

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
8:00 a.m., Friday, September 21, 2012**

Present:

Selectboard: Brad Holden Chair, Seth Friedman

Office: Dawna Brisson-Town Administrator, Kari Papelbon-Zoning & Planning Administrator, RaMona Sheppard-Finance Officer, Sherri Morin-Town Clerk

Public: None

8:05 a.m. Meeting called to Order by Selectboard Chair

8:05 a.m. On Motion by Seth Friedman, seconded by Brad Holden, the Selectboard approves going into Executive Session to do an employee review. The motion passes 2-0, 1 absent.

Executive Session.

9:20 a.m. Board comes out of Executive Session

No action taken.

9:30 a.m. Dawna Brisson, RaMona Sheppard and Kari Papelbon join the Selectboard for a work session on the 2014-2018 Capital Improvement Plan.

A few housekeeping items prior to starting work session:

Clarification on the Part-time Temporary Truck Driver position-

Still hiring or subbing out? Brad reports today is Tatro's last day hauling, ¾ done and feel road crew can haul the rest. Seth Friedman makes a resolution not looking to hire a part-time temporary truck driver for the next 3 months, Brad Holden seconds. The resolution passes 2-0, 1 absent.

Purchasing Policy- RaMona informs we have a purchasing policy that is not being followed by the road crew and asks the Selectboard to rectify. Selectboard will meet with road crew on Monday to straighten out.

Petition and Order for Pole and Wire Locations- Brad Holden and Seth Friedman sign the petition to place utility pole 59 ½ on River Rd to provide service to Jesse Cowan.

Capital Improvement Plan 2014-2018:

\$5000 minimum to be a capital improvement, discuss and add a \$25,000 minimum for infrastructure capital improvements.

Pg 8- Discuss cutting out wash bay and adding Town Garage structural improvement in FY2014-2015.

Discuss pushing the sand shed out OR doing a tool shed instead. Have items left out in the weather and concerned about the sand shed structure and wind.

Pg 5- Discuss truck replacement and life expectancy- plan shows replacing a truck every year due to the fact behind on the replacement schedule. 1999 Dump truck is currently up for sale. RaMona mentions in the future not using the capital improvement plan for truck replacement, but instead using the annual depreciation process. Selectboard to review with Road crew status of trucks.

Pg 6&7- RaMona hands out a copy of Richmond's 7 Year Gravel Plan and 12 Year Paving Plan as a sample to use. Need to meet with road crew and develop similar plans along with a major culvert replacement plan, so the town has a plan that will enable them to calc approximate costs to apply to roads. It is noted paved roads are up to snuff except from Wells Store to the new pavement on Pleasant Valley Rd. Dawna to call Pike for an estimate for budgeting purposes for this section. Also to look at pricing of last 2 paving jobs to calc an estimate per mile to use in plan. Also need 3 estimates for the culvert on Page Road for budgeting purposes, not a formal bid.

Bottom of Pg7-top of Pg 8- Sidewalks- \$360,000 figure is going to change, feasibility study being redone. If no grant, not going to happen.

Pg 9- Discuss Town pond fence at \$35,000 and feel fence is safe and doesn't look bad, take out of this plan and put in the Recreation Committee budget for FY13-14 as a maintenance item.

Discuss other items under the Recreation section and decide to move the composting toilet up to the FY13-14 year.

Decide to scratch the Wash Bay and Sand Shed under building upgrades and additions.

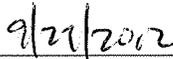
Sherri Morin-Town Clerk joins the meeting to discuss the town vault situation. Vault is almost out of space, can add roller shelving and move the back wall to the old vault or retrofit the old vault. Feels can get a couple more years out of current vaults, but will need to expand in 2015-2016. No quotes yet. Also need to have the State come in and help with disposition of documents in old vault, hire secure shred, and install shelving in attic to organize storage boxes.

10:30 a.m. **Adjourn** – On motion by Seth Friedman, seconded by Brad Holden, the selectboard adjourns the public meeting. The motion passes 2-0, 1 absent.

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



Brad Holden, Chair



Date