

## UNDERHILL SELECTBOARD MINUTES

Friday October 9, 2009 at 7:00 AM

Present: Steve Walkerman, Chair; Dan Steinbauer Vice-Chair, Steve Owen; Sherri Morin, Town Clerk, Chris Murphy, Town Administrator, Faith I. Brown, Interim Town Administrator

**7:00 AM: Meeting Called to Order**

- **Minutes from 10-1-09** reviewed and approved.

**7:05 Executive Session Personnel Issues:** On a motion the board moves into Executive Session on personnel issues.

**7:20 The Board moves out of Executive Session.**

- Chris Murphy will be paid comp time upon separation of \$1,522.20 and be reimbursed for computer and printer stand for \$150.00. Chris will also be paid on hourly wage of \$60.00/hr for consulting with the town after 10/9/09. Chris agrees to be available to the town for transition consultation and will staff the PC during the town plan hearings and meeting with MPG consultant and possibly the PC meeting on Land Contracts.
- The Board signed a letter of hire with Faith Brown on 10/07/09. She will be paid \$50.00/hr for a minimum of two days a week starting 10/26/09. Between 10/7/09 and 10/26/09, Faith will dedicate as much time as possible to the job.
- **Town Administrator's Update:**
  - **Town Meeting Hearings:** Sherri agreed to arrange for a PowerPoint projector for the public meetings on the town plan and arrange for the set-up of the room in advance of the meeting.
  - **Better Back Roads Grant Cat A. Capital Budget:** Dan Steinbauer agrees to be the contact person with the RPC for the Better Back Roads grant on road inventory and capital budgeting. RPC has agreed to put together the final report.
  - **Better Back Roads Grant Stevensville Road:** Rod Fuller will be responsible for the final report.
  - **Ancient Roads:** The Board signed a new resolution naming Faith Brown as the grant administrator for the Ancient Roads Grant. A public meeting will be held by the town on 11/19/09 for Brad Holden to review projects results.
  - **Municipal Planning Grant:** Chris will talk with Sharon Murray today to confirm schedule. Board signs resolution naming Faith Brown as grant administrator for the Municipal Planning Grant.
  - **Structure Grant:** Steve Walkerman signs a cover letter for the board (AOT structure grant application). Chris will try to

get in touch with Dick Hoskings today. Structure grant would partially fund PVR reconstruction. Proposed easements for this project have been sent to Carolyn Gregson and Dick and Barb Albertini for review.

- **Climate Change Grant:** We received a grant for \$12,000 for energy improvements to the town hall. Chris signed the documents and notified DEC that Sherri will be the administrator for this grant.
- **Land Contracts:** Chris revised the Land Contracts. The Selectboard agrees to meet with PC to review the revised version on Wednesday 11/4/09.
- **Crane Brook Trail:** Chris has sent a letter to Vince.
- **Well Monitoring:** Scheduled for 11/10/2009
- **Drug Testing:** Sherri has agreed to be the temporary administrator of the drug testing program.
- **Comcast Update:** 100 responses from the town letter were received by Comcast. Comcast will follow-up with individuals about service.
- **November Meeting Schedule:** The Selectboard will meet 11/12/09 and 11/19/09. The normally scheduled meeting for Thanksgiving will be canceled and a board member will sign orders that week.
- **Policies Reviewed:** Health, sexual harassment, harassment and tobacco policies were reviewed, dated and signed by the Board.
- **Trails Handbook Press Release:** Board reviews press release for trails handbook.
- **Christies' Report:** Board approved DRB requests for waiver of bonding requirement; placement of underground utilities; and proposed driveway design.
- **Northrup Request:** Board approves downsizing of 3 foot culvert to 24 inch culvert.
- **Town Garage List of Repairs:** Chris reviews Nate Sullivan's list of repairs to the town garage that was submitted to the Energy Committee. Chris will review the list with Vince.
- **Transition Planning:** The Board will meet with the town office staff about transition planning.

### The Board Adjourns

Respectfully submitted,  
Faith I. Brown, Interim Town Administrator

Read and Approved as submitted/amended

  
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Steve Walkerman, Chair

10/15/09  
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Date