

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Thursday – February 02, 2012**

Present:

Selectboard: Dan Steinbauer – Chair, Steve Owen, Brad Holden

Office: Dawna Brisson – Town Administrator, Sherri Morin – Town Clerk/Treasurer, RaMona Sheppard – Town Finance/HR, Rod Fuller – Road Foreman , Jed Abair- Temp Road Crew Employee

Gravel Pit Task Force: Mike Morin, Seth Friedman, David Rogers, Lea Van Winkle, Mike Weisel, Luana Nedich

Public: None

Media: Ruth Miller MMCTV

6:00 p.m. Dan Steinbauer calls the meeting to order.

Public Comment: Question is asked - Who is the current Road Foreman? Rod Fuller
A couple pot holes are mentioned, which Brad Holden explains the Road Foreman is aware of these, but has to wait for correct conditions to be able to fill.

Gravel Pit Task Force: Dan Steinbauer again thanks the Task Force for all the work they have done so far and for being willing to continue. Dan states he did receive a letter of resignation from Dan Close, who is unable to continue due to time constraints. Discussion ensues regarding \$15,000 added to budget for their use, if needed and only with Selectboard approval. Discussion ensues regarding task force next steps, it was decided the Task Force would try to meet within the next week or two to discuss \$15,000 uses and plan on scheduling meetings with the Road Foreman and Property Owners.

Road Foreman/New Employee: Selectboard welcomes Jed Abair. Jed explains he plans to stay on as a temp employee for now and will make a decision in March if interested in becoming a full-time employee. Selectboard thanks him and Rod Fuller for coming in.

Town Website Tune-up: Dawna Brisson explains that Mona has requested to add a Finance and HR section to the website, and knows the website layout was something the Selectboard had mentioned in her interview as wanting to change. Dawna explains she did find a file that Faith (interim Town Admin) had started on this project and took those notes and some of her own thoughts and put together this handout for the Selectboard and staff to review and give any ideas or thoughts to get the project started again.

Warrants and Orders are reviewed, approved and signed.

Minutes:

01/19/12 – On motion by Steve Owen, seconded by Brad Holden, the Selectboard approves the minutes. The motion passed 3-0.

HMGP Grant- Park St Update: Dawna Brisson explains that mitigation grants require 3 prior occurrences that the cost to repair equals approx 80% of the mitigation project. Since we don't have records of 3 prior occurrences for Park St. we are not eligible for this grant. She also discussed some record keeping ideas given to her by Richard Downer of FEMA.

New Business:

CSWD Representative switch: Dan Steinbauer explains he and Mike Weisel would like to switch positions, he would become the CSWD Commissioner and Mike would become the Alternate Commissioner starting March first. Dan asks the Selectboard to approve the switch. On Motion by Steve Owen, seconded by Brad Holden, the Selectboard approve the position switch. The motion passed 2-0, with Dan abstaining.

VLCT Town Meeting Tune-Up Workshop: Dawna Brisson hands out information regarding the workshop to Selectboard (FYI) and lets them know she plans to attend.

Active Living Workshop Report: Dawna Brisson informs Selectboard we received the Active Living Workshop Report and the letter she is handing to them is notice of the first meeting at Jericho Town Offices next Wed 6pm to organize and move forward on the some of the items from the report. She lets them know she plans to attend.

ICS300: Dawna Brisson requests any information anyone could give to her regarding who needs this training. Discussion ensued and it was determined all ICS training needs to be done by Selectboard and Staff. Dawna to find out options to accomplish this.

7:20 p.m. Meeting Adjourned.

Respectfully submitted,
Dawna Brisson, Town Administrator

Read and Approved as submitted/amended

Dan Steinbauer, Chair

Date