

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
THURSDAY MAY 09, 2013**

Selectboard: Brad Holden, Seth Friedman, David Rogers

Town Staff: Dawna Brisson-Town Administrator

Public: Tom Lee, Eric Gildemeister, Jen King, Mike Johnson, Keith Johnson, Jackie Stoner, Gerald Stoner

MMCTV: Ruth

- 6:05 p.m. **Meeting called to Order – open for public comment- no comment.**
All above are present except Jackie and Gerald Stoner.
- 6:05 p.m. **Recreation Committee– Tom Lee, Jen King and Eric Gildemeister**
Pond Lifeguard – Mike Johnson and his father Keith Johnson are present. Selectboard interviews Mike and reviews his certifications. On motion by David Rogers, seconded by Seth Friedman, the Selectboard approves the hiring of Mike Johnson as lifeguard at the Town pond. The motion passes 3-0. Mike is instructed to start 6/19/13 and to meet with RaMona Sheppard here at town office in the next couple weeks.
- 6:10 p.m. Mike and Keith Johnson depart.
Recreation program/director – Recreation Committee proposes creating a part-time paid position of recreation coordinator (possibly 10/hrs/wk @ \$10/hr) to create a small scale program of recreational offerings for members of the local community and beyond for the spring /summer of 2014. Most surrounding towns have such programs. Believe program could be self sustaining and perhaps could even provide a modest source of revenue for the town. In order to have the program developed for the summer of FY2014, feel the position would need to start in December of this year. The recreation committee has funds available to cover salary until budgeted. Selectboard asks the Recreation committee to create a job description and pay rate for their review, as the first step.
- 6:30 p.m. Tom Lee, Jen King and Eric Gildemeister depart. Jackie and Gerald Stoner join the meeting.
- 6:30 p.m. **Jackie and Gerald Stoner-**
Property Sign – Here to request the Selectboard approve installation of an 18”x24” sign on a cedar post to be placed in the Right of Way. Picture of proposed sign and location are provided. Purpose of the sign is to identify that the sculptures are for sale, not a personal collection. The application will be processed by the

Zoning & Planning Administrator, however, due to the location being in the right-of-way, the town regulations requires they get Selectboard approval. On motion by David Rogers, seconded by Seth Friedman, the Selectboard approves the Stoners putting a sign in the right-of-way (22' off center line) at 185 River Rd with condition of zoning approval. The motion passes 3-0.

Speed Limit Sign- The Stoner's inquire if it would be possible to relocate the speed limit sign to the same post with the Watch for Children sign, as it makes it hard to see to pull out of their drive. No action taken at this time, as the Selectboard needs to check into sign regulations.

6:40 p.m. Jackie and Gerald Stoner depart.

New Business:

Mike Weisel as Town Engineer to assist with smaller projects – Brad explains he, Dawna and Mike Weisel met Wednesday morning to discuss two town projects, the Page Rd Structure and the Town Hall Restoration project. Mike consults with the surrounding towns and has consulted for Underhill in the past. Underhill needs someone to lead these projects and he is interested in helping. Purchasing Policy doesn't require getting bids for Professional Services, however, if projects were larger, would put out to bid to engineering firms, but like to hire Mike as a consultant for these smaller projects. The cost of hiring him to do this comes out of the monies in the CIP for those projects. Mike would work on design, handle Request for Proposals and oversee the Page Rd Structure project, and work on an hourly basis as the General contractor for the Town Hall Restoration project including new air conditioning for Town Hall. On motion by Seth Friedman, seconded by David Rogers, the Selectboard approves using Mike Weisel's services to coordinate the Town Hall Restoration, Air Conditioning System and Page Road Structure projects. The motion passes 3-0.

Red Cross Shelter Initiative- The Town received an email from the American Red Cross about setting up a local disaster shelter either at Underhill Town Hall or Underhill Central School. The initiative has 3 parts – site selection, storage of Red Cross provided materials in a 6'x6'x4-5' box, and identifying 10-20 volunteers to take a ½ day training in setup and operation and do yearly drills. Selectboard feels the Town Hall is not the appropriate location because in a flood plain and have the possibility of needing the space upstairs to move land records to. Underhill Central School maybe a possibility, need to contact the school and if interested invite the appropriate school officials and Red Cross to a Selectboard meeting to discuss.

ICS Training – Review the recent ICS training information

provided by CCRPC, noting the ICS100 and IS700 are available on-line at no cost, they take approximately 3 hours to complete each. Brad and Dawna have attended the ICS402 for Executives. By reviewing the attached we have met our NIMS enhancing our understanding requirement.

Hazard Communication – Received an email from VLCT stating all Road crew need to take the new Hazard Communication course by 12/1/13. The course is an on-line course thru VLCT's website. VOSHA also requiring that we have a written Hazard Communication Program, not sure what we have currently will check with Nate and RaMona. Will check into the length of the course and if it has to be taken individually or if can be done as a group. Then will need to schedule the Road Crew.

Harvey Rd/Pleasant Valley Intersection- Visibility issue was brought to Town's attention by a resident of Harvey Rd. Asked if possible to have a warning sign and/or mirror installed. The Selectboard approves having the Road crew install a caution blind intersection sign and will also do a site visit to see if anything else can be done.

MMCTV Selectboard Videos- Selectboard approves purchasing the next group of videos (35 DVD's at \$3ea) covering June 2011 thru end of 2012.

Access Permit Application for PV020 – Selectboard reviews application and decide to do a site visit after this meeting, will take up approval at the next meeting.

Old Business:

Response to letter Peter Duval submitted at the last meeting- 3 parts to respond to. First he asks the Town to return the disclaimer. Selectboard agrees the disclaimer is a required standard procedure. Second he asks the town to deliver the GIS information. The Selectboard agrees he should get what he asked and paid for, therefore, he needs to id specifics of what he did not get and the town will give to him at no further charge. Third he asks the town for a refund of the fee. Selectboard agrees that the fee stands as it takes employee time to compile the information.

Culvert Inventory Sale- For the record, Town had an inventory of HDPE plastic culverts in various sizes and wanted to switch back to metal, so ran an add selling for approx \$9,000 and accepted an offer from Charlotte for \$8,000 for the entire inventory.

Vtec Judgment Order docket# 13-1-11 – BE190 property is in tax sale, so don't know if will be changing hands or if owner may regain. Structures were not removed by May 1st, so have a court order to remove and are entitled to be reimbursed the costs. Before moving forward like more information on how tax sale could

effect. Will revisit at the next meeting

Clarification on time paid for Z&P Administrator to attend conference- On motion by Seth Friedman, seconded by David Rogers the Selectboard approves paying for hours of travel time to go to conference. On motion by Seth Friedman, seconded by David Rogers the Selectboard amends the motion to state 1 ½ days of travel time. The motion passes 3-0.

Executive Session last week was not really an Executive Session so like to overview what was discussed for the record- Met with Pam Shover, Chief Lister and Lister Jay Lederman to discuss where department is headed. Discussed hard to find a replacement and train. Pam's term is up 2014, but willing to stay on, once reappraisal is finished. Discussed staffing once reappraisal is complete. No action taken.

7:45 p.m. **Warrants** - reviewed and signed.

7:47 p.m. **Minutes:**
Minutes for 04-25-13 are reviewed. On motion by David Rogers, seconded by Seth Friedman, the Selectboard approves the minutes, as amended (meeting adjourned 8:40 p.m. No Action Taken). The motion passes 3-0.

250th Invitation mailing shown, noting was mailed to all household in Underhill and contains a list of all the events.

Note: Trash and Sheriff contracts both coming due in June. Selectboard requests a copy of the trash contract and for it to be added to the next meeting agenda.

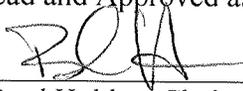
Announcements:

Next Selectboard meeting will be 05/23/13.

8:00 p.m. On motion by Seth Friedman, seconded by David Rogers, the Selectboard adjourns the 5/09/13 meeting. The motion passes 3-0.

8:00-8:15p.m. Site visit at 20 Pleasant Valley road concerning Access permit application.

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


Brad Holden, Chair

5/30/13
Date