

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
THURSDAY JANUARY 31, 2013**

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

Town Staff: Dawna Brisson-Town Administrator, Sherri Morin-Town Clerk, Kari Papelbon-Zoning & Planning, RaMonna Sheppard - Finance/Human Resources, Nate Sullivan-Road Foreman

Public: David Rogers, Charlie Van Winkle, Shanie Bartlett, Richard Albertini, Cynthia Seybolt, Gerry Adams, Trevor Squirrel, Irene Linde, Peter Duval, David Edson, Caroline, Linda Angelino, Sheila Corbett, Richard Becker, Pam Parshall

MMCTV: Ruth

- 6:00 p.m. Meeting called to Order – Selectboard, Town staff, Public (David Rogers, Charlie Van Winkle and Shanie Bartlett) and MMCTV present
No public comment
- 6:00 p.m. Development Review Board chair Charlie Van Winkle introduces Shanie Bartlett, reviews her credentials and recommends to the Selectboard she be appointed to the DRB for 1 year as an alternate. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard appoints Shanie Bartlett as an alternate on the DRB for 1 month and 1 year, term expiring in March 2014. The motion passes 3-0.
- 6:05 p.m. Charlie Van Winkle and Shanie Bartlett depart.
- 6:05 p.m. Road Foreman, Nate Sullivan informs the Selectboard that the Loader's water pump is leaking and a seal on the motor is going, looking at a cost of approx \$6000 total for labor, parts, rental, and trucking costs. Nate gives an update on the garage heaters that need to be replaced, has received 2 proposals and a 3rd should be in tomorrow, as of now it is looking to cost approx \$7000 installed. He also informs that one of the drivers had an accident exiting the garage and damaged the garage wall, Sherri has taken pictures and will run the claim thru the insurance. He notes the driver was sick with the flu at the time.
- 6:15 p.m. Warrants are reviewed by the Selectboard, as the meeting is running ahead of schedule.
- 6:20 p.m. Minutes are reviewed by the Selectboard, as the meeting is still running ahead of schedule. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves the 01/08/13 minutes as written. The motion passes 3-0.
On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves the 01/17/13 minutes as amended. The motion passes 3-0.

- 6:25 p.m. The Selectboard moves onto the first item under Old Business, as the meeting is still ahead of schedule. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard officially adopts the Road Foreman Job Description as written, noting the only change from the prior job description was to remove item 9(b).
The motion passes 3-0.
- 6:30 p.m. The Planning Commission members Cynthia Seybolt, Gerry Adams, Trevor Squirrel, Dick Albertini, Irene Linde, David Edson and Carolyn Gregson join the meeting, along with Peter Duval, to discuss the Selectboard declining to go forward for a vote on the redistricting project/Range boundary. The Planning Commission states they are disappointed by the decision and ask the Selectboard to explain the reason(s) for the decline. Brad Holden explains that coming from a surveying background, he was not comfortable approving something that may or may not be correct. It is unclear if the zoning line that bisects 2 parcels is in the correct location. Seth Friedman explains that he is new to this process and he came into the meeting with a certain amount of knowledge and then a new issue to him is raised at the meeting regarding conflict of interest and immediately the Selectboard is expected to make a decision. His decision may have been different had he had more time to digest/think before having to decide. Dick Albertini highlights that the sole evidence was 1 sentence from the minutes that explicitly said there was no conflict. Trevor Squirrel states that he watched the hearing video and that Conflict of Interest was a big conversation and the Planning Commission has a Conflict of Interest Policy and the Selectboard has to believe the Planning Commission will follow it. David Edson reads and submits a statement and asks the Selectboard to reverse their decision and put the question before the voters. It is noted that it is too late to be able to put before the voters at this town meeting. The Selectboard apologizes and states they appreciate the Planning Commission's work and would like to continue to research the district boundary. At this point, either a special hearing will need to be held or it will have to be taken up at next year's town meeting.
- 6:55 p.m. All Planning Commission members depart.
- 6:58 p.m. Linda Angelino and Sheila Corbett join the meeting to discuss residential target shooting. Linda states she is not anti-gun, however, highlights some safety issues caused by target practicing in residential areas. One way to address would be for the Selectboard to create an ordinance defining areas. Linda provides the Selectboard with information on ordinances that other towns have put in place, to review. The Selectboard thanks them for the information and states they will do some homework on the subject. The Selectboard informs them to contact the Game warden, Tom Cook, or the State Police if they feel guns are not being handled properly.

- 7:25 p.m. Linda Angelino and Sheila Corbett depart.
- 7:25 p.m. Richard Becker joins the meeting to review what needs to be done in preparation of the Memorial Day Parade. The town needs to complete and file the application with proof of insurance and contact Randy Clark Sr. regarding police coverage. The parade runs on Route 15 from Mills River Park to Park St. Mr. Becker will take care of the required signs.
- 7:30 p.m. Richard Becker departs.
- 7:30 p.m. Pam Parshall joins the meeting to discuss an incident she had on Tuesday with the Road Foreman Nate Sullivan. She reads and submits her written statement to the Selectboard.
The Selectboard thanks her for coming in and promises they will investigate further and will return her sign.
- 7:45 p.m. Pam Parshall and Peter Duval depart.
- 7:45 p.m. RaMona Sheppard – Finance and Human Resource Director
Vacation policy- As it is written now, the employees earn as they go ¼ day per month. Vacation can be handled 3 ways: 1-Earn as you go and can't take it until you earn it. 2- Earn as you go and take anytime, however, if you leave and have taken more than earned it will be deducted from last paycheck. Or 3- Earn your total vacation for year on the first of your year. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves replacing the current vacation policy in the personnel handbook on Pg 116, section 5A to state all vacation time is earned at the beginning of the year for the Road Crew and on the anniversary date for the Town Hall staff. The motion passes 3-0.

Approve New Hire – On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves hiring John Angelino to cover when one of our drivers is out. The motion passes 3-0.

Grant Policy- RaMona created a grant policy using VLCT and other Town's policies as a guide. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard adopts the Grant Policy as written. The motion passes 3-0. The Selectboard signs the policy.

Purchasing Policy – RaMona reviews proposed purchasing policy. Selectboard concerned requirements could slow down process. It is noted that Selectboard can decide if they don't want multiple bids, exceptions for repair on equipment and emergency purchases are exempt. It is recommended that the policy be put into effect and if find areas that don't work, modify the policy. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard adopts the Purchasing Policy so they can start working with it and will amend or rescind if needed. The motion passes 3-0. The Selectboard signs the policy.

Financial Review – RaMona reviews Hwy funds available for balance of year (June 2013) and with known expenses and overages the hwy budget is very tight. General fund available is pretty close to budget.

8:10 p.m. Computer – RaMona reviews a spreadsheet comparing Tech Group's latest quote with Rose Computer's latest quote. She highlights the server recommended by Tech Group is a brand name Small Business Server which is a better solution than the server in Rose Computer's proposal. Dawna explains the server in the latest Rose Computer quote is a smaller server because at the last meeting it was stated that the staff didn't want to move NEMRC onto the server, therefore a small business server was no longer needed, since the only thing to be stored on the server was data files. In order to compare apples to apples Dawna hands out a copy of Rose Computer's original proposal that was presented to the Selectboard, which is also a Small Business Server very similar to the proposal by Tech Group. RaMona represents that the staff met twice to discuss the computer needs and recommends to the Selectboard that they go with Tech Groups latest proposal for the larger server with NEMRC on it. Even though more money, have worked with Tech Group for several years and have been happy with their support and they are familiar with NEMRC. Rose computer not familiar with NEMRC and RaMona had a bad experience with Dave Rose. Dawna states she agrees with the staff that we should purchase a small business server and have NEMRC on it; however, she feels that Rose Computer should be the provider, as their price is better and their references were better. Dawna also provides information regarding email requirements and ask the Selectboard if they plan to address. Selectboard agrees need to address email and to check if Comcast can still be used.

8:45 p.m. Kari Papelbon- Planning and Zoning Administrator states there is a APA training in Chicago that she would like to attend 4/13/13-4/17/13 and will not be using town funds however, is asking for approval for the time to attend. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves Kari attending the APA in Chicago 4/13/13-4/17/13 on her own dime. The motion passes 3-0.

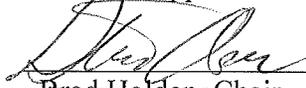
8:53 p.m. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard adjourns the public portion of the meeting and enters into executive session to discuss personnel items. The motion passes 3-0.

10:05 p.m. Exits Executive Session.

On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves paying Betsy Page, assistant Town Clerk, \$12.00/hr. The motion passes 3-0.

10:05 p.m. Adjourn.

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


Brad Holden, Chair
Steve Owen, Vice-Chair


Date