

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
THURSDAY MAY 30, 2013**

Selectboard: Brad Holden, Seth Friedman, David Rogers

Town Staff: Dawna Brisson-Town Administrator, Sherri Morin-Town Clerk, RaMona Sheppard-Finance/HR, Kari Papelbon-Zoning& Planning Administrator, Nate Sullivan-Road Foreman

Public: Damian Sedney, Chris Whelan, Adrie Kusserow, Joan Bowker, Mike Weisel, Gerard Adams, Bob Murphy.

MMCTV: Ruth

5:00 p.m. **Meeting called to order by Seth Friedman, Selectboard Vice-Chair
Everyone present except Brad Holden, Bob Murphy.**

Storm Debriefing:

Road Foreman – Nate Sullivan gives current status:

Roads are passable but still some areas are in immediate need of attention.
Used 3800 yds of material so far.

Fema visited yesterday.

Bigger culverts need compacting

Chris Brunelle, State stream alterations engineer will be here Tue to go over river and brook issues.

N. Underhill Station Rd is still closed, lower structure is split top to bottom, need to have engineer look at, before fill temporarily.

A lot of plugged culverts, plastic culverts have a good chance of being damaged so could need to be replaced.

Finance – RaMona Sheppard gives current status regarding Category B/Emergency period:

\$44,000 in contingency rainy day fund.

Dwayne gathering pictures, tracking equipment, materials and people.

Nate will review invoices to make sure charged only for public roads.

Dwayne will create a file for each road and will check for prior occurrences.

Spoke with bank, would be good to get paperwork setup for a line of credit, so as things happen it is setup and ready to go. Need to choose the amount to get thru the emergency, as things firm up can increase. Can do 1yr and renew for another yr at some point can convert to long term or bond with voter approval bond

Current cash minus what is needed to get thru end of the year, minus what is needed thru next tax date equals \$443,501 available cash.

Note the fund balance can also be reduced by the Selectboard for emergencies.

All the contact information of everybody that helped, except for a few, has been collected, so will get them paid.

Just wanted to report and reassure people we will be able to do what we need.

Dawna- Town Administrator update:

State emergency management asked me to try to collect information on personal damages. Unlikely there will be any aide, however, the information is helpful in documenting the storm and supporting our Fema declaration request. I emailed a spreadsheet of what I've collected so far to them today.

Discussion: Some confusion on what the town is supposed to do for access on private roads during the category B phase. Need to contact Fema for further clarification.

Dwayne is designated as the Fema main contact and will head the Fema project and be setup with email.

5:40 p.m. **Storm debriefing session ends and will take a short recess until 6:00 p.m. Damian Sedney, Adrie Kusserow, and Joan Bowker depart.**

6:00 p.m. **Reconvene meeting, Brad Holden, Selectboard chair, and Bob Murphy join the meeting.**
No public comment, however, Brad asks to add 404 Mitigation Grant to New Business on the agenda.

6:00 p.m. **Old Business:**
Court Order #13-1-11Vtec- The town has a court order requiring Robert Blais to remove an illegal structure by May 1st, 2013. He has not complied, so the town has the right to remove and get a new court order that includes the costs incurred. The property was sold at a tax sale, so Mr. Blais would need to come up with the price it sold for plus 12% interest to get his property back by 1/24/14. To enforce the court order, the town would need to find/hire a contractor, hire the sheriff and provide proper notice to Mr. Blais of the date of removal. Selectboard concerned town removing the structure could acerbate the problem, won't stop him from tenting there or possibly building another structure, won't stop the signs, could be difficult to find a contractor interested in the job, potentially dangerous, financial cost. If the property is not redeemed and the town doesn't remove, the new owner would have to take care of the violation. Planning and Zoning Administrator, along with community members feel the court order should be enforced now to support/enforce the law and also not fair to leave it there for someone else to deal with. Selectboard will investigate who to hire and the costs, then revisit the topic.

Town Garage Heat/Energy Audit- Bob Murphy asks to table this until the next meeting.

Town Hall Restoration Project- Mike Weisel has prepared a list of repairs. The purchasing policy allows the Selectboard some discretion to hire people with expertise and Mike is a good fit and feel it is a proper decision to hire him, if he is willing to go forward with the project and start the bid process. Mike agrees.

Town Hall Air Conditioning – Selectboard is concerned with the employee's health as the current window air conditioners are old, unclean units. Another concern is that they are a security issue. Bid requests have been sent out to 5 contractors with quotes due next week.

Page Rd Structure grant- Any work done before the grant is signed can't be paid with grant monies. Selectboard decides to spend a little money up front, use Selectboard contingency fund, so they can expedite the process and get a preliminary design on paper/RFP to get bids.

Pleasant Valley Road Paving- RFP for this will be put on hold, until we figure out paving needs caused by the storm and FEMA.

New Business:

404 Mitigation Grants - Brad Holden explains VTTrans indicated that we may be able to qualify for 404 Mitigation Grant monies. Need to research for 3 events and create a list, contact/hire multiple engineering firms to look at various sites and write a letter of intent by 06/07/13 and submit the grant by 6/12/13. On motion by David Rogers, seconded by Seth Friedman, the Selectboard agrees to contact multiple engineering firms for multiple structures for 404 mitigation grant. The motion passes 3-0.

Hauling of Winter Sand – 5 companies have inquired if going to put out to bid. We need to measure the pile to determine how much is needed. Then create an RFP and mail it to the 5 organizations that have inquired plus advertise it in a local paper and the Burlington Free Press mid to late June.

Bank Erosion Blakey Rd- Keegan Tierney and Jim Ryan looked at the site and felt it was much larger than hand work. They feel it could be a potential Better Back Roads Grant, which hasn't come out yet this year. Should check with Chris Brunelle, VT stream Alterations contact, about what can and can't remove for trees.

Trash Contract- Contract ends 6/30/13. Town no longer involved in the sticker program, as part of the contract the town does not pay for town hall trash pickup or the 2 roll offs. Continue contract? Put out to bid? Be

involved with trash at all? Need to find out if Clean Green will continue the sticker program without a contract, then revisit this topic. Try to invite them in to the 6/20/13 meeting.

Personal Use of Town Property- Seth Friedman states he went over the policy with the Road Crew and reminded them anyone in service of the town can't use town property for personal use.

Minutes:

On motion by David Rogers, seconded by Seth Friedman, the Selectboard approves the amended minutes for 04-25-13 Selectboard meeting. The motion passes 3-0.

On motion by David Rogers, seconded by Seth Friedman, the Selectboard approves the minutes for 05-09-13 Selectboard meeting. The motion passes 3-0.

Announcements/Schedule:

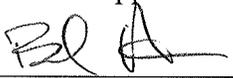
The next Selectboard meeting is 06/06/13 and Dawna will be on vacation. Sherri will be taking minutes and CSWD will be coming in to review their budget.

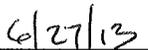
A special Selectboard meeting has been set for 6/24/13 at 9am to finalize the tax rate.

Since the regularly scheduled Selectboard meeting would have fallen on Thursday July 4th, a different date needs to be set and a Selectboard member needs to stop into the office on 7/3/13 to sign warrants. Selectboard meeting set for 7/11/13.

7:25 p.m. On motion by David Rogers, seconded by Seth Friedman the Selectboard adjourns this 05/30/13 meeting. The motion passes 3-0.

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


Brad Holden, Chair


Date