

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
7:00 a.m., Monday, July 23, 2012**

Present:

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

- 7:00 AM** **Motion passes and Board enters into Executive Session to Discuss personnel items.**
- 7:00-8:00 AM** **Executive Session.**
- 8:00 AM** **Board comes out of Executive Session.
NO Action Taken.**

Present: Open Selectboard Meeting

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

Office: Dawna Brisson-Town Administrator, Nate Sullivan-Road Crewman, Scott Kilpeck-Road Crewman, Jed Abair-Road Crewman

Public: None

- 8:05 a.m.** **Meeting called to Order by Selectboard Chair**
- 8:05 a.m.** **Public Comment - NONE**

- 8:05 a.m.** **Meeting with Road Crew**
Selectboard reviews the draft job description for Road/Highway Worker and discusses what they are looking for in a 4th member of the crew and asked for the Road Crews’ input. Selectboard also mentions possibly having a part-time Road Commissioner to help with the paperwork end of things. Selectboard to finalize job description, incorporating items discussed and have RaMonna Sheppard (Human Resource) run ad. The Selectboard will narrow down applicants, and then will have those final applicants interview with the Road Crew.
- Other items:**
CDL Class A- Jed Abair only crewman with Class A. Scott Kilpeck open to obtaining his Class A. New person preferably class A, but at a minimum class B.
Pleasant Valley Road Signage – Signage is complete, Nate to provide the labor information and invoices for reimbursement, Dawna to notify state to do final inspection.
Sand status – Should have a pile of 7200-7500 yds of 50/50 mix, currently have about 1200 yds, so need to purchase 6000 yds. Pure sand need 500-600 yds. Brad to call for price, then can determine if we need to haul or can have hauled.

Timesheet Recording- Road Crew needs to keep track of dates and hours doing FEMA work and record on their timesheets. Brad needs to check log for dates/hours working on Mapleleaf & Mtn Rd. Park St. should be the last FEMA project.

Town Garage- Roof inside foam is full of water, Spray foam used also requires a respirator be worn if a fire. Brad to contact Harry, UJFD Duty Officer, regarding roof and lock box keys. Roof and Bathroom repairs needed are discussed. Selectboard to follow up.

Trucks- New truck needs steel rims and softer tires for winter.
Old Truck needs to be put on the market.

9:23 a.m. Town Administrator- Dawna Brisson
DRB Applicant Request – Applicant to contact DRB and DRB chair to bring any applicants that they want appointed to a Selectboard Meeting for appointment.
Reminder to see Pam and Sign the Open Land Contract

9:25 a.m. Adjourn – On motion by Steve Owen, seconded by Seth Friedman, the selectboard adjourns the meeting. The motion passes 3-0.

Dawna Brisson, Town Administrator

Read and Approved as submitted/amended



Brad Holden, Chair

8/2/2012

Date