

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
THURSDAY JUNE 20, 2013**

Selectboard: Brad Holden, Seth Friedman, David Rogers

Town Staff: Dawna Brisson-Town Administrator, Sherri Morin-Town Clerk, RaMona Sheppard-Finance

Public: Peter Duval, Charlie Van Winkle, Helen Wagner, Pat Lamphere, Mike Weisel, Kevin McLaughlin, Don Tobi, Barbara Aldrich, Tim Mack, Dave Koval, Tom Lee, Aiden Hartswick, Amy Bruce, Barbara Green, Cullen Barber?,

MMCTV: Ruth

- 6:00 p.m. Selectboard meeting called to order**
- 6:00 p.m. Public Comment** – Peter Duval states his public records request has been pending 6 months and has had many communications and continues to encounter a blank wall. Requesting everything in the GIS system here at town, all maps. Selectboard pretty sure he has been given everything, but will check with Kari and check her computer. Encourage you to pursue legally, if you feel you need to.
- 6:10 p.m. Peter Duval departs. Charlie Van Winkle and Helen Wagner join the meeting.**
- 6:10 p.m. Development Review Board- Charlie Van Winkle**
Charlie Van Winkle presents Helen Wagner to the board. Selectboard interviews Helen Wagner for a 3 year term full position on the Development Review Board. On motion by David Rogers, seconded by Seth Friedman, the Selectboard appoints Helen Wagner to the Development Review Board for a 3 year term. The motion passes 3-0.
- 6:15 p.m. Charlie Van Winkle and Helen Wagner depart. Pat Lamphere joins the meeting.**
- 6:15 p.m. Old Business:**
Zoning Boundary – Brad Holden explains met with the Town’s Attorney on Wednesday. Next step, before able to come to a conclusion, is to research if any changes were made to the map since 1999. Pat agrees to give the Selectboard two more weeks. Item will be put back on the next Selectboard agenda in 2 weeks.
- 6:20 p.m. Pat Lamphere departs. Mike Weisel joins the meeting.**

- 6:20 p.m. Town Hall Restoration Project-**
Mike provides and reviews with the Selectboard a 3 page handout that outlines the requirements and specification for the exterior renovations. He also provides and reviews with them a handout outlining their options for the historic windows in the building. Need to decide which option they want to do. He currently has a list of 7 names to send request for proposals to. Can start with the building exterior renovations and do the windows separately.
- Page Road Structure Project –**
Chris Brunelle, the State stream alterations person, is questioning the box culvert size recommended by the VTrans hydraulic study. As soon as that information comes in, it is ready to put out to bid for 2 alternatives, a concrete box culvert and a steel arc. Again have a list of a half dozen contractors to send out to.
- 6:35 p.m. Mike Weisel departs. Kevin McLaughlin joins the meeting.**
- 6:35 p.m. Chittenden County Sheriff- Kevin McLaughlin**
Contract renewal- The sheriff provides a new contract noting the rate has gone up \$2/hour. On motion by David Rogers, seconded by Seth Friedman, the Selectboard approves the 2013-2014 sheriff contract for \$15,000. The motion passes 3-0. Contract signed by both parties. Details of the days and hours per week to be determined.
- 6:45 p.m. Kevin McLaughlin departs. Don Tobi and Barbara Aldrich join the meeting.**
- 6:45 p.m. Don Tobi and Barbara Aldrich-**
Discuss water runoff damage to their property. ¼ mile of Poker Hill turns off onto their property. Stated okay with it, if town would be willing to maintain their ditch. Brad Holden notes looking back at the records, the house wasn't put where it was proposed on the plans and 2-24" culverts weren't put in as shown on plan. Selectboard states they don't maintain private ditches, but maybe can move the water differently, will re-examine with the road foreman. Once done the Selectboard will send them a letter.
- 7:05 p.m. Don Tobi and Barbara Aldrich depart. Tim Mack and Dave Koval join the meeting.**
- 7:05 p.m. Clean Green- Tim Mack and Dave Koval**

Seth Friedman questions the purpose of the trash contract that expires 6/30/13. All parties agree contract no longer serves a purpose. However, Clean Green offers to continue to pick up the Town trash for free.

7:20 p.m. Tim Mack and Dave Koval depart. Tom Lee, Aiden Hartswick and Amy Bruce join the meeting.

7:20 p.m. Recreation Committee- Tom Lee
Tom Lee introduces Aiden Hartswick and Amy Bruce as possible alternate lifeguards to fill in if needed. Both have lifeguard certification. On motion by Seth Friedman, seconded by David Rogers, the Selectboard approves hiring Aiden Hartswick and Amy Bruce as two alternates for lifeguard for the summer of 2013. The motion passes 3-0.

7:25 p.m. Tom Lee, Aiden Hartswick and Amy Bruce depart. Barbara Green and Cullin Barber join the meeting.

7:25 p.m. Barbara Green and Cullen Barber –
Barbara states here to get an education and start a conversation regarding public vs. private roads. Here as reps of Beaverbrook and here about the common road, Cloverdale and the bridge. Who to call if the bridge is out? Is there some threshold of responsibility on the towns part? 33 residents use Cloverdale/bridge. The Selectboard explains the town has some responsibility if residents are cut off and have a medical emergency or are elderly to help them out with temporary access. Selectboard explains that the culvert on Cloverdale is ½ in Underhill and ½ in Westford, so would need to talk to Westford also. Believe that you can petition the town to take over a road, but it has to meet state standards. Selectboard is open to continued conversation.

7:50 p.m. Barbara Green and Cullen Barber depart. RaMona Sheppard joins the meeting.

7:50 p.m. Finance- RaMona Sheppard
Health Exchange- RaMona hands out and reviews a checklist, put out by VLCT, for municipalities with 50 or fewer employees to use to make the needed health insurance decisions concerning VT Health Connect. Also, need to make some of these decisions in order to create the Health Exchange Policy. On motion by Seth Friedman, seconded by David Rogers, the Selectboard moves to continue to define full-time as 30 hours or more per week and to continue to offer health insurance to year round employees that work at least 17 ½ hours per week and to limit seasonal employees

to work no more than 20 consecutive weeks. The motion passes 3-0. RaMona recommends that the Town offer the Platinum plan, as it is the closest to the current plan and to pay employees premium, not to exceed current premium. Also employees ≥ 65 can join exchange but aren't required to, however, no employee dependents who are ≥ 65 can join exchange. Current- rules-don't know if they'll change, so would recommend pay insurance elsewhere, medicare or outside, but will review further and take up at another meeting.

Retiree Health Policy- RaMona hands out a copy of the current policy adopted 11/05/03. Selectboard needs to decide if want to keep or maybe when someone retires at age 65 to offer them X amount instead. She explains the GASB45 requirements that go along with the policy. Her opinion is that it is really pretty rich for the Town to pay retiree's health insurance and maybe the Town should rescind from policy.

Capital Program and Budget Policy- RaMona hands out a copy of the current policy adopted 06/30/09 and hands out a copy of the new proposed policy. The only change is under the Capital Expenditures section, where she proposes separating the items into 2 categories and increasing the threshold from \$3000 to \$5000 for vehicles and equipment and from \$3000 to \$25000 for land, land improvements, buildings, building improvements and infrastructure to bring into conformance with the CIP and prior SB resolutions. On motion by David Rogers, seconded by Seth Friedman, the Selectboard approves the Capital Program and Budget Policy as edited. The motion passes 3-0. Policy signed by all members of the board.

Annual Hazard Survey- RaMona hands out and reviews the Loss Control Action Plan from the Town's annual hazard review. Town Hall emergency light didn't work. Town Clerk will handle repair. Town Garage had a damaged cord on the BOSCH grinder. Road Foreman will have taken care of. Playground swing set has a belted seat and a tot seat in the same swing bay, 2 like seats can't be in the same bay. Town Administrator to contact the Rec committee and ask if can move the swing.

8:15 p.m. Sherri Morin joins the meeting.

Line of Credit – Merchants Bank Current Expense Note for \$250,000, Resolution Current Expense Borrowing, and Tax Certificate Current Expense Borrowing documents signed by the treasurer and Selectboard. IRS form 8038-G Information Return for Tax-Exempt Governmental Obligations signed by Treasurer. Line of Credit Policy, created outlining how to use, is reviewed. On motion by David Rogers, seconded by Seth Friedman, the Selectboard approves the Line of Credit Policy

for Town of Underhill. The motion passes 3-0. Selectboard signs.

Town Garage Property Claim- PACIF approved the claim and sent a check for \$3865 (\$500 deductible). Pete Czaja will do the work. On motion by David Rogers, seconded by Seth Friedman, the Selectboard approves buying materials to repair Town Garage damage for the \$500 deductible, remainder to be paid by PACIF. The motion passes 3-0.

Tech Group Managed Service Contract- RaMona provides the Selectboard with the above contract for the period of 7/1/13 – 6/30/14 with a copy of the minutes from the 4/11/13 Selectboard meeting when they originally approved the contract. RaMona states she reviewed the contract and it matches what was approved. Contract signed by Selectboard Chair.

8:25 p.m. RaMona Sheppard departs.

8:25 p.m. Town Clerk- Sherri Morin

Caterer's license- Akes' Place will be catering 2 events, where they will be serving alcohol, so need a caterer's license for each. One event will be at 165 Dean Rd on 8/31/13 and the other will be at 41 Sam Ward Rd on 8/24/13. On motion by David Rogers, seconded by Seth Friedman, the Selectboard approves issuing a caterer license to Akes' Place for the event at 165 Dean Rd on 08/31/13. The motion passes 3-0. On motion by David Rogers, seconded by Seth Friedman, the Selectboard approves issuing a caterer license to Akes' Place for the event at 41 Sam Ward Rd on 08/24/13. The motion passes 3-0.

Vacation Roll-over- Sherri explains she has 3weeks of vacation left, plans to take next week, leaving 2 weeks to roll into the next year. However, plans to use another week by taking off the first week of the New Year. Selectboard approves her vacation roll-over.

8:30 p.m. Sherri Morin departs.

8:30 p.m. Old Business Continued:

Highway Structure Grant – Dawna provides the Selectboard with the State of Vermont Standard Grant Agreement for the Town Highway Structures Program. The grant was awarded for up to \$175,000 to replace a structure on Page Rd. Selectboard reviews the agreement and changes item 8, town contact information, from Dawna Brisson to RaMona Sheppard and Selectboard chair signs the contract. Signed contract will be

returned to Dick Hosking at VTrans tomorrow for appropriate state signatures.

Narrow banding overrun- Email from Mark Geraghty indicating ran into some additional costs totaling \$855 with a break down. On motion by David Rogers, seconded by Seth Friedman, the Selectboard approves \$855 to pay for narrow banding cost overrun. The motion passes 3-0.

Court Order/Zoning Violation- David spoke with both Mr. Lamell Sr. and Jr. Mr. Lamell Jr. is who bought the property at the tax sale. He is hesitant to enter property prior to ownership. Dawna reports she has contacted 6 construction companies, 1 No, 2 have agreed to give a quote and haven't heard back from others yet. Have sent emails to the 2 companies interested with background information and pictures from the site visit last fall. Need to send a copy of the court order to the Sheriff's office so they can determine their involvement. Normal sheriff rate is \$48/hr.

HRRR- Email from Sai Sarepalli regarding the High Risk Rural Roads Program, would like to setup initial site visit with Underhill and Jericho to review River Rd from Rte 15 to Chamberlin Woods. Asking for each Town's Road Foreman, Selectboard and Town Manager attend. Possible dates in the next few weeks? Selectboard offers 7/11/13 at 3 pm or 7/18/13 at 3pm.

BBR Grants- VTrans Better Back Roads grant just came out today. Can apply for multiple projects. Provided you with the paperwork, note the due date to submit grant requests is 7/15/13. There is a BBR grant workshop scheduled for Thursday 06/27/13 morning in Berlin. Selectboard discusses reaching out to Mike Weisel to work with Brad Holden and Nate Sullivan to determine sites and prepare grants. On motion by Seth Friedman, seconded by David Rogers, the Selectboard moves to ask Mike Weisel if interested in preparing BBR grants for unspecified locations at this time, to be specified later by Brad Holden and Nate Sullivan. The motion passes 3-0.

CCRPC (Chittenden County Regional Planning Commission)- Town still hasn't filled the rep positions with CCRPC, just received paperwork again asking to appoint our PAC (Planning Advisory Committee) Rep. CCRPC does a lot of work for the town and also have recently offered to help fill in while the town transitions Kari's job.

8:50 p.m. Minutes-

On motion by David Rogers, seconded by Seth Friedman, the Selectboard approves the minutes of 05/23/13 as written. The motion passes 3-0.

On motion by David Rogers, seconded by Seth Friedman, the Selectboard approves the minutes of 06/06/13 as written. The motion passes 3-0.

Draft Minutes for 05/30/13, 06/13/13 and 06/18/13 will be put in final form for approval at the next regular Selectboard meeting.

9:10 p.m. Announcements/Schedule

Next Regular Selectboard Meeting 07/11/13 at 6pm
Special Selectboard meeting on 6/24/13 at 9am to approve tax rate. The tax rate sets itself – budget voted on a Town meeting divided by the grandlist. Meeting is open to the public.

9:10 p.m. Warrants

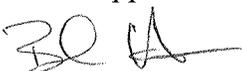
9:16 p.m. On motion by David Rogers, seconded by Seth Friedman, the Selectboard moves to close the 6/20/13 open Selectboard meeting and enter into Executive Session to discuss Town Administrator position. The motion passes 3-0.

**10:00 p.m. Selectboard exits Executive Session.
No Action Taken.**

Selectboard discusses and approves starting the hiring process for the Planning and Zoning position.

10:05 p.m. On motion by David Rogers, seconded by Seth Friedman, the Selectboard moves to adjourn the meeting. The motion passes 3-0.

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



Brad Holden, Chair

7/11/2013

Date