

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
6:00 p.m., Tuesday, May 13, 2014**

Selectboard: Seth Friedman, David Rogers and Cliff Peterson

Town Staff: Brian Bigelow and Nate Sullivan

Public: Al Rodgers (MMCTV), Janet Herrero, Stephen Herrero, Chris Hunt, Peter Czaja, Scott Tower and Jeff Moulton

6:00 p.m. Meeting called to order.

6:01 p.m. Public Comment – Pete Czaja on behalf of McLean/Squabetty Trust (DE165T) queried the Board about maintenance on the Class 4 portion of Deane Road (TH#19). Czaja said the usual Spring touch up on Deane Road seems behind and the Squabetty property has an event scheduled to start May 21. The Selectboard committed to getting back to Czaja.

Chris Hunt dropped off a revised drawing to be included with a future Access Permit application on RA068T. Adjoining property owner Janet Herrero commented on adherence to the standards.

6:17 p.m. Cloverdale HMGP – After discussion of the grant's status, the consensus of the Selectboard was that they were still willing to have the Town serve in the ministerial capacity required by FEMA/State of Vermont; but that the property owners would need to forward a proposal for review by the Town's attorney to ensure no municipal funds would be required for the project.

6:36 p.m. Scott Tower and Peter Czaja – Underhill Historical Society and Old Schoolhouse #5 Task Force propose collaborating on events at the schoolhouse to include sharing the cost of a Port-o-let July 1st – September 30th and storage of Society items at the schoolhouse. The municipal insurance carrier (PACIF) is to be queried regarding proposals.

David Rogers moved to fund 2/3 the cost of port-o-let rental at the Old Schoolhouse out of Selectboard Contingency funds after July 1, 2014. Cliff Peterson seconded and the motion passed 3-0.

6:47 p.m. Old Business

Town Hall Renovation

Carpentry work has started. Seth Friedman offered to be available to respond to questions from the contractor.

Town Garage Roof

The consensus of the Selectboard was to proceed without a test scrape of the closed cell insulation. Town Administrator to contact Weiman-Lamphere to finalize RFP.

6:55 p.m. New Business

Fuller Road – The Selectboard had a discussion on the adequacy of maintenance efforts on Fuller Road. Road Foreman Nate Sullivan reviewed work completed in the past relating to: culverts, repairs of washouts and adding material to ‘stiffen up’ the road surface. The consensus of the Board is that this level of attention is consistent with the Town Road Policy.

The Selectboard reviewed spreadsheets provided by the Town Finance Officer regarding Cash Flow and Chittenden County Sherriff’s Department contract. Consensus of the Board was to not request additional contract hours at this time.

Notice made of June 10, 2014 Public Hearings initiated by petitions requesting that the Town take over Jackson Hill Road, Jacobs Hill Road and Harvest Run.

Chittenden County Regional Planning Commission (CCRPC) - The Board discussed current or pending vacancies on the commission and two of the standing committees. Appointments are requested by June 13, 2014.

David Rogers moved to appoint Brian Bigelow as the Underhill representative to the Transportation Advisory Committee (TAC) for a two year term beginning July 1st. Cliff Peterson seconded and the motion passed 3-0.

David Rogers moved to appoint Sarah McShane as the Underhill representative to the Planning Advisory Committee (PAC) for a two year term beginning July 1st. Cliff Peterson seconded and the motion passed 3-0.

Cliff Peterson moved to appoint David Rogers as the alternate Underhill representative to the Transportation Advisory Committee (TAC) for a two year term beginning July 1st. Seth Friedman seconded and the motion passed 2-0 (David Rogers abstaining).

Cliff Peterson moved to appoint Brian Bigelow as the alternate Underhill representative to the Planning Advisory Committee (PAC) for a two year term beginning July 1st. Seth Friedman seconded and the motion passed 3-0.

No decision on the Underhill CCRPC representative made at this time. Position is currently filled by Town Administrator, with David Rogers as Alternate.

David Rogers moved to authorize the Town Administrator to proceed with an inquiry regarding application for a 2014 VTrans Bicycle and Pedestrian Program grant application. Cliff Peterson seconded and the motion passed 3-0.

Notice received of a sketch plan application before the Development Review Board for a 2-Lot subdivision proposed on land (BE108) abutting Town property.

Employee Benefits – The Selectboard reviewed various thresholds of weekly work hours that constitute full time employment.

David Rogers moved to amend the Selectboard's May 7, 2104 resolution; defining full time employment for the Town of Underhill as a minimum of 30 hours a week. Cliff Peterson seconded and the motion passed 3-0.

7:30 p.m. Warrants and Minutes.

Review of 04/29/14 Minutes. David Rogers moved to approve the minutes of 04/29/2014. Cliff Peterson seconded and the motion passed 2-0 (Seth Friedman abstaining).

Review of 05/07/14 Minutes. David Rogers moved to approve the minutes of 05/07/2014. Cliff Peterson seconded and the motion passed 3-0.

Current Warrants reviewed and signed.

7:34 p.m. Announcements/Schedule.

Cliff Peterson announced that the Town insurer (PACIF) has been notified of a potential claim being made regarding damages to the Robie property (LE011).

Cliff Peterson made note of passage of H497 which includes revisions to the State's Open Meeting Law; he will brief changes at the next meeting.

Announcement made of next regular Selectboard Meeting scheduled for May 27, 2014 at 6:00 PM.

7:35 p.m. Executive Session.

David Rogers moved to enter Executive Session with Town Administrator to discuss a legal matter. Cliff Peterson seconded and the motion passed 3-0.

8:00 p.m. David Rogers moved to exit Executive Session. Cliff Peterson seconded and the motion passed 3-0. No actions taken or decisions made.

8:01 p.m. Adjournment.

Cliff Peterson moved to adjourn. David Rogers seconded and the motion passed 3-0.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended.

Seth Friedman, Chair

Date

5.27.14