

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, September 13, 2016, 6:00 p.m.**

Selectboard: Cliff Peterson, Rick Heh **Town Staff:** Nate Sullivan and Brian Bigelow
Public: Ruth Miller (MMCTV), Stacy Turkos, Catherine Kearns, Nancy Bergersen

6:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Chair. Addition to the agenda: Add takeover of Town Contract on DW096 by William Butler to New Business. Delete subsection (E) from executive session.

6:01 p.m. Public Comment Period. None

6:02 p.m. Opening of Bids for Cracksealing and Pothole filling. No bids received for cracksealing and pothole filing on River Road and Pleasant Valley Road. Discussion ensued. Consensus of Board to solicit quotes for September 27 meeting.

6:04 p.m. Road Foreman's Report. Board and staff discussed Sand Hill reconstruction cost overage (\$28,676.35). Road base cost went as expected. Contract workers and trucks to cover full time employee vacations and additional equipment necessary to break and remove large boulders added to cost. In the future Road Foreman suggests adding 20% to the materials costs for a project. Cost overrun will be covered from FY17 Road reconstruction budget line.

In addition the Road Foreman reported that Upper English Settlement stumping will be complete by the end of next week. 11,800 linear feet completed and ~1,800' to go.

Upcoming purchases over \$1,000 include culvert flushing (2 days at \$550/day) and flaggers (\$500 per day for multiple days work) on Pleasant Valley Road.

The 2013 truck will require EGR exhaust work that is under warranty. The 2011 truck needs rear seal and brake work and the 2006 truck is up for inspection and will require replacement yoke and universal joint.

Surplus plastic culverts discussed. Most inventory has been sold at original cost. Consensus of Board is to continue to market remainder at cost.

Ditch Stone purchase discussed.

Repair to rusting dumpster discussed. Board concurs with Foreman's recommendation to weld plate to existing dumpster rather than replace.

Cliff Peterson moved to approve the purchase of 920 cu. yds. of ditch stone (3"-12") at \$16.25 per cubic yard. Rick Heh seconded and the motion passed 2-0.

6:19 p.m. New Business.

Takeover of Town Contract (DW096). The former Hayes Trust property, subject to a current Town Contract (2009-2019), has transferred. New owners interested in continuing in the program. Contract reviewed by Selectboard. Cliff Peterson moved to approve the assumption of the Town Contract at DW096 by William Butler. Rick Heh seconded and the motion passed 2-0. Selectboard signed the contract.

Appointment of Zoning Administrator. Chair moved to convert the Non-Exempt Planning Coordinator Position to the Exempt position of Planning Director effective September 14, 2016. All other terms of the initial offer letter to be unchanged. Rick Heh seconded and the motion passed 2-0. Chair moved that Andrew Strniste be appointed as Zoning Administrator with no change in compensation. A onetime payment of \$1,250 to be made. All other terms of the initial offer letter to be unchanged. Rick Heh seconded and the motion passed 2-0.

6:23 Old Business:

Town Hall Roof. Discussion ensued regarding the lack of quotes, current condition of the shingle portion of the roof and the metal portion scheduled for replacement in FY17/18. Consensus of Board is to combine jobs in FY17-18. Staff to contact contractor regarding temporary measures.

6:27 p.m. Warrants and Minutes. By consensus the Board reviewed and signed current warrants. Cliff Peterson moved approval of minutes of the August 30, 2016 Regular Selectboard meeting as submitted. Rick Heh seconded and the motion passed 2-0.

6:29 p.m. New Business (cont'd):

Planning Commission Vacancies. Selectboard met with Catherine Kearns regarding her interest in serving on the Planning Commission. Cliff Peterson moved that Catherine Kearns be appointed to the Underhill Planning Commission for a term expiring in March 2019. Rick Heh seconded and the motion passed 2-0.

6:33 p.m. Member Items, Correspondence, Announcements, Schedule: Notice made of the next Regular Selectboard meeting being held on September 27, 2016.

- Notice made of VTrans issuance of a §1111 Permit to work in the RT 15 right-of-way for paving the Cilley Hill Road apron. Staff provided copy to paving contractor.
- Receipt of Administrative Amendment issued by Andrew Strniste to Access Permit A15-14 at SH006 (Williamson Subdivision Lot #2).
- PACIF Equipment Grant Award letter received; staff to inquire with PACIF whether the amount granted is correct.
- Chittenden Solid Waste District letter regarding Drop Off Center location received. Board answers CSWD query to say no Drop Off Center is requested.

6:40 p.m. Executive Session. Cliff Peterson moved to enter into Executive Session to receive advice of counsel pursuant to 1 VSA 313(a)(1)(F) based on specific findings that premature disclosure would severely prejudice the Selectboard and Town. Rick Heh seconded and the motion passed 2-0.

6:59 p.m. On a motion made, seconded and passed 2-0, the Selectboard exited executive session.

Staff directed to communicate with Road Foreman regarding access to the former gravel pit on Beartown Road the following:

- The gate is to be closed, chained and padlocked except when in active use. Keys to be kept in all town vehicles that require access.

- Aerial photographs and site visit confirm that there are informal accesses to the town property. These shall be at a minimum signed and preferably blocked or fenced off.
- ‘No Trespassing’ signs placed along at least the roadside borders of the property, possibly in conformance with the minimums prescribed by statute (10 VSA §5201) for no-hunting signs at the entrances, corners and perimeter spaced at a minimum of 400’.

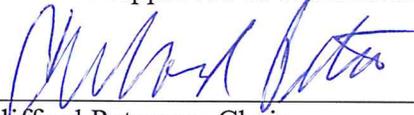
7:03 p.m. New Business (cont’d):

Planning Commission Vacancies. Selectboard met with Nancy Bergersen regarding her interest in serving on the Planning Commission. Cliff Peterson moved that Nancy Bergersen be appointed to the Underhill Planning Commission for a term expiring in March 2019. Rick Heh seconded and the motion passed 2-0.

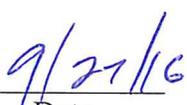
7:09 p.m. Adjournment: On a motion made by Rick Heh and seconded by Cliff Peterson the Selectboard voted 2-0 to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended



Clifford Peterson, Chair



Date