

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
THURSDAY APRIL 25, 2013
AMENDED**

Selectboard: Brad Holden, Seth Friedman, David Rogers
Town Staff: Dawna Brisson-Town Administrator, Nate Sullivan-Road Foreman
Public: Peter Duval
MMCTV: Ruth

6:00 p.m. **Meeting called to Order – open for public comment**
Peter Duval notes that the recusal discussed in the 3/28/13 Selectboard minutes did not state a reason for the recusal, which would be nice to know. He also is curious as to the computer /firewall that were approved, why this is needed. Explain the existing computer server is old and unsupportable and needs to be replaced. Had 3 companies come in and put together a proposal/bid on what they recommend for a system. Selected Tech Group, the company that currently supports our computers to install and support the new server and firewall. Also questions why it takes so long for the minutes to be put on the website. Explain the minutes are available here at Town Hall within 5 days after the meeting, however, we do not post the minutes to the website until they have been approved by the Selectboard at the following meeting, as want to make sure the information is correct before posting out on the web.

6:15 p.m. **250 Birthday Committee– Nate Sullivan**
VT Tent Company –needs a 50% deposit of \$2467.44. They flag one week prior to event and have dig safe check the area, they deliver and setup and they provide their own liability insurance.

Port-a-let – Cheapest was \$87.40/port-a-let for weekend from Hartigan. Planning on having 2 at Town Hall, 2 at Park, and 3 at the Old Schoolhouse (2 reg and 1 handicap). For the weekend price, can keep the 3 at the Old Schoolhouse for a month. Total price is \$733.80 which needs to be paid in full in advance.

T-shirts- Historical Society met Monday are willing to pay for first wave of t-shirts up front (290 shirts \$2200), then we reimburse them the cost once sold and we keep the profit, however, finance officer had informed having the society pay this year because the town couldn't afford it, then the town would repay next year, would be financial reporting fraud because it was hiding a legitimate town liability and shifting between budget years. One possibly option is to have the Historical Society run the whole thing and then donate the profits at the end?

Security- Looking into cost and/or volunteers. Looking at doing a

mailing re: 250th Birthday Party highlighting areas people can volunteer for.

On motion by Seth Friedman, seconded by David Rogers, the Selectboard approves spending \$1967.52 for 50% of the tent rental and 100% of the port-a-let rental for the Town of Underhill's 250th Birthday party on 6/8/13. The motion passes 3-0. Selectboard reviews and signs the tent contract.

Old Schoolhouse- Propane tank needed to be moved; illegal to have against a window, location determined was 12' away from building, which required a pad to be installed and a trench dug, which Nate did yesterday. The tank has been installed and the heat is running. Only things left to do are the deck, railing and ramp, which the Historical Society has agreed to pay for. Once complete the State will inspect and Chris LaBerge from VLCT also has to sign off on as part of our insurance coverage.

6:30 p.m.

New Business:

Subcontracting Road Grading – Forecast is for a stretch of good weather next week, could get the bulk of the grading done if we rent a grader and operator at \$100/hr.

On motion by Seth Friedman, seconded by David Rogers, the Selectboard approves spending \$3000 for Gary Tatro to run his grader at \$100/hr for 30 hours next week, making clear not to go over the 30 hours. The motion passes 3-0.

Planning Commission attending VLCT workshop Spring Planning and Zoning Forum - On motion by Seth Friedman, seconded by David Rogers, the Selectboard approves 1 member of the Planning Commission attending the VLCT Spring Planning and Zoning Workshop on May 22, 2013 at Lake Morey and the Planning Commission is to decide who to send. The motion passes 3-0.

Town Service Officer – Emailed Sue Kusserow twice and she has not responded that she is interested in continuing in this capacity. The Selectboard is responsible in her absence. Selectboard asks Dawna to reach out one more time.

Updated BEOP (Basic Emergency Operations Plan) - On motion by Seth Friedman, seconded by David Rogers, the Selectboard approves the Basic Emergency Operations Plan for the Town of Underhill in Chittenden County updated 4/25/13 and states that this BEOP is to supersede our EOP dated 2009. The motion passes 3-0.

Trails Article- Selectboard approves the Trails Committee article for publication.

Waive hearing fee for Harmeyer hearing on 4/29/13- Hearing is the result of missing information from a 2006 event. DRB required a new Mylar in 2006, which was never filed. The Mylar to be filed has a disclaimer that it has to be endorsed by the Planning Commission, so Kari contacted the Attorney on how to correct. The Attorney recommended that a site visit be held to verify the Mylar, then to hold a hearing to sign it. Since the hearing is basically to just sign the Mylar and correct a mix up from 6 years ago, Kari is asking the Selectboard if they would be willing to waive the fee. On motion by David Rogers, seconded by Seth Friedman, the Selectboard approves waiving the fee for the Heymeyer hearing on 4/29/13. The motion passes 3-0.

Old Business:

Clarify intent of Article 9 of the 3-6-12 Town Meeting Warning-

Article 9 Shall the voters establish a reserve fund, in an amount not to exceed 2% of the general and highway fund budget to cover unanticipated revenue shortfalls and to pay non-recurring and unanticipated general and highway fund expenses, in accordance with 24 VSA §2804(a)?

On motion by Seth Friedman, seconded by David Rogers, the Selectboard clarifies intent of article 9, clarification being 2% of 1 years budget and not be accumulative. The motion passes 3-0

Fund Balance Review- According to Fund Balance Policy, the quarterly Fund Balance projection is to be recorded in the minutes. 4th quarter projection – Highway has a deficit of \$53,932, General has a surplus of \$67,440 for a total surplus of \$13,508. Projected at 7-1-13 – Highway deficit \$26,826, General surplus of \$309,668, Reserved \$427,028 for a Total surplus of \$709,870.

Old Schoolhouse Task Force- Any subcommittee of the Selectboard needs to be appointed by the Selectboard and follow the open meeting law. Once have a group together will have them come in to be appointed prior to their first meeting.

7:00 p.m.

Minutes:

Minutes for 04-11-13 are reviewed. On motion by Seth Friedman, seconded by David Rogers, the Selectboard approves the minutes as written. The motion passes 3-0.

7:05 p.m.

Warrants - reviewed and signed.

Announcements:

Next Selectboard meeting will be 05/09/13.

Selectboard will be attending the 5/1/13 Planning Commission Meeting.

7:10 p.m. On motion by Seth Friedman, seconded by David Rogers, the Selectboard adjourns the 4/25/13 public portion to go into executive session regarding lister personnel matter. The motion passes 3-0.

8:40 p.m. Exited Executive session.

No Action Taken.

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

  5/30/13

Brad Holden, Chair Date