

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
TUESDAY JUNE 18, 2013**

Selectboard: Brad Holden, Seth Friedman, David Rogers

Town Staff: Dawna Brisson-Town Administrator, Sherri Morin-Town Clerk, RaMona Sheppard-Finance, Kari Papelbon-P&Z Administrator

Public: None

8:30 a.m. **Meeting called to order.**

On motion by David Rogers, seconded by Seth Friedman, the Selectboard agrees to enter Executive Session with Kari Papelbon to discuss an employee item.

8:55 a.m. **Exit Executive Session.**

No action taken.

9:00 a.m. **Discuss Town Administrator Job Description for the future.**

Dawna hands out a list of the current outstanding projects that she is tracking. Then reads a list of daily and yearly tasks she performs. She states she is unable to do the job in 24hrs/week but maybe some one else can. States she thinks it is a full time position.

Sherri passes.

RaMona Sheppard states she doesn't feel the position is needed, could split among the current staff. The last 3 years the town has gone a large portion of the time without a Town Administrator. She offers to take on additional Town Administrator tasks/new position. Town staff work as a team to accomplish.

Seth Friedman states the Selectboard now and what he sees in the future is younger working people with limited time to serve. Also each employee here is very capable, but there is a need for a point person. Not for personnel management but for Town management oversight. His opinion is it is a large job. We could triage and just cover the basis or we could expand the position and have an extra person with time to explore more grants. May cost a little more, however, if it gets us more grant money could save us money. Full time could also serve CCRPC and the Planning Commission.

Kari Papelbon states communication has broken down, Selectboard needs to be more involved with Planning Commission, but understands everyone has their own schedule. Also her position needs Selectboard input more

immediately, as she can't move forward at times until she has an idea of where the Selectboard stands. Doesn't know what the TA position should be, only knows that Dawna had a lot thrown at her. Town Manager not needed and knows Town feels the same way.

Sherri states Faith part-time was an exception to the rule and staff had taken on some duties. Dawna came in and we gave it all back to her. Not sure if full-time.

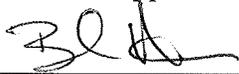
Brad states he averages 20-30 hours per week doing Selectboard work, which is a lot to ask for a volunteer position. Town system is broken, Selectboards worked 150 years ago, but not so well anymore. Need things summarized, concise. Just want to make sure nothing slips thru the cracks. Also have a non-biased person here looking at things to make sure we aren't missing anything and the town is run well.

Parties discuss teamwork and personalities and how that effects what the job looks like.

Kari Papelbon announces she gave her notice this morning, as she has a job out of state. She will be leaving early July.

10:00 a.m. On motion by David Rogers, seconded by Seth Friedman the Selectboard adjourns this 06/18/13 meeting. The motion passes 3-0.

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



Brad Holden, Chair

6/27/13

Date