

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
5:00 p.m., Thursday, February 13, 2014**

**Selectboard:** Brad Holden, Seth Friedman and David Rogers

**Town Staff:** RaMona Sheppard, Sherri Morin, Nate Sullivan and Brian Bigelow

**Public:** Bill Wilson, Jim Massingham, Olivia Strong , Pam Parshall, Rod Bruner, Cindy Bruner, David Villeneuve, Kristin Villeneuve, Mike Weisel, Ron Nedich, Luana Nedich, Linda Lewellen, Trevor Squirrel, Jim Gilmartin and Jeremiah Mahany.

**5:00 p.m.** Meeting called to order. With Brad Holden under the weather, Seth Friedman to officiate the meeting.

**5:02 p.m. Public Comment** – No public comment

**5:03 p.m. Mona Sheppard, Town Finance Officer**

Mona Sheppard reviewed the results of the audit performed by A.M. Peisch & Co., LLP for the year ending June 30, 2013. The Town is GASB compliant. The audit results are clean. Actual Fund Balance as of June 30, 2013 was \$304,000, \$35,719 short of the Fund Balance Policy minimum of 15%. One recommendation was made by A. M. Peisch; the incorporation of another individual's oversight into some routine transactions. This is a common suggestion in small offices. Assistant Treasurer Pam Shover has been trained to perform random reconciliations of the amounts of: 1) Cash Receipts at counter, to 2) deposits to bank by Finance Officer, to 3) bank statements of deposits. Assistant Treasurer will also monitor as individuals sign for blank checks. Finance Officer will incorporate the processes into a procedure policy.

Mona Sheppard suggested that the cleanest solution to the Dry Hydrant Program was to leave the funding currently with the Northern Vermont Resource and Development Council (NVRCD) for the final two payments of FY13-14. Assuming passage of the budget at Town Meeting; a resolution should be passed starting payments to the new home of the program, the Vermont Association of Conservation Districts (VACD) at the start of the next fiscal year.

Looking to the exterior renovation of the Town Hall the latest quotes anticipate being approximately \$18,000 above budget. If the Selectboard proposes moving funds between budget lines to cover the overage there should be a resolution to make the 'transfer'. Similarly as the Highway budget for salt is trending over budget as well, a separate resolution would be required to address that.

Discussion was held about part time help in general and road crewman Craig Lassiter in particular. The budget line is already over budget and Craig Lassiter is approaching the threshold where he would be entitled to insurance coverage or payment in lieu of insurance. Discussion was held to advise Road Foreman and have staff draft letter regarding no longer using part time help unless there is a major snow event and after

having contacted the Chairman. FY 14-15 has to stay at the budgeted 300 hours so planning for summer projects need to consider leaving some hours for winter maintenance.

**5:35 p.m. Bill Wilson, Town Moderator.**

Discussion regarding upcoming Town Meeting included:

- Town Meeting Agenda reviewed,
- Runners need to move microphones to speakers more expeditiously than last year,
- Town Reports mailed on Tuesday,
- Flag ceremonies requests put out to local Scout Councils,
- Day Care providers in place,
- Historical Society will host lunch, and
- Invitations to be sent to new residents.

**5:52 p.m. Olivia Strong and Jim Massingham, Jericho Underhill Park District.**

Olivia Strong and Jim Massingham appeared to discuss letter sent by the Town Administrator regarding winter maintenance at Mills River Park which has historically been shared by the towns every other year. Olivia Strong pointed out that the one year the District had to use a contractor the cost was \$5,000 and that Jericho was willing to continue and provide the service two out of three years. The Selectboard confirmed their intent to complete this year and their consensus that in future years the District could get a better product at a lower cost to residents by hiring a private contractor with a smaller truck with articulated plow. Discussion also ensued about the maintenance of the roadway, the benefits of asphalt aprons, mowing and the vacancy for an Underhill representative on the District Board.

**6:15 p.m. Mike Weisel, Town Hall Exterior Renovations.**

One contractor, Greg Smithers, provided a painting quote; \$19,800 for one coat and \$24,300 for 2 coats (hand brushed in both instances). The last time this had been bid the low bids were \$12,000 for sprayed and \$31,000 for 2 coats brushed. Greg is Lead Certified, would be able to work on the schedule as advertised but is not interested in the window restoration portion of the job. Mike Weisel reached out to Ron Place for an estimate and he gave \$11,456. Board consensus was to follow up with the Finance Officer. In addition it was their consensus to address the worst façades first.

Due to the vagaries of the weather the Board opted to proceed with Old Business items while waiting for individuals scheduled as agenda items.

Town Administrator summarized meeting with Bryan Davis (CCRPC) and Wendy Pelletier (VTrans) regarding the Underhill Flats Sidewalk project. The main result of that meeting was that it may not be realistic to anticipate completing the project in 2014.

**6:21 p.m. Jim Gilmartin, Regarding vacancies on various Town boards**

Jim Gilmartin met with the Selectboard to discuss his interest in the vacancies on the Development Review Board and the Planning Commission. Gilmartin is currently leaning DRB based on his interests and experiences. The Board recommendation was that he attends the upcoming meetings of the two bodies; Planning Commission (2/19) and Development Review Board (2/24).

Access Permit application of Richard Villeneuve Trust (RA068T) reopened by Selectboard. New submittals received since the January 30<sup>th</sup> meeting include letters from: David Burke, dated February 5<sup>th</sup>, letter from Robert Rushford, Esq. dated February 6<sup>th</sup>, Town Administrator dated February 10<sup>th</sup>, and Stephen and Janet Herrero dated February 10<sup>th</sup>. In addition the Herreros provided a file of documents related to past applications on the lot.

Town Administrator summarized the exchange of letters being both related to the application and to the stance that the lot was exempt from needing a permit. The Board discussed how the introduction of an attorney to the process ought to then involve the municipal attorney as well. Abutter Pam Parshall asked about the grade request of 15%. The Board replied that it would be resolved with council. David Villeneuve concurred with the decision to involve council.

David Rogers moved to consult council regarding the application of RA068T regarding the letters received from Robert Rushford and David Burke. Seth Freidman seconded and the motion passed 3-0. Staff to forward information on to municipal attorney.

**6:44 p.m. Jeremiah Maheny, Regarding vacancies on various Town boards**

Jeremiah Maheny met with the Selectboard to discuss his interest in the vacancies on the Development Review Board and the Planning Commission. Maheny is currently leaning DRB based on his interests. The Board recommendation was that he attends the upcoming meetings of the two bodies; Planning Commission (2/19) and Development Review Board (2/24).

**6:50 p.m.** The Selectboard consensus was to ask that the Chittenden County Regional Planning Commission include a sign inventory in their summer work plan together and are looking for projects in Underhill along with requests for speed studies for Stevensville Road and Underhill Center already in the queue. Town Administrator to contact Chris Dubin/CCRPC.

**6:55 p.m. Jackson Hill Road.**

Discussion with Linda Lewellen, Ron and Luanne Nedich of Jackson Hill Road. In response to earlier questions there are approximately 40 Private Roads totaling approximately 18.5 miles in Underhill. No new Town Highways have been accepted since 1984. Simple math says that the 0.43 miles would add \$8,896 to the Town Road Budget. Realistically Jackson Hill Road is a relatively level road with no major water crossings. Research of the local approval and State Land Use Permit did not turn up

any prohibition that would not allow the Association to exercise their statutory rights to petition for acceptance.

The Board and Association members concur that there is information that would be good to have identified prior to scheduling a public hearing. Due to the seasonal snow cover it is impossible to get an informed engineering opinion on the current condition of the road and its degree of compliance with the standards of the local Road Policy and Vermont Agency of Transportation Standard A-21. The turnaround was identified as an unknown with potentially serious consequences to the application as well as any changes might require modifications to the properties in that area.

The Board will commission Mike Weisel, P.E. to inspect the road and cite any inadequacies. The Association would need to retain a Licensed Surveyor to locate the monuments for the turnaround and if that was adequate a draft copy of the proposed deed would be prepared.

Additional discussion included input from the Road Foreman regarding the lack of negative grade at the intersection with Pleasant Valley Road and the culvert location, the realities of being a public road open to any and all, and the Board's understanding any reluctance on behalf of the Association to expend sums of money on the uncertain result of a public hearing.

The Jackson Hill Homeowners Association and Town Administrator will continue to stay in contact regarding scheduling. Town Administrator to contact Mike Weisel.

#### **7:20 p.m. New Business**

David Rogers moved to authorize the new purchasers of 37 Mullen Road to take over the Kelliher Town Land Contract on MU037. Brad Holden seconded and the motion passed 3-0. The Chair signed the new contract.

Road Foreman Nate Sullivan advised the Selectboard of the notice received from salt supplier that due to the impact of the snow storm on the metropolitan New York area there would be a temporary moratorium on deliveries. The Town has approximately 100 tons of salt on hand but for the duration there would be higher amounts of sand spread on paved roads.

The status of part time employee Craig Lassiter was revisited with the Road Foreman who was not present during the earlier discussion with the Finance Officer regarding Lassiter approaching the threshold of being entitled to additional compensation in the form of insurance or payments in lieu of same. It was agreed that while the safety of the travelling public remained the primary concern; the realities of the budget necessities that emergencies were the only valid rationale for a part time employee to cross that threshold. Board and staff agreed that discussion and minutes will suffice rather than a letter.

**7:28 p.m. Warrants and Minutes**

Current Warrants reviewed and signed.

Review of 01/30/14 Minutes. David Rogers moved to approve the minutes of 01/30/2014. Seth Friedman seconded and the motion passed 2-0.

**7:30 p.m. Announcements/Schedule**

Announcement made of next regular Selectboard Meeting scheduled for February 27, 2014 at 6:00 p.m. to include a Public Informational Hearing on the Town Meeting Australian Ballot items. In addition the Selectboard is scheduling a Special Meeting on February 20, 2014 at 5:00 p.m. to discuss a personnel issue.

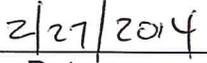
**7:31 p.m. Adjournment.**

David Rogers moved to adjourn. Seth Freidman seconded and the motion passed 3-0.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended

  
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Brad Holden, Chair

  
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Date