The motion passes 2-0, 1 absent.

Application for storage containers at Town garage- Kari explains the Selectboard needs to file a Building Permit Application if want to add storage containers. Explains temp vs. permanent. Location has to be 30' off New rd, 20' from property lines, if placed in the already cleared area should be okay, otherwise have wetlands to consider. Part of the application need rough estimate of anywhere the trucks can go, paved/drive area.

- 6:40 p.m. Kari Papelbon departs. Scott Kilpeck arrives.**
- 6:40 p.m. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard moves to go into Executive Session with Scott Kilpeck and RaMona Sheppard to discuss a personnel item. The motion passes 2-0, 1 absent.**
- 7:00 p.m. Executive Session ends, No Action Taken and Scott Kilpeck departs.**
- 7:00 p.m. Highway – Nate Sullivan unable to attend.**  
RaMona Sheppard-Human Resources asks to discuss Road Foreman Job Description anyway, as she has questions about some of the proposed changes. Changes reviewed and Selectboard asks RaMona if she would attend the meeting with Nate to explain her concerns with some of the changes proposed.

**7:10 p.m. Finance- RaMona Sheppard**

Update on Clark's repair and sale of truck – Haven't been able to find out who approved the repairs, however, they adjusted the bill. Selectboard decides we should draft a letter to Clarks explaining the procedure/approval process we would like them to follow, which is a written estimate before they can start work and any invoice over \$1000 requires the Selectboard or Road Foreman's signature.

Part-time Plow Driver update – No response to ads, posted on VLCT, our website and will run thru Christmas week at 7 days. Did not run in Free Press due to cost of \$400.

Review Audit Management Rep Letter- Standard letter from Town to audit firm of our representations, only thing different is #1 which refers to GASB 45. We would need to hire an actuary to determine the cost of postemployment benefits and post that as a liability on the balance sheet. The letter needs to be signed by the Selectboard chair before the audit will be released.

Fund Balance Review- Estimate we will end up this year (06-30-13) with \$314,000 surplus in general and \$190,000 surplus in highway, assuming there will be no variances to budget from now to 06-30-13. This is a reduction of \$20,000 from last fiscal year, which is made up of Highway being \$50,000 more and General being \$30,000 less.

VLCT PACIF 25<sup>th</sup> Anniversary Resolution of Appreciation dated 06/29/12 thanking member municipalities for their participation in sustaining a program that works to the benefit of all Vermont municipalities is forwarded to Selectboard to file. RaMona highlights the VLCT PACIF Safety Grants and Scholarships are available and the Safety Committee (Sherri Morin, Nate Sullivan +/- RaMona Sheppard) plan to review and come up with a list of possibilities for the grants.

FY2014 Budget Review- RaMona questions if the Selectboard would like to put money in for an actuary to do a small study. Noting there is a possibility the need maybe moot with the new AFA implementation. If not put in the budget and needed, we could use part of contingency amount have in office supplies. Last page estimates the tax increase to be 8%, last year the increase was 7%. Expenses up 26%, the major factor being the capital.

**Town Administrator- Dawna Brisson**

Revisit the VLCT PACIF equipment grant and how it might be used to offset the cost of the storage containers. The grant applications can be filed starting in early January, they are not decided on until May, however, there is a possibility of an earlier approval if you ask. The grant is for safety and or security. The storage containers address both of those as the

tires to be stored in them are currently stored in a manner that is a safety issue and the reason for this is a security issue/loss of tires. The grant covers 50% of cost up to \$5000. The storage containers will use approx \$4000 of a grant up to \$5000. It is noted that the Safety Committee plans to review needs and come up with a list by May, which could possibly use the full amount of grant money possible. However, you can only apply one time per year, so if used for the containers, the grant will be used up for this year. Selectboard decides to check into the timing of the grant to see if monies available sooner for the containers.

Conflict of Interest Policy- RaMona gave me the Selectboard's copy and need to have you sign the acknowledgement sheet. Seth Friedman and Steve Owen sign their acknowledgements and they are given to RaMona to keep on file.

- 7:35 p.m. Old Business – Sherri Morin**  
Need Selectboard's signature regarding reimbursement for Forest Fire on Mount Mansfield. Selectboard signs.
- 7:36 p.m. Minutes:**  
**Approval of 11/27/12 Selectboard Meeting Minutes-** Not able to approve due to lack of quorum put on agenda for next meeting.  
**Approval of 12/06/12 Selectboard Meeting Minutes –** On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves the minutes as written with hand written correction of time exited executive session. The motion passes 2-0, 1 absent.  
**Approval of 12/11/12 Selectboard CIP/Budget Work Session Minutes-** On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves the minutes as written. The motion passes 2-0, 1 absent.
- 7:42 p.m. Warrants reviewed and signed.**
- 7:45 p.m. Announcements:**  
**Next Selectboard meeting is 01/03/13 at 6pm with the Capital Improvement Program and Plan Hearing being the first half hour 6:00-6:30.**
- 7:45 p.m. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard adjourns. The motion passes 2-0, 1 absent.**

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

  
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Brad Holden, Chair  
Date 1/3/13  
Steve Owen - Vice Chair