

**TOWN OF UNDERHILL**  
**Regular Selectboard Meeting**  
**Underhill Town Hall - 12 Pleasant Valley Road**  
**In-person and remote access meeting (see below)**  
**Thursday, January 25, 2024, 6:00 p.m.**

- 6:00 p.m.      Call meeting to order/adjustments to the agenda
- 6:00 p.m.      Opening Public Comment
- 6:05 p.m.      Town Highway Items - Russ Clark
- Dump truck tire purchase
  - Radio update
  - Storm cleanup update
  - Beaver dam – Corbett Road
- 6:30 p.m.      Consider text messaging add on from CivicPlus
- 6:40 p.m.      Review/accept FY 2025 Final Budget – Version 6
- 6:50 p.m.      Review (edit as necessary) and sign 2024 Town Meeting Day Official Warning
- 7:10 p.m.      Schedule public kickoff meeting for the Underhill Sidewalk Scoping Study
- 7:15 p.m.      April 8, 2024 Solar Eclipse discussion
- 7:30 p.m.      Closing Public Comment Period
- 7:35 p.m.      Warrants & Minutes: Review/Approve warrants and the minutes from the January 11, 2024 meeting and the special meeting of January 4, 2024 and the special joint meeting with Jericho on January 4, 2024
- 7:40 p.m.      Member items, correspondence, announcements, schedule, discuss dates for a special meeting. The next Selectboard regularly meeting is scheduled for February 8, 2024
- 7:45 p.m.      Executive Session: 1 V.S.A. Section 313(a)(3) The appointment or employment or evaluation of a public officer or employee.
- 8:30 p.m.      Adjourn Selectboard meeting (tentative)

**Underhill Selectboard Regular Meeting Jan 25, 2024**  
**Jan 25, 2024, 6:00 pm**

Please join our meeting from your computer, tablet or smartphone.

<https://meet.goto.com/925382773>

You may also dial in using your phone.

Access Code: 925-382-773

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Get the app now and be ready when your first meeting starts:

<https://meet.goto.com/install>



9:57 AM

Page 1 of 1

CUSTOMER	INVOICE NBR
6158	23-0153193-009
ORDER DATE	INVOICE DATE
12/28/2023	12/28/2023
INVOICE	

Remit to: 38 Rainbow Lane, Sanford ME 04073

**SOLD TO:**

TOWN OF UNDERHILL  
PO BOX 120  
UNDERHILL, VT 05489

**SHIP TO:**

TOWN OF UNDERHILL  
PO BOX 120  
UNDERHILL, VT 05489

Barre

Attn:  
Phone:

Fax:

Attn:  
Phone:

FLEET NUMBER	MILEAGE	CUST P. O.	TERMS		W/O #	
	0		NET 1st 10th		63188	
VIN	VEHICLE DESCRIPTION	LICENSE	TECH I D	SALES I D	WRITTEN BY	
				JPELL	JPELL	
Item Number / Description			QTY	Unit Price	F.E.T.	Extension Tx
14489C 315/80R22.5 PXDS2 PLUS 270 Wrk Order/Line-Brand 63188/3, 63188/4			2	\$308.50	\$0.00	\$617.00 N
75475 BEAD BEAD REPAIR W/CAP Wrk Order/Line-Brand 63188/3			1	\$30.00	\$0.00	\$30.00 N
36265C 12R22.5 PXDS2 PLUS 220 Wrk Order/Line-Brand 63188/2, 63187/5			2	\$308.50	\$0.00	\$617.00 N
36551C 12R22.5 XDS2PLUS 230 Wrk Order/Line-Brand 63188/1, 63188/6, 63188/7, 63187/2 63187/3, 63187/7			6	\$308.50	\$0.00	\$1,851.00 N
36745C 12R22.5 PXDS2PLUS 240 Wrk Order/Line-Brand 63188/5, 63188/8, 63187/1, 63187/4 63187/6, 63187/8			6	\$308.50	\$0.00	\$1,851.00 N
NEPWD NETTC POWDERCOAT POWDERCOAT WHEEL CUSTOMER			1	\$35.00	\$0.00	\$35.00 N
DF DELIVERY FEE			1	\$10.00	\$0.00	\$10.00 N
<p>A 3.5% ChargePass fee applies to all Credit Card transactions. This fee is waived as a discount for Cash, Check or On- Account transactions. This fee does not apply to National Account and Advantage transactions.</p> <p>101-7-300-40-431.01 Recap Tires for ALL TRUCKS 1-4-23 R. Clark B.H.</p>						
MISC/SUPPLIES	FREIGHT	EXCISE TAX	MERCHANDISE	LABOR	TAXABLE TOTAL	NON-TAX TOTAL
\$0.00	\$0.00	\$0.00	\$5,011.00	\$0.00	\$0.00	

1-207-324-3345  
accounts@netrucktire.com

Subtotal: \$5,011.00  
Sales Tax: \$0.00

Received by: \_\_\_\_\_

PRINT NAME

Billed To: Accounts Receivable

Signature \_\_\_\_\_

**TOTAL: \$5,011.00**



10:33 AM

Page 1 of 1

Remit to: 38 Rainbow Lane, Sanford ME 04073

CUSTOMER	INVOICE NBR
6158	23-0153285-009
ORDER DATE	INVOICE DATE
12/29/2023	12/29/2023
<b>INVOICE</b>	

**SOLD TO:**  
**TOWN OF UNDERHILL**  
PO BOX 120  
UNDERHILL, VT 05489


**SHIP TO:**  
**TOWN OF UNDERHILL**  
PO BOX 120  
UNDERHILL, VT 05489

Barre

Attn:  
Phone:

Fax:

Attn:  
Phone:

FLEET NUMBER	MILEAGE	CUST P. O.	TERMS		W/O #	
			NET 1st 10th			
VIN	VEHICLE DESCRIPTION	LICENSE	TECH I D	SALES I D	WRITTEN BY	
				JPELL	JPELL	
Item Number / Description			QTY	Unit Price	F.E.T.	Extension Tx
NEPWD NETTC POWDERCOAT POWDERCOAT WHEEL CUSTOMER			13	\$35.00	\$0.00	\$455.00 N
A 3.5% ChargePass fee applies to all Credit Card transactions. This fee is waived as a discount for Cash, Check or On-Account transactions. This fee does not apply to National Account and Advantage transactions.						
101-7-300-40-431.01 TRUCK Rims- Refurb. ALL Trucks 1-4-24 						
MISC/SUPPLIES	FREIGHT	EXCISE TAX	MERCHANDISE	LABOR	TAXABLE TOTAL	NON-TAX TOTAL
\$0.00	\$0.00	\$0.00	\$455.00	\$0.00	\$0.00	

1-207-324-3345  
accounts@nettrucktire.com

Subtotal: \$455.00  
Sales Tax: \$0.00

Received by: \_\_\_\_\_  
PRINT NAME

Billed To: Accounts Receivable

Signature \_\_\_\_\_

**TOTAL: \$455.00**

Account	Budget	Actual	% of Budget
<b>101-7-3 Highway</b>			
<b>101-7-300-10 HW-Payroll</b>			
101-7-300-10-110.00 HW-Salaries	331,229.26	142,648.84	43.07%
101-7-300-10-110.02 HW-Salaries:Ins Opt Out	8,120.91	4,452.06	54.82%
101-7-300-10-110.06 HW-Salaries:BBR Grant	0.00	0.00	0.00%
101-7-300-10-110.99 HW-Salaries:Part Time	15,000.00	17,803.99	118.69%
101-7-300-10-115.00 HW-Road Commissioner	0.00	0.00	0.00%
101-7-300-10-130.00 HW-Overtime Pay	0.00	0.00	0.00%
<b>Total HW-Payroll</b>	<b>354,350.17</b>	<b>164,904.89</b>	<b>46.54%</b>
<b>101-7-300-11 HW-Benefits</b>			
101-7-300-11-210.00 HW-Health Insurance	57,472.92	20,932.43	36.42%
101-7-300-11-210.01 HW-Health Reim Acct	0.00	0.00	0.00%
101-7-300-11-210.02 HW-Dental Insurance	4,968.72	2,223.72	44.75%
101-7-300-11-210.03 HW-Vision Insurance	1,272.00	496.24	39.01%
101-7-300-11-210.04 HW-Life, LTD, STD Ins	1,559.52	561.30	35.99%
101-7-300-11-220.00 HW-Social Security	30,279.06	12,592.34	41.59%
101-7-300-11-230.00 HW-Retirement	29,048.76	12,825.21	44.15%
101-7-300-11-260.01 HW-Unemployment Ins	0.00	0.00	0.00%
101-7-300-11-290.00 HW-Accrued Vac/Pers	0.00	0.00	0.00%
101-7-300-11-290.01 HW-Clothing Allowance	2,400.00	641.92	26.75%
101-7-300-11-290.02 HW-Safetywear	0.00	0.00	0.00%
101-7-300-11-290.03 HW-VOSHA/OSHA	0.00	0.00	0.00%
<b>Total HW-Benefits</b>	<b>127,000.98</b>	<b>50,273.16</b>	<b>39.58%</b>
<b>101-7-300-20 HW-Training &amp; Development</b>			
101-7-300-20-240.00 HW-Training	6,000.00	0.00	0.00%
<b>Total HW-Training &amp; Development</b>	<b>6,000.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>101-7-300-30 HW-Contractors Services</b>			
101-7-300-30-310.01 HW-Outside Labor	0.00	0.00	0.00%
101-7-300-30-333.00 HW-Legal	0.00	0.00	0.00%
101-7-300-30-339.00 HW-Prof & Tech Services	0.00	10.00	100.00%
101-7-300-30-340.00 HW-Contractors	42,250.00	0.00	0.00%
101-7-300-30-340.01 HW-Hauling Services	10,000.00	625.00	6.25%
101-7-300-30-340.02 HW-Tree & Brush Removal	37,500.00	6,925.00	18.47%
101-7-300-30-340.03 HW-Culvert Maintenance	6,300.00	90.95	1.44%
101-7-300-30-340.04 HW-Contractors Misc	40,000.00	8,851.30	22.13%
<b>Total HW-Contractors Services</b>	<b>136,050.00</b>	<b>16,502.25</b>	<b>12.13%</b>
<b>101-7-300-40 HW-Other Purchased Service</b>			
101-7-300-40-424.00 HW-Grounds Maintenance	0.00	95.36	100.00%
101-7-300-40-430.00 HW-Building Maintenance	10,530.00	1,401.44	13.31%
101-7-300-40-431.00 HW-Heavy Equipment Maint	15,000.00	5,830.17	38.87%
101-7-300-40-431.01 HW-Dump Truck Maint	62,000.00	16,954.33	27.35%
101-7-300-40-431.02 HW-Small Equipment Maint	3,000.00	448.34	14.94%



Town of Underhill General Ledger  
Current Yr Pd: 7 - Budget Status Report  
Highway

Account	Budget	Actual	% of Budget
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101-7-300-40-432.00 HW-Vehicle Maintenance	2,000.00	546.31	27.32%
101-7-300-40-442.01 HW-Rental of Equip & Vehi	2,500.00	0.00	0.00%
101-7-300-40-460.04 HW-BBR Grant	0.00	0.00	0.00%
101-7-300-40-460.06 HW-Grant In Aid Pilot Pro	0.00	0.00	0.00%
101-7-300-40-530.00 HW-Telephone/Communicatio	3,400.00	2,366.50	69.60%
101-7-300-40-530.01 HW-Technology	0.00	54.99	100.00%
<b>Total HW-Other Purchased Service</b>	<b>98,430.00</b>	<b>27,697.44</b>	<b>28.14%</b>
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<b>101-7-300-50-61 HW-General Supplies</b>			
101-7-300-50-610.00 HW-Shed/Office Supplies	6,500.00	3,440.79	52.94%
101-7-300-50-610.04 HW-Small Tools	2,000.00	2,155.86	107.79%
101-7-300-50-610.05 HW-Small Equipment	1,000.00	8,077.11	807.71%
101-7-300-50-611.00 HW-Chemical Supplies	0.00	0.00	0.00%
<b>Total HW-General Supplies</b>	<b>9,500.00</b>	<b>13,673.76</b>	<b>143.93%</b>
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<b>101-7-300-50-62 HW-Energy</b>			
101-7-300-50-624.00 HW-Heating Fuel	8,200.00	7,508.00	91.56%
101-7-300-50-626.00 HW-Gas/Oil/Grease	76,500.00	33,840.51	44.24%
<b>Total HW-Energy</b>	<b>84,700.00</b>	<b>41,348.51</b>	<b>48.82%</b>
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<b>101-7-300-50-65 HW-Road Materials</b>			
101-7-300-50-650.00 HW-Gravel	100,000.00	31,248.47	31.25%
101-7-300-50-650.01 HW-Chloride	22,000.00	10,994.63	49.98%
101-7-300-50-650.02 HW-Salt	52,000.00	13,623.28	26.20%
101-7-300-50-650.03 HW-Sand	87,500.00	86,549.61	98.91%
101-7-300-50-650.04 HW-Stone	28,000.00	10,368.40	37.03%
<b>Total HW-Road Materials</b>	<b>289,500.00</b>	<b>152,784.39</b>	<b>52.78%</b>
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<b>101-7-300-60 HW-Other Expense</b>			
101-7-300-60-460.00 HW-Roadside Maintenance	22,000.00	10,903.73	49.56%
101-7-300-60-460.01 HW-Sidewalk Maintenance	12,500.00	4,620.80	36.97%
101-7-300-60-580.00 HW-Travel	700.00	140.54	20.08%
101-7-300-60-622.00 HW-Electricity	3,750.00	1,708.52	45.56%
101-7-300-60-741.00 HW-Machinery	0.00	0.00	0.00%
101-7-300-60-750.01 HW-Bridges Culvert Guard	26,000.00	32,998.19	126.92%
101-7-300-60-750.02 HW-Traffic Control Materi	7,200.00	7,044.37	97.84%
101-7-300-60-750.04 HW-Pavement Repair/Retrea	26,000.00	23,248.32	89.42%
101-7-300-60-990.01 HW-Insured Losses	0.00	0.00	0.00%
<b>Total HW-Other Expense</b>	<b>98,150.00</b>	<b>80,664.47</b>	<b>82.18%</b>
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<b>101-7-300-80 Debt Service</b>			
101-7-300-80-820.00 HW-Debt - Principal	495,520.00	480,030.01	96.87%
101-7-300-80-820.01 HW-Debt - Interest	15,922.00	29,379.10	184.52%
<b>Total Debt Service</b>	<b>511,442.00</b>	<b>509,409.11</b>	<b>99.60%</b>
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01/22/24  
02:31 pm

Town of Underhill General Ledger  
Current Yr Pd: 7 - Budget Status Report  
Highway

Page 3 of 3  
JSilpe-Katz

Account	Budget	Actual	% of Budget
<b>Total Highway</b>	<b>1,715,123.15</b>	<b>1,057,257.98</b>	<b>61.64%</b>
<b>101-7-8 Capital Expenditures</b>			
101-7-800-70-000.00 Depr Expense: Highway	0.00	0.00	0.00%
101-7-805-70-000.00 Capital-Building Improve	0.00	15,275.00	100.00%
101-7-815-70-000.00 Capital-Vehicles & Equip	331,000.00	250,377.00	75.64%
101-7-820-70-000.00 Capital-Infrastructure	25,000.00	0.00	0.00%
101-7-820-70-000.01 Capital-Mountain Road	0.00	0.00	0.00%
101-7-820-70-000.02 Capital-Pleasant Valley	0.00	0.00	0.00%
101-7-820-70-000.03 Capital-Irish Settlement	0.00	0.00	0.00%
101-7-820-70-000.04 Capital-Poker Hill	0.00	0.00	0.00%
101-7-820-70-000.05 Capital-Corbett	0.00	0.00	0.00%
101-7-820-70-000.06 Capital-River Road	0.00	0.00	0.00%
101-7-820-70-000.07 Capital-Park Street	0.00	0.00	0.00%
101-7-820-70-000.08 Capital-McClellan Farm	0.00	0.00	0.00%
101-7-820-70-000.09 Capital-Green Street	0.00	0.00	0.00%
101-7-820-70-000.10 Capital-Krug Rd.	0.00	0.00	0.00%
101-7-820-70-000.11 Capital-N.U.Station Rd.	100,000.00	71,795.52	71.80%
101-7-820-70-000.12 Capital-Westman Rd.	0.00	0.00	0.00%
101-7-825-70-000.00 Capital-To Roads Reserve	0.00	0.00	0.00%
<b>Total Capital Expenditures</b>	<b>456,000.00</b>	<b>337,447.52</b>	<b>74.00%</b>
<b>Total Expenditures</b>	<b>2,171,123.15</b>	<b>1,394,705.50</b>	<b>64.24%</b>
<b>Total Highway</b>	<b>-2,171,123.15</b>	<b>-1,394,705.50</b>	
<b>Total All Funds</b>	<b>-2,171,123.15</b>	<b>-1,394,705.50</b>	

**From:** [KURT JOHNSON](#)  
**To:** [Brad Holden](#)  
**Subject:** Fw: Corbett road Beaver dam  
**Date:** Thursday, January 11, 2024 10:08:24 AM

---

Hi Brad,

Just forwarding Tyler Brown's note to you regarding the Corbett beaver situation. He also recommends at this point to wait until spring when the beavers return to remediate the situation. His recommendation is to construct a fence line where we want the beavers to build a dam so they don't plug the bridge again. I'll check in with Skip to see if he'll do this as part of the original contract. I would hope so, but given all the water that's been over the dam (pun intended), I want to confirm that. I know Skip had brought this up early on, but then we ended up having the excavator rebuild it. In hind sight it seems like we might have been better off to have taken this approach in the first place. Will let you know what I hear back from him.

Kurt

---

**From:** Brown, Tyler <Tyler.Brown@vermont.gov>  
**Sent:** Wednesday, January 10, 2024 10:01 AM  
**To:** KURT JOHNSON <kdp45@msn.com>  
**Subject:** RE: Corbett road Beaver dam

Hey Kurt,

Thanks for the photos. It doesn't appear that beavers are currently active at the site, so I don't know that there is anything to be done at this time. I would suspect beavers to return to the site in the future.

I would not recommend trying to build an imitation beaver dam without talking with a River Management Engineer or Wetlands staff for DEC. They often require a permit for placing fill or working within a wetland. Allowing the beavers to build the dam would be the better option. The trick is having them build a dam in front of the bridge instead of underneath it.

One technique could be constructing a "Diversion Dam" as shown in the attached image. The idea is to encourage the beavers to build out away from the bridge. It should be built over the pipe and upstream a few feet. I would probably wait until the spring to try this, so high water doesn't destroy it before more beavers return.

Let me know if that makes sense or if you have any questions.

Tyler

**Tyler Brown** | Wildlife Specialist

Vermont Agency of Natural Resources | Dept. of Fish & Wildlife  
Wildlife Division, Furbearer Program  
100 Mineral Street, Suite 302 | Springfield, VT 05156-3168  
802-522-9714 | [tyler.brown@vermont.gov](mailto:tyler.brown@vermont.gov)  
[www.vtfishandwildlife.com](http://www.vtfishandwildlife.com)

My work with the Department of Fish & Wildlife requires me to be in the field and away from my computer for long periods of time. If you have an urgent request, please contact our main office 802-828-1000

---

**From:** KURT JOHNSON <kdp45@msn.com>  
**Sent:** Tuesday, January 9, 2024 1:20 PM  
**To:** Brown, Tyler <Tyler.Brown@vermont.gov>  
**Subject:** Re: Corbett road Beaver dam

You don't often get email from [kdp45@msn.com](mailto:kdp45@msn.com). [Learn why this is important](#)

**EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.**

Sorry Tyler. The first one is its current state and the second is the dam the beavers built under the bridge. It actually got a bit higher than when I took this picture in August before it was removed to enable Skip to do his work.

Kurt

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**From:** Brown, Tyler <[Tyler.Brown@vermont.gov](mailto:Tyler.Brown@vermont.gov)>  
**Sent:** Tuesday, January 9, 2024 12:58:01 PM  
**To:** KURT JOHNSON <[kdp45@msn.com](mailto:kdp45@msn.com)>  
**Subject:** RE: Corbett road Beaver dam

Hey Kurt,

I didn't receive any photos of the site. Can you try resending them again?

Tyler

**Tyler Brown** | Wildlife Specialist  
Vermont Agency of Natural Resources | Dept. of Fish & Wildlife  
Wildlife Division, Furbearer Program  
100 Mineral Street, Suite 302 | Springfield, VT 05156-3168

802-522-9714 | [tyler.brown@vermont.gov](mailto:tyler.brown@vermont.gov)  
[www.ytfishandwildlife.com](http://www.ytfishandwildlife.com)

My work with the Department of Fish & Wildlife requires me to be in the field and away from my computer for long periods of time. If you have an urgent request, please contact our main office 802-828-1000

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**From:** KURT JOHNSON <[kdp45@msn.com](mailto:kdp45@msn.com)>  
**Sent:** Tuesday, January 9, 2024 12:38 PM  
**To:** Brown, Tyler <[Tyler.Brown@vermont.gov](mailto:Tyler.Brown@vermont.gov)>  
**Subject:** Corbett road Beaver dam

You don't often get email from [kdp45@msn.com](mailto:kdp45@msn.com). [Learn why this is important](#)

**EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.**

Hi Tyler

A few years back you came out to look at the situation at this new bridge site with me. At the time you recommended adding a pipe to the fan the beavers built in front of the bridge. We ultimately decided to hire Skip Lisle to put in one of his Brevard Bale designs. Our road crew removed the dam since the beavers had continued building it underneath the bridge up to a foot or so from the bottom of the deck. Skip did his thing and the road crew rebuilt the fan in front of the bridge using the old beaver dam debris. Unfortunately, the dam didn't hold up and was partially washed out in August. Our highways committee recommended the road crew fill the gap and fortify it with large rock, but they were reluctant to do so. Another heavy rain event occurred in December and now they can is almost completely gone. We fully expect it will go during the spring runoff. I've attached a picture of the current state and am interested in hearing what you would recommend we do. Am happy to talk on the phone if you want. My cell is 802-760-0769.

Thanks, Kurt

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**From:** [KURT JOHNSON](#)  
**To:** [Brad Holden](#)  
**Cc:** [Jennifer Silpe-Katz](#)  
**Subject:** Fwd: Invoice  
**Date:** Monday, January 15, 2024 12:02:09 PM  
**Attachments:** [Underhill invoice 2024.docx](#)

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Hi Brad

Here's the invoice from Skip for his work at Corbett. Although he still has a little left to do, given the circumstances of how this played out I would recommend we accept his 10% discount and pay accordingly. I'll work with him again this spring to finish of the diversion dam piece of this. Hopefully the beavers return then and rebuild the dam where we want it. But if not, we'll have to have a plan B, probably along the lines of what Tyler Brown recommends to encourage them to build where we want with a fence in place. Hopefully, Skip will be in sync with that strategy and I'll get him to do this work as part of the job. I expect to be talking with him sometime this week about it so should know soon.

Kurt

Kurt

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**From:** Skip Lisle <skip@beaverdeceivers.com>  
**Sent:** Friday, January 12, 2024 9:19:37 AM  
**To:** KURT JOHNSON <kdp45@msn.com>  
**Subject:** Invoice

Hi Kurt,

Attached, please find my invoice. If you approve of it, can you please forward it to the appropriate authority? Thanks.

I'm sorry it became such an unpleasant and unfinished process.

I hope you're well.

All the best,

Skip



# Beaver Deceivers, Ilc\*

*the smart fix for conflicts*

*1187 Cabell Road  
Grafton, VT 05146*

## Invoice

**To:** Underhill, VT

**Date:** January 12, 2024

**For:** Mileage, travel time, lodging, and one mostly completed Beaver Deceiver™. As I have reported, I was not able to finish the Diversion Dam, and thus the pipe system, last fall without the support of the town; I hope we can do that in 2024. Therefore, I took 10% off my original bid.

**Total:** \$6030

Thank you!

\*Our president, Skip Lisle, MS, is a wildlife biologist and wetland specialist who has invented high-quality “flow devices,” including his proprietary Beaver Deceivers™ and Castor Masters.™ These incomparable products protect properties in a reliable, long-lasting, and non-lethal manner. We have long been the world’s leading innovators, compiling its highest success rate. This approach generates wealth by eliminating the cost of endlessly removing dams, repairing damaged property, and killing beavers. It also often translates into nearby, non-threatening wetlands with great aesthetic, ecological, and hydrological value. Our mission is to end conflicts, save our customers money, and help to restore—following massive wetland losses caused by the Fur Trade (ca.1600-1900) and later development—the ancient hydrology and biological wealth of Eurasian and North American streams.

## **5. Culvert Diversion Dams**

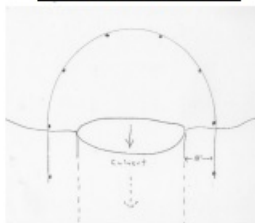
Road culverts dammed by beavers are a very common problem. Beavers are motivated to block road culverts because a little damming turns the entire roadbed into a large dam. To a beaver, a roadbed with a culvert probably looks like a dam with a hole in it that needs repair.

Preventing beavers from blocking road culverts saves highway crews time and money, and also improves road and worker safety. A Culvert Diversion Dam (CDD) inexpensively protects road culverts from beaver damming by encouraging the beaver to dam immediately upstream of the culvert instead of inside it. This keeps the culvert open and works well when some ponding upstream of the road is tolerable.

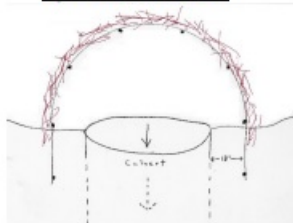
The Culvert Diversion Dam is constructed 10 to 15 feet upstream of the culvert so when the beavers dam upon it the inlet of the culvert is not blocked. It can be made from any variety of materials, with the goal of creating a small pool. You want the CDD to create a small, noisy waterfall that will attract the beaver's attention. They will then dam on top of your CDD instead of the road culvert.

The CDD can be made from posts and fencing and branches, or a rock wall. Anything that will create a small pool of water upstream of the culvert.

**Fig. 1 – Undammed Div. Fence**



**Fig. 2 – Dammed Div. Fence**



The Culvert Diversion Dam encloses the culvert inlet or goes straight across the stream channel. In either case, both ends of the fence should terminate on high ground, at least 18 inches from the culvert so large turtles and other wildlife can continue to use the culvert for passage.

Interestingly, beavers usually will not go up on dry land then back down into the culvert with damming materials, so the wildlife passage does not usually result in a dammed culvert. However, if beavers use the wildlife passage to dam inside the culvert, then the passage may need to be closed off for a month or more to break that behavior.

When the height of the beaver dam must be limited to prevent flooding damage, a Flexible Pond Leveler pipe may be installed through the new beaver dam. However, if no ponding is tolerable near the culvert, a Keystone Fence would be a better choice than a CDD.



Assessor's Office  
PO Box 120  
Underhill VT 05489  
[abosley@underhillvt.gov](mailto:abosley@underhillvt.gov)  
802-899-4434 ext. 3

Hello Selectboard,

Attached is a contract, with our current website provider, to add a new notifications service to our account. This service would provide a mass text notification to people who have signed up. As a team we feel this would be a great addition to our town. We do have an email notification feature included in our service (which we have not set it up yet). This could be used for general reminders such as when taxes are due, dog licenses, and scheduled road work. We could also have an emergency notification option as well.

I would be happy to answer any questions you have about the service.

Thank you  
Amanda

**CivicPlus**

302 South 4th St. Suite 500  
Manhattan, KS 66502  
US

**Quote #:****Date:****Expires On:**

Statement of Work

Q-61627-1

1/9/2024 12:19 PM

3/9/2024

**Client:**

UNDERHILL, VERMONT

**Bill To:**

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Marissa Bean	(978) 461-5880	mbean@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE	TOTAL
1.00	Text Messaging (up to 20,000 texts included)	SMS Service with 20,000 Text Messages Included	Renewable	USD 262.32

Total Investment - Prorated Year 1	USD 262.32
Annual Recurring Services (Subject to Uplift)	USD 550.00

Total Days of Quote:174

Initial Term Invoice Schedule	100% Invoiced upon Signature Date
Annual Uplift	As agreed to in the Agreement

The Annual Recurring Services subscription fee for the Products (as described above) included in this SOW are prorated and co-terminated to align with the Client's current CivicEngage billing schedule and the Annual Recurring Services amount will subsequently be added to Client's Term and regularly scheduled annual invoices under the terms of the Agreement.

This Statement of Work ("SOW") shall be subject to the terms and conditions of Master Services Agreement signed by and between the Parties and the applicable Solutions and Services Terms and Conditions located at: <https://www.civicplus.help/hc/en-us/sections/11726451593367-Solutions-and-Services-Terms-and-Conditions> (collective, the "Agreement"). By signing this SOW, Client expressly agrees to the terms and conditions of the Agreement, as though set forth herein.

## Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By:

By:

Dan Steinbaur  
Name:

Name:

Selectboard Chair  
Title:

Title:

Date:

Date:

Organization Legal Name: Town of Underhill

Jennifer Silpe Katz  
Billing Contact:

Finance Officer  
Title:

802 899 4434  
Billing Phone Number:

jsilpe-katz@underhillvt.gov  
Billing Email:

PO Box 120  
Billing Address:

Underhill VT 05489

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

# FY25 Budget Discussion

Discussion V6 – 1/23/2024

Highlighted Changes from V5 to V6:

**Line 87 Deficit Payment:** \$75,000 to provide a cushion and cover the Town's 15% policy maintaining 15% of the budgeted years' operating expenses on hand in the event of an emergency. Fell short by ~ 175,000, 100,000 increase in FY24 at Town meeting by placing money in highway reserves as voted, so only need 75k to make up the projected difference.

**Line 117 Technical Expenses:** Added the money to cover the monthly fee for the Microsoft 360 web based upgrade for all email correspondence. (See Tech Group quote)

**Line 126 Post Office Maint. Repair:** Added funds to add a wall surface to cover the foam. Sagging floor will be completed in current FY24 budget.

**Line 240 Hwy Technology:** Added the monthly cost per radio for Mt. Mansfield relay station/tower dues. (See BCS quote attached).

**Line 264 Bridges, Culverts Guardrails:** Added for Casey's hill plastic Culverts.

**Line 274 Capital vehicles/Equipment:** Added the radio quote (see BCS radio quote attached)

Additional Notes: All salary and compensations have been updated to reflect Selectboard meetings, minutes and executive session conversations.

V5 Tax rate was .5666 a .0180 increase over FY24 or a 3.28% increase.

V6 Tax rate is .5594 a .0108 increase over FY24 or a 1.97% increase.



Town of Underhill Budget Fiscal Year 2025

BUDGET FY25 V6 1/22/2024									Ballot Items
Line	Category	FY2023		FY2024		FY2025			
		Budget	Actual	Budget	Thru 12/21/23 Actual	Proposed Budget	Change Inc/(Dec)	% Change	
	<b>REVENUES</b>								
1	<b>PROPERTY TAXES</b>								V2 Changed from V1 V3 Changed from V2 V4 Changed from V3 V5 Changed from V4 V6 Changed from V5
2	General Tax Revenue	963,756	1,122,033	1,173,656			(1,173,656)	21.8%	Does not get filled in until expenses are agreed upon
3	Highway Tax Revenue	1,320,884	1,320,884	1,636,560			(1,636,560)	23.9%	
4	Deficit Payment Tax Revenue			-			-	0.0%	
5	<b>Total Municipal Property Taxes</b>	2,284,640	2,442,917	2,810,216	-	-	(2,810,216)	-100.0%	
6	<b>OTHER PROPERTY TAXES</b>								
7	Local Agreement Tax Revenue	102,000	82,669	85,000	81,421	82,000	(3,000)	-3.5%	
8	<b>Total Property Taxes</b>	2,386,640	2,525,586	2,895,216	81,421	82,000	(2,813,216)	-97.2%	
9	<b>FINES</b>								
10	Delinq Tax Interest	4,000	2,714	4,000	722	4,000	-	0.0%	
11	Late Homestead Penalty, Fees, Retainage	3,000	6,410	3,000		3,000	-	0.0%	
12	Delinq Tax Penalty	15,000	14,279	15,000	5,237	15,000	-	0.0%	
13	<b>Total Fines</b>	22,000	23,404	22,000	5,958	22,000	-	0.0%	
14	<b>LICENSES &amp; PERMITS</b>								
15	Dog Licenses/Animal control	4,000	2,662	3,000	117	3,000	-	0.0%	
16	Zoning Permits	30,000	24,500	20,000	6,903	24,000	4,000	20.0%	
17	Judiciary Fines & Fees	3,000	3,286	3,000	2,028	3,000	-	0.0%	
18	Tax Research	4,000	3,060	3,500	1,048	3,500	-	0.0%	
19	Miscellaneous Lic/Permits	1,500	1,202	1,500	495	1,500	-	0.0%	
20	<b>Total Licenses and Permits</b>	42,500	34,710	31,000	10,591	35,000	4,000	12.9%	
21	<b>INTERGOVERNMENTAL</b>								
22	State Aid to Highways	102,000	109,271	110,000	112,517	110,000	-	0.0%	Ballot item? \$ to Reserve
23	Payment in lieu of Taxes	30,000	34,219	32,000	34,652	34,000	2,000	6.3%	
24	State Current Use	55,000	57,791	57,000	72,184	57,000	-	0.0%	
25	Grant Income	17,500	92,165	60,000	48,599	-	(60,000)	-100.0%	BBR 60K FY24
26	Reappraisal & Equalization Revenue	13,000	13,044	-		-	-	0.0%	Income of 13.9 goes to reserve. enter what is spent or
27	Transfer In ARPA Funds					-	-	0.0%	
28	HW Misc Income	30,000	13,660	5,000	10,050	5,000			23 sale of truck, 24 sale of trailer

29	<b>Total Intergovernmental</b>	247,500	320,150	264,000	278,003	206,000	(58,000)	-22.0%
30	<b>CHARGES FOR SERVICES</b>							
31	Copies	2,500	1,621	2,000	819	2,000	-	0.0%
32	Recording Fees	30,000	26,488	25,000	13,240	25,000	-	0.0% includes Rest. rec. fees
33	<b>Total Charges for Services</b>	32,500	28,109	27,000	14,059	27,000	-	0.0%
34	<b>MISCELLANEOUS REVENUE</b>							
35	Savings Interest	9,000	22,720	7,000	22,945	20,000	13,000	185.7% ARPA Interest
36	Rent - Post Office	12,000	11,981	12,000	5,000	12,000	-	0.0%
37	Miscellaneous Income	9,000	9,663	9,000	6,414	9,000	-	0.0% incl. post employee, rec,energy
38	.225% of 1% Muni Retained	10,000	12,441	10,000	-	10,000	-	0.0%
39	Town Meeting Floor Vote		952		110,000	-	-	0.0%
40	<b>Total Miscellaneous Revenue</b>	40,000	57,757	38,000	144,360	51,000	13,000	34.2%
41	<b>Other Revenue</b>							Nothing that will be ballot goes here!
42	Bank Loans	462,000	542,000		331,000	-	-	0.0%
43	TH Building reserve	30,000			-	30,000	30,000	0.0%
44	Sidewalk Reserve			-	-	-	-	0.0%
45	Appraisal/Reappraisal Fees/Ed. Reserve	10,118	13,544			1,100	1,100	0.0%
46	Records Restoration Reserve	2,370		2,370		2,370	-	0.0%
47	ARPA Funds Usage	40,000					-	0.0%
48	General Reserve		-	-	-	-	-	0.0%
49	Highway Reserve			-			-	0.0%
50	<b>Total Other Revenue</b>	544,488	555,544	2,370	331,000	33,470	31,100	1312.2%
51	<b>Use of Surplus</b>							
52	Use of Surplus	25,000	25,000			-	-	0.0%
53	<b>TOTAL OTHER SOURCES OF REVENUE</b>	<b>953,988</b>	<b>1,044,673</b>	<b>384,370</b>	<b>783,970</b>	<b>374,470</b>	<b>(9,900)</b>	<b>-2.6%</b>
54	<b>TOTAL REVENUE</b>	<b>3,340,628</b>	<b>3,570,260</b>	<b>3,279,586</b>	<b>865,391</b>	<b>456,470</b>	<b>(2,823,116)</b>	<b>-86.1%</b>
55	<b>EXPENDITURES</b>							
56	<b>SELECTBOARD</b>							
57	Selectboard Stipends	4,500	4,500	4,500	15,000	15,000	10,500	233.3%
58	Payroll Taxes/Employee HRA Payments	8,000	30,397	18,000	6,612	26,354	8,354	46.4% 65%HRA Estimate 38,500 at 100%
59	Post Employment Benefits	2,400	2,914	2,400	1,447	2,900	500	20.8%
60	Training/Prof Fees	300	8,883	300	5,334	10,000	9,700	3233.3% Donna goes here
61	Legal Fees	20,000	9,076	18,000	3,271	18,000	-	0.0%

62	VLCT Dues	5,044	5,044	5,225	5,225	5,385	160	3.1%	Received 10/24/23
63	Human Resources Services	5,000	6,340	9,000	1,099	5,000	(4,000)	-44.4%	FY24 Recruitment Services
64	General Insurance & Workers Comp.	39,478	32,390	38,000	34,263	49,000	11,000	28.9%	Bill received for CAL 24
65	Grant & Other Expenses	10,000	26,508	110,000	23,363	10,000	(100,000)	-90.9%	FY23 housing grant exp. incl.
66	<b>Total Selectboard</b>	94,722	126,052	205,425	95,614	141,639	(63,786)	-31.1%	put 100K floor vote here too in FY24

#### ELECTIONS

68	Salaries	2,800	1,709	1,300		1,800	500	38.5%	Got from SM 11/2/23
69	Printing & Binding	3,500	2,661	2,200		3,000	800	36.4%	
70	Outside Labor & Prof Fees	1,200		1,200		1,000	(200)	-16.7%	
71	Supplies (post,sup,tech exp)	725	1,686	2,000	10	2,900	900	45.0%	
72	<b>Total Elections</b>	8,225	6,056	6,700	10	8,700	2,000	29.9%	

#### ADMINISTRATION

74	Salaries	63,600	65,908	69,133	31,908	76,484	7,351	10.6%	
75	Salaries - Insurance Opt Out						0	0.0%	
76	Payroll Taxes & Benefits	20,400	20,368	22,612	9,769	23,877	1,265	5.6%	
77	Training & Development	200		200		200	-	0.0%	
78	Professional Fees	-	856	0		-	-	0.0%	FY23 Brad lic.
79	Travel	700	475	500		500	-	0.0%	
80	<b>Total Administration</b>	84,900	87,606	92,445	41,676	101,061	8,616	9.3%	

#### TOWN CLERK/TREASURER

82	Salaries - Town Clerk/Treasurer	77,252	81,239	83,973	38,757	91,828	7,855	9.4%	
83	Salaries - Insurance Opt Out	5,985	6,105	5,780	2,668	6,936	1,156	20.0%	
84	Salaries - other	7,462	9,056	8,112	1,027	8,388	276	3.4%	
85	Payroll Taxes & Benefits	16,453	16,114	17,718	7,359	19,579	1,861	10.5%	
86	Training & Development	500	130	400	219	400	-	0.0%	
87	Deficit Payment	175		150		75,000	74,850	49900.0%	Deficit from FY23 - will be in diff't location
88	Land Record Restoration	8,850	7,535	8850	13,341	8850	-	0.0%	
89	Travel, Professional & Technical Exp.	1,000	738	1,200	169	1,350	150	12.5%	
90	<b>Total Town Clerk/Treasurer</b>	117,677	120,916	126,183	63,539	212,331	86,148	68.3%	

#### FINANCE/HUMAN RESOURCES

92	Salaries	59,612	64,292	64,793	31,999	71,990	7,197	11.1%	
93	Salaries: Health Benefit Adjustment	-		-		-	-	0.0%	
94	Payroll Taxes & Benefits	27,777	30,270	28,613	12,910	41,627	13,014	45.5%	
95	Training & Development	300	257	600	95	600	-	0.0%	
96	Professional & Technical Services	15,000	19,738	20,000	18,000	24,000	4,000	20.0%	Actual for 23 \$19000

97	Travel (other= bank,Tech,supplies)	250	1,976	270	134	270	-	0.0%	
98	<b>Total Finance</b>	102,939	116,533	114,276	63,137	138,486	24,210	21.2%	
99	<b>ASSESSING</b>								
100	Salaries - Listers		-	0		0	-	0.0%	Received from AB
101	Salaries - Insurance Opt Out - Listers	-	-	0		0	-	0.0%	
102	Salaries - Assessor	31,320	45,486	49,459	24,835	56,456	6,997	14.1%	promotion FY24
103	Salaries - Insurance Opt Out - Assessor	8,409	8,577	8,121	3,748	9,727	1,606	19.8%	
104	Payroll Taxes & Benefits	9,024	10,812	12,139	5,469	13,900	1,761	14.5%	promotion FY24
105	Training & Development	1,800	950	800	749	1,100	300	37.5%	
106	Professional & Technical Services	32,318	665	2,000	564	2,000	-	0.0%	Contract cancelled
107	Travel (other=supplies)	1,200	1,413	500	105	500	-	0.0%	
108	<b>Total Assessing</b>	84,071	67,903	73,019	35,470	83,684	10,665	14.6%	
109	<b>BUILDING AND PLANT</b>								
110	Custodial Services	4,800	4,300	4,800	1,900	4,800	-	0.0%	
111	Parks & Landscaping	8,000	5,681	10,000	3,748	20,000	10,000	100.0%	6300 All Phase + Tomas (2000)
112	Building Maintenance	10,000	2,276	10,000	3,033	10,000	-	0.0%	Veterans Park Upgrades
113	Postage Meter/Copy Lease	2,800	2,614	2,800	1,536	2,800	-	0.0%	
114	Property & Casualty Insurance	-					-	0.0%	moved to SB Insurance line
115	Telephone	4,300	4,698	4,500	1,995	4,600	100	2.2%	
116	Postage	3,000	2,306	4,000	900	3,500	(500)	-12.5%	
117	Technical Expenditures	15,000	28,256	20,000	18,295	49,300	29,300	146.5%	TG \$1040/mo./web site 4500 NEMRC 5500, firewall 1
118	Janitorial Supplies	800	204	800	270	800	-	0.0%	above = \$24,300 + text alert, Microsoft 360 (\$10,500+898/
119	Kitchen Supplies	600	1,356	600	378	1,000	400	66.7%	
120	Office Supplies	10,500	8,295	10,500	2,903	10,500	-	0.0%	
121	Electricity	3,300	3,012	3,400	1,144	3,400	-	0.0%	
122	Street Lights/Park Lights	2,500	2,765	3,000	1,191	3,300	300	10.0%	Includes Moore Park
123	Heating Fuel	3,000	3,508	4,000	2,847	4,000	-	0.0%	
124	<b>Total Building &amp; Plant</b>	68,600	69,271	78,400	40,141	118,000	39,600	50.5%	Moved insurance to SB
125	<b>POST OFFICE</b>								
126	Maintenance & Repair	1,000	185	1,000		2,500	1,500	150.0%	rent=792/mo.
127	Supplies & Property Taxes Paid	500	2,386	2,386	2,541	2,386	-	0.0%	Property Taxes = 2386 FY23
128	<b>Total Post Office</b>	1,500	2,571	3,386	2,541	4,886	1,500	44.3%	
129	<b>SCHOOL HOUSE</b>								
130	Maintenance/Repair/Supplies	1,700	1,813	2,300	2,002	2,150	(150)	-6.5%	Updated from RF 11/23
131	Electric	260	376	260	150	300	40	15.4%	

132	Heating Fuel	40		40		50	10	25.0%	
133	<b>Total School House</b>	2,000	2,189	2,600	2,153	2,500	(100)	-3.8%	
								0.0%	
134	<b>TOTAL GENERAL GOVERNMENT</b>	<b>564,634</b>	<b>599,096</b>	<b>702,434</b>	<b>344,282</b>	<b>811,287</b>	<b>108,853</b>	<b>15.5%</b>	
135	<b>PUBLIC SAFETY</b>								
136	<b>ANIMAL CONTROL OFFICER</b>								
137	Salaries	2,000	2,201	7,200	2,775	6,000	(1,200)	-16.7%	
138	Telephone Allowance	300	325		50	-	-	0.0%	
139	Payroll Taxes & Benefits	175	193		216	459	459	0.0%	
140	Vet, Kennel, Impound Expenditures	700	4,919	1,000	861	1,000	-	0.0%	
141	Supplies	300	1,969		224	600	600	0.0%	
142	Travel	100	597			191	191	0.0%	
143	<b>Total Animal Control Officer</b>	3,575	10,205	8,200	4,127	8,250	50	0.6%	
144	<b>PURCHASED SERVICES</b>								
145	Chittenden County Sheriff	20,000	17,520	38,000	10,140	38,000	-	0.0%	10 hr/wk 65/hr - no change for 25
146	Traffic Calming/Safety Init.	1,500	-	10,500	9,256	14,000	3,500	33.3%	2 signs requested
147	<b>Total Purchased Services</b>	21,500	17,520	48,500	19,396	52,000	3,500	7.2%	
148	<b>SAFETY APPROPRIATIONS</b>								
149	Essex Rescue	35,929	35,929	54,525	27,263	58,012	3,487	6.4%	letter on 9/21/23
150	Underhill Jericho Fire Department	251,106	251,106	319,121	159,561	354,936	35,815	11.2%	Accepted SB
151	CUSI	5,737	5,737	5,737	2,869	2,577	(3,160)	-55.1%	letter on 10/24/23 - REDUCTION
152	<b>Total Safety Appropriations</b>	292,772	292,772	379,383	189,692	415,525	36,142	9.5%	
153	<b>HEALTH</b>								
154	Public Health Officer	1,200	-	750		750	-	0.0%	
155	Well Monitoring	9,000	8,874	9,330	4,451	9,730	400	4.3%	Receied 11/6
156	UVM-Home Health/Hospice	7,900	7,900	7,900	3,950	8,000	100	1.3%	letter 11/10
157	<b>Total Health</b>	18,100	16,774	17,980	8,401	18,480	500	2.8%	
158	<b>TOTAL PUBLIC SAFETY</b>	<b>335,947</b>	<b>337,271</b>	<b>454,063</b>	<b>221,615</b>	<b>494,255</b>	<b>40,192</b>	<b>8.9%</b>	
159	<b>RECREATION</b>								
160	ARPA Spending	40,000				-	-	0.0%	From Anton = 10K for now placeholder
161	Prof & Tech Services	-		-		-	-	0.0%	
162	Grounds/Pond Maintenance	7,000	7,000	5,000		6,000	1,000	20.0%	
163	Supplies	5,500	6,628	3,900	5,645	4,000	100	2.6%	food truck/pond/skating liner
164	<b>Total Recreation</b>	52,500	13,628	8,900	5,645	10,000	1,100	12.4%	shed Moore Park? not here cost for upgrades at all

165	<b>PLANNING &amp; ZONING</b>				-	-			
166	Salaries	55,120	56,812	59,785	10,320	56,870	(2,915)	-4.9%	
167	Salaries: Ins Opt Out	8,409				-	-	0.0%	
168	Payroll Taxes & Benefits	12,467	17,913	20,957	789	29,909	8,952	42.7%	
169	Training & Development	2,500	316	500		500	-	0.0%	
170	Legal and Professional Fees	2,000	75	2,000	3,327	2,000	-	0.0%	
171	Mapping	12,000	10,156	17,000	3,798	-	(17,000)	-100.0%	2nd part of NRI FY24 imagery upgrade
172	Advertising/Postings/Printing	3,500	2,049	3,500	498	2,200	(1,300)	-37.1%	not happening in FY25
173	CC Regional Planning Dues	4,677	4,677	4,882	4,882	4,865	(17)	-0.3%	Received 10/31 reduction
174	Supplies & Technology	1,750	165	1,750		400	(1,350)	-77.1%	dont do postage separate
175	Travel	550	283	550		500	(50)	-9.1%	
176	<b>Total Planning &amp; Zoning</b>	102,973	92,444	110,924	23,614	97,244	(13,680)	-12.3%	
177	<b>CULTURAL SERVICES</b>								
178	Underhill Jericho Library	114,805	114,805	110,812	55,406	119,117	8,305	7.5%	Received 11/16/23
179	<b>Total Cultural Services</b>	114,805	114,805	110,812	55,406	119,117	8,305	7.5%	
180	<b>GENERAL SELECT BOARD</b>								
181	Local Agreement	102,000	82,669	85,000	81,421	82,000	(3,000)	-3.5%	
182	Energy Committee	4,000		500			(500)	-100.0%	
183	Cemetery Fund	5,400	2,500	3,000	1,800	3,000	-	0.0%	\$2700 mowing + repairs?
184	Community Cares Camp/Memorial Day	3,350	3,486	3,350	1,500	3,350	-	0.0%	letter 11/7 no change
185	VACD & FPF	200	200	200	100	200	-	0.0%	
186	GMT Bus Route	15,597	15,597	16,221	16,220	16,500	279	1.7%	
187	Conservation	2,275	228	2,675			(2,675)	-100.0%	
188	Mount Mansfield Community Television	2,000	2,000	2,000	1,000	2,000	-	0.0%	Request \$2600 (BALLOT ITEM) letter 11/7
189	<b>Total General Appropriations</b>	134,822	106,679	112,946	102,041	107,050	(5,896)	-5.2%	
190	<b>REGIONAL SERVICE APPROPRIATIONS</b>								
191	Winooski Nat'l Resources	500	500	500	250	500	-	0.0%	
192	Jericho Underhill Park	21,005	21,005	23,106	11,553	23,799	693	3.0%	Letter Rec'd 10/17/23
193	Chittenden County Tax	18,098	19,564	20,253	19,730	19,983	(270)	-1.3%	Received 1/4/24 -
194	<b>Total Regional Service Appropriations</b>	39,603	41,069	43,859	31,533	44,282	423	1.0%	
195	<b>SOCIAL SERVICE APPROPRIATIONS</b>								
196	Steps to End Violence	700	700	940	480	940	-	0.0%	Asking for \$1425 (BALLOT ITEM)
197	Child Care Resources & VT Assoc for Blind	200	200	200	100	200	-	0.0%	VAB received 11/6
198	COTS	500	500	500	250	500	-	0.0%	Letter Received 10/3/23
199	Local Food Shelf	600	600	600	300	600	-	0.0%	



200	American Red Cross	1,000	750	1,000	500	1,000	-	0.0%	
201	Mills River Farmers market	1,000	1,000	1,000	500	1,000	-	0.0%	Asking for 2000 (BALLOT ITEM) letter 11/1
202	Howard Mental Health	900	900	900	450	1,150	250	27.8%	letter received 11/30
203	Senior Citizens	1,250	1,250	1,250	625	1,250	-	0.0%	
204	CVA On Aging	1,500	1,500	1,500	750	1,500	-	0.0%	
205	VCIL	200	200	200	100	200	-	0.0%	
206	<b>Total Social Service Appropriations</b>	7,850	7,600	8,090	4,055	8,340	250	3.1%	
207	<b>NOTES AND BONDS</b>								
208	Construction Bond - Principal			-			-	0.0%	
209	Construction Bond - Interest			-			-	0.0%	
210	Short Term Note - Principal	-		-			-	0.0%	
211	Short Term Note - Interest	-	-	-	-		-	0.0%	
212	<b>Total Bond Redemption</b>	-	-	-	-	-	-	0.0%	
213	<b>CAPITAL EXPENDITURES</b>								
214	Other		3,295	16,000		15,998	(2)	0.0%	Sidewalk Study Expense
215	Town Hall	30,000	5,249		4,000		-	0.0%	FY23 Election Trailer/gene deposit FY24
216	<b>TOTAL CAPITAL PURCHASES</b>	<b>30,000</b>	<b>8,544</b>	<b>16,000</b>	<b>4,000</b>	<b>15,998</b>	<b>(2)</b>	<b>0.0%</b>	
217	<b>TOTAL GENERAL EXPENDITURES</b>	<b>1,383,134</b>	<b>1,321,137</b>	<b>1,568,028</b>	<b>792,191</b>	<b>1,707,573</b>	<b>139,545</b>	<b>8.9%</b>	
218	<b>HIGHWAY</b>								
219	<b>SALARY AND BENEFITS</b>								
220	Salaries	299,207	250,835	341,750	113,733	288,148	(53,602)	-15.7%	
221	Salaries - Part Time	12,138	15,449	15,000	15,566	25,000	10,000	66.7%	From Russ
222	Salaries - Insurance Opt Out		8,577	0	3,748	0	-	0.0%	Included in Taxes/Benefits
223	Payroll Taxes & Benefits	85,980	92,574	96,037	39,688	122,613	26,576	27.7%	
224	Training & Licensing	200	-	6,000		6,000	-	0.0%	Possible CDL Lic./Trn.
225	<b>Total Salary and Benefits</b>	397,525	367,435	458,787	172,736	441,762	(17,025)	-3.7%	
226	<b>CONTRACTORS AND OUTSIDE LABOR</b>								
227	Tree & Brush Removal	30,000	13,235	37,500	6,925	37,500	-	0.0%	5 days at 7500/day - DON TOBI?
228	Culvert Maintenance	6,000	2,700	6,300	91	6,300	-	0.0%	700 X 9 flushings
229	Contractors & Professional Services	24,000	26,094	42,250	10	50,000	7,750	18.3%	pavers cover flaggers 15K ES,BR7 Eng.
230	Contractors - Misc	27,000	31,808	40,000	8,851	30,000	(10,000)	-25.0%	
231	Hauling	10,000	4,283	10,000	625	43,250	33,250	332.5%	10K mudseason/3500 tons @9.50/ton sand
232	<b>Total Contractors Services (prior year CO)</b>	97,000	78,120	136,050	16,502	167,050	31,000	22.8%	
233	<b>OTHER PURCHASED SERVICES</b>								

234	Building & Grounds Maintenance	10,800	9,857	10,530	1,309	10,530	-	0.0%	
235	Heavy Equipment Maintenance	15,500	28,170	15,000	5,208	20,000	5,000	33.3%	aging grader/loader, no warrantee
236	Dump Truck Maintenance	60,000	51,341	62,000	16,842	62,000	-	0.0%	upgrading equip., but 16 tires est.>
237	Small Equipment Maintenance	3,100	157	3,000	300	3,000	-	0.0%	
238	Vehicle Maintenance	2,100	892	2,000	426	2,000	-	0.0%	
239	Equip and Vehicle Rental	2,500	2,068	2,500		16,200	13,700	548.0%	\$13,711 dump truck lease
240	Technology		3,701		40	3,620	3,620	0.0%	annual license cameras + Mansfield relay
241	Telephone	3,400	3,174	3,400	1,929	4,180	780	22.9%	Internet is \$60 so double
242	<b>Total Other Purchased Services</b>	97,400	99,359	98,430	26,055	121,530	23,100	23.5%	
243	<b>GENERAL SUPPLIES</b>								
244	Shed/Office Supplies	6,500	6,713	6,500	3,262	6,500	-	0.0%	
245	Small Tool Purchases	2,000	1,232	2,000	1,815	3,000	1,000	50.0%	
246	Small Equipment Purchases	1,000	4,358	1,000	4,410	1,000	-	0.0%	unless purchase larger compactor
247	<b>Total General Supplies</b>	9,500	12,303	9,500	9,486	10,500	1,000	10.5%	
248	<b>ENERGY</b>								
249	Heating Fuel	5,500	7,434	8,200	7,508	8,000	(200)	-2.4%	FY24 4000 ga @ 1.835/ga
250	Gas/Oil/Fuel	45,000	77,429	76,500	25,832	66,000	(10,500)	-13.7%	16000 ga @4.00/ga
251	<b>Total Energy</b>	50,500	84,864	84,700	33,340	74,000	(10,700)	-12.6%	FY24 -18000@\$4.25/g reduced usage = hauling line
252	<b>ROAD MATERIALS</b>								
253	Gravel	80,000	84,813	100,000	28,958	90,000	(10,000)	-10.0%	Came down 10K
254	Chloride	20,000	11,171	22,000	10,995	25,600	3,600	16.4%	20K gallons @ 1.28 19819.81
255	Salt	50,000	38,117	52,000	3,886	54,000	2,000	3.8%	est @ 90/T, up from 88
256	Sand	70,000	76,149	87,500	86,550	90,125	2,625	3.0%	Est. 3% increase
257	Stone	15,000	15,378	28,000	10,368	15,000	(13,000)	-46.4%	cost increase, includes 9K for BBR in FY24
258	<b>Total Road Materials</b>	235,000	225,627	289,500	140,757	274,725	(14,775)	-5.1%	WHICH projects require stone in FY25 add if needed.
259	<b>OTHER EXPENSES</b>								
260	Roadside Maintenance	20,000	14,388	22,000	10,904	22,000	-	0.0%	7900pvmt, 5400dirt,6kbrush
261	Sidewalk Maintenance	7,247	10,091	12,500	3,055	12,500	-	0.0%	4200 mowing/Plowing 7827
262	Travel	250	989	700	141	700	-	0.0%	.656/mile
263	Electricity	3,500	3,281	3,750	1,341	3,750	-	0.0%	
264	Bridges Culverts Guardrails	45,000	43,263	26,000	32,998	40,000	14,000	53.8%	PVR/Harvey Guardrail - Stevensville? Casey's Hill
265	Traffic Control Materials	7,000	17,377	7,200	6,975	10,000	2,800	38.9%	striping IS (incl. in paving exp., regular painting, plus s
266	Pavement Repair & Retreatment	44,000	22,669	26,000	23,248	26,000	-	0.0%	CS/CP
267	<b>Total Other Expenses</b>	126,997	112,058	98,150	78,663	114,950	16,800	17.1%	

268	<b>NOTES</b>							
269	Highway Notes - Principal	107,216	107,387	495,520	480,030	\$209,694	(285,826)	-57.7% Current debt only
270	Highway Notes - Interest	10,178	9,992	15,922	29,379	27,128	11,206	70.4% Current debt only
271	<b>Total Notes</b>	117,394	117,379	511,442	509,409	236,822	(274,620)	-53.7% <b>NOTE: Total Debt = \$752,500</b> NO NEW DEBT PLEASE
272	<b>CAPITAL EXPENDITURES</b>							
273	Building Improvement	38,400			15,275		-	0.0%
274	Vehicles & Equipment	217,098	200,520	-	40,797	16,632	16,632	0.0% Radios per BCS Quote
275	Infrastructure - Sidewalk		832					
276	Infrastructure - Roads	540,780	626,054	125,000	71,796	230,000	105,000	84.0% BBR/ISR (230)) Paving - off HEIC
277	<b>TOTAL CAPITAL PURCHASES</b>	<b>796,278</b>	<b>827,407</b>	<b>125,000</b>	<b>127,868</b>	<b>246,632</b>	<b>121,632</b>	<b>97.3%</b>
278	<b>TOTAL HIGHWAY EXPENDITURES</b>	<b>1,927,594</b>	<b>1,924,551</b>	<b>1,811,559</b>	<b>1,114,816</b>	<b>1,687,971</b>	<b>(123,588)</b>	<b>-6.8%</b>
279	<b>TOTAL EXPENDITURES</b>	<b>3,310,728</b>	<b>3,245,688</b>	<b>3,379,587</b>	<b>1,907,007</b>	<b>3,395,543</b>	<b>15,956</b>	<b>0.5%</b>
		2,514,450		3,254,587		3,148,911		
280	The firm of A.M.Peisch & Company, LLP was engaged to audit the financial statements of the Town of Underhill for the fiscal year ended June 30, 2023.							
281	Copies of the audit report are on file at the Town Office and can be obtained on the Town Website at <a href="http://www.underhillvt.gov">www.underhillvt.gov</a> .							
282	A complete picture of the town's financial condition and results of operations can only be obtained by reading the whole audit report and the							
283	accompanying footnotes and schedules.							
		<u>FY25</u>						
284	Taxable Grand List - Estimate for FY2025	\$5,480,000	\$54,800 = \$.01 on the Tax Rate or approximately 2%					
285	Total Municipal Taxes	\$2,983,376	Municipal tax bill for a \$500,000 property =					\$2,722.06
286	Tax Rate per \$100 value	\$0.5444	Local Agreement =					\$74.82

## 2024/2025 Tax Rate Comparisons

Rev: 1/17/2024

	<u>2024</u>	<u>2025</u>	<u>Change</u>	<u>% change</u>
Total Expenses	\$3,490,087	\$3,439,846	-\$50,241	-1.4%
Total non tax revenue	\$492,488	\$374,470	-\$118,018	-24.0%
Total revenue from taxes	\$2,997,599	\$3,065,376	\$67,777	2.3%
General Expenses	\$1,578,528	\$1,707,573	\$129,045	8.2%
Local Agreement (LA)	\$85,000	\$82,000	-\$3,000	-3.5%
General Expenses - LA	\$1,493,528	\$1,625,573	\$132,045	8.8%
Non Tax revenue	\$317,488	\$259,470	-\$58,018	-18.3%
Tax revenue	\$1,176,040	\$1,366,103	\$190,063	16.2%
Highway Expenses	\$1,911,559	\$1,687,971	-\$223,588	-11.7%
Non Tax revenue	\$175,000	\$115,000	-\$60,000	-34.3%
Tax revenue	\$1,736,559	\$1,572,971	-\$163,588	-9.4%
Municipal Tax Rate(GL Est)	\$0.5825	\$0.5444	-\$0.0381	-6.5%
Municipal Tax Rate(GL Act)	\$0.5330	\$0.5444	\$0.0114	2.1%
Town Contract	\$0.0156	\$0.0150	-\$0.0006	-3.8%
<b>Municipal tax rate w TC</b>	<b>\$0.5486</b>	<b>\$0.5594</b>	<b>\$0.0108</b>	<b>1.97%</b>

2024 based on Town Meeting updates and actual Grand List

FY2024 voted 100K + 10.5K on the floor

Town Report Grand List(Est)	\$5,000,000	\$5,480,000
Town Report Grand List(Act)	\$5,464,518	\$5,480,000

FY25 Total Taxes minus LA                      \$2,983,376



# We have prepared a quote for you

## Underhill Email Migration

Quote # TGQ-020559 Version 1

Prepared for:

**Underhill, Town of**

Brad Holden  
bholden@underhillvt.gov



A New Charter TECHNOLOGIES Company >

Prepared by:

**Tech Group, LLC**

Josh Pepin  
jpepin@tgv.net



## Professional Services

Description	Price	Qty	Ext. Price
<b>Estimated Labor</b>	\$150.00	65	\$9,750.00

Subtotal: **\$9,750.00**

## Monthly Recurring Services

Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
<b>Corporate Fraud / Spear-Phishing Protection</b>	\$3.00	\$3.00	36	\$108.00	\$108.00
<b>Cloud To Cloud Backup for M365/GSuite</b>	\$3.00	\$3.00	36	\$108.00	\$108.00
<b>Dark Web Monitoring for the Primary Domain</b>	\$50.00	\$50.00	1	\$50.00	\$50.00
<b>Microsoft 365 Business Premium [NCE] - Monthly - 1YR</b>	\$22.00	\$22.00	26	\$572.00	\$572.00
<b>Microsoft 365 Business Basic [NCE] - Monthly - 1YR</b>	\$6.00	\$6.00	10	\$60.00	\$60.00

The Microsoft 365 Subscriptions are contractually separate from the other services. They are proposed under an annual Microsoft NCE Agreement. Under an annual Microsoft NCE Agreement, the client commits to getting the subscriptions thru the Tech Group for one calendar year. Licenses can be upgraded and counts increased, but cannot be downgraded or decreased until one year from purchase. The benefit to the annual Microsoft NCE Agreement is price protection is locked in, and the licenses are not subject to Microsoft's 20% monthly License Processing Fee for month-to-month flexibility. If a month-to-month flexibility plan would be preferred it would be \$26.40 / month / license.

Monthly Subtotal: **\$898.00**

Subtotal: **\$898.00**





## Statement of Work

# Statement of Work

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**Town of Underhill VT Exchange to Office 365 Migration**  
**The Tech Group Inc**  
21 Gregory Drive, Suite 120 South Burlington, VT 05403  
SOW v1.5  
Prepared by Ken Grob

## Statement of Work

### SOW Agreement Date

THIS STATEMENT OF WORK AGREEMENT ("Agreement") is between **Town of Underhill** and The Tech Group.

### Project Description

#### Project Overview:

Description of the problem. Components of environment to be assessed to include:

- Client is interested in migrating their existing on-prem Exchange environment to Microsoft Office 365 hosted on Microsoft Azure AD

#### *Service Requirements*

- Client to provide high-level diagram (HLD) of environment.
- Client to provide administrative credentials and specify a remote access strategy for logging into existing on-prem servers/environment (Kaseya, VPN, TeamViewer, etc)
- Client to confirm list of in-scope email accounts and devices.
- Client to provide and/or schedule access to in-scope devices for converting local Outlook profiles over to Office 365 profiles.

#### *Service Dependencies*

- Environment access and service accounts as needed.
- Email configurations outside of the normal Exchange on-prem server (Such as hosting from cloud-based providers other than Google or Microsoft)

### **Description of Phases & Deliverables**

#### Phase 1: Onboarding

- Schedule Scoping and planning meeting with client's team
- Review licensing needs with client team and David Boera, Purchase appropriate number and level of Office 365 Licenses
- Review automation requirements with David Boera and purchase correct number of BitTitan MigrationWiz licenses to automate migration process to office 365
- Create .CSV files of all specified user accounts and shared inboxes/resource accounts (meeting room calendars, Out Of Office boards, etc) and review with client
- Import Account list .csv into MigrationWiz and run test pulls to see if connections work in both directions

#### Phase 2: Migration

- Run initial BitTitan MigrationWiz sync and monitor progress (This is dependent on avg mailbox and largest mailbox sizes. Recommend running overnight/several days)





## Statement of Work

- Recreate any shared inboxes or shared calendars based on findings from earlier email assessment and ensure BitTitan moves data.
- Work with Stakeholders at Town of Underhill to review synced data and schedule a day for email cutover. Review the needed changes to user's Outlook software and Authentication methods. Review service accounts for Printer/Fax scanning and any other automated services.
- Create and Distribute instruction for how to add new accounts and/or access webmail on smartphone apps ahead of cutover
- Create and Distribute instructions for how to set up MFA/Authenticator on Smartphone or appropriate alternative MFA method ahead of planned cutover
- Verify that all data moved in MigrationWiz, work with Client to set a day/night for final data sync, and cutover MX record change - **HIGHLY RECOMMEND LATE AFTER HOURS FOR MX/Barracuda ESS**
- Schedule time with end users to either setup a second Outlook profile and show them how to switch, or schedule/instruct them how to flip their outlook profiles the day of the cutover, for manual cutovers, plan for roughly 1 hr per user if done by Tech Group Engineers

### Phase 3: Wrap Up

- Double check that we have working DKIM/SPF records and that emails are not getting caught in spam in either direction
- Provide any additional support/training to end users (mobile devices, MFA, office app usage, etc)
- Provide how-to on saving/updating signatures
- Review notable items with client

### **Deliverable: Assessment Document**

- Update all relevant documentation in ITglue password, docs, new user setup, etc.

### **Fee Schedule**

Unless otherwise noted, all work shall be performed during normal business hours at the location indicated. Non-standard work hours are subject to a services uplift and must be agreed upon prior to impacted work being performed. Customer agrees to provide reasonable access to facilities, equipment, and any personnel necessary to complete this effort. Travel expenses are estimated and include, but are not limited to mileage, hotels, meals, airfare, rental car, parking fees, fuel, taxis, and tolls. Travel expenses will be billed at actual incurred. Provider will invoice upon completion of each phase of the project for the services contained within, but not less often than monthly. Client agrees to make timely payment for services rendered, including partial payments prior to final acceptance.

## Out of Scope Services

Service provider is responsible to perform only the Services described in this Statement of Work Agreement. Any additional services discussed or implied that are not defined explicitly by this SOW will be considered out of Scope. All services requested outside of this SOW as detailed above will require a "Change Order" before any services are performed. "Change Order" must be agreed upon by all parties and signed.

## Completion Criteria



## Statement of Work

Service provider has completed its responsibilities to this Statement of Work when the above deliverables are completed and customer signs off.

## Client Responsibilities

- Provide secure remote access and network data and credentials necessary to perform this work effectively.
- The client grants Tech Group permission to conduct the vulnerability scans
- The client acknowledges that Tech Group cannot scan public cloud IP addresses. These include, but are not limited to, the Microsoft cloud, Google cloud, Salesforce and other shared internet resources.

## Key Assumptions

- All work will be performed during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m., except holidays unless otherwise agreed to in advance.
- Senior Engineer rate for this project is invoiced at \$175 / hour for normal business hours. This rate will be used to calculate after hours work and weekend and holiday work.
- Any work performed after normal business hours will be invoiced at time and a half.
- Weekend / Holiday rates will be invoiced at double time.
- All tasks will be performed over a consecutive timeframe unless otherwise agreed to by all parties.



## Underhill Email Migration



Prepared by:

**Tech Group, LLC**

Josh Pepin  
(802) 862-1197 109  
jpepin@tgvt.net

Prepared for:

**Underhill, Town of**

12 Pleasant Valley Road  
P.O. Box 120  
Underhill, VT 05490  
Brad Holden  
(802) 899-4434  
bholden@underhillvt.gov

Quote Information:

**Quote #: TGQ-020559**

Version: 1

Delivery Date: 01/19/2024

Expiration Date: 02/18/2024

### Quote Summary

Description	Amount
Professional Services	\$9,750.00
Monthly Recurring Services	\$898.00

Total: **\$10,648.00**

### Monthly Recurring Summary

Description	Amount
Monthly Recurring Services	\$898.00

Monthly Total: **\$898.00**

This Quote is governed under the provisions of the Master Services Agreement located at <https://www.TGVT.net> ("MSA"). This Quote is further defined by the conditions and provisions of the services guide located at <https://www.TGVT.net> ("Services Guide"). **The MSA and Services Guide contain important provisions related to the Services (including payment and auto-renewal terms), and by agreeing to this Quote, you agree to the provisions of the MSA and the Services Guide. If you cannot access the MSA or Services Guide, or if you have any questions about those documents, then please do not sign this Quote and contact us for further information.**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

## Tech Group, LLC

Signature: Josh Pepin  
Name: Josh Pepin  
Title: Sr Account Manager  
Date: 01/19/2024

## Underhill, Town of

Signature: \_\_\_\_\_  
Name: Brad Holden  
Date: \_\_\_\_\_



**Burlington Communications**  
**4735 Williston Rd. Ste 30**  
**Williston, VT 05495**

**Phone** 802-862-7092

**Fax**

## QUOTE

**Quote #** BCSQ10705

**Date** 01/19/24

**Sales Rep.** Mike

### Quote To:

Town of Underhill  
Russ Clark  
12 Pleasant Valley Road  
Underhill, VT 05489

### Ship To:

Town of Underhill  
Russ Clark  
12 Pleasant Valley Road  
Underhill, VT 05489

802.899.9959

Quote for new mobile radios, a new base set up with antenna and portables on the Fleetwave network

Ln #	Qty	Description	Unit Price	Ext. Price
1		<b>Mobile Radios for vehicles</b>		
2	10	NX-3820HGK UHF 45 Watt Digital Mobile Radio	\$749.00	\$7,490.00
3	10	Antenna, Mobile, UHF Gain	\$65.00	\$650.00
4	10	Cable Kit, NMO Style - Low Loss	\$23.00	\$230.00
5	10	Connector - PL259 Male for RG58, CRIMP	\$6.00	\$60.00
6		SubTotal		\$8,430.00
7		<b>New Base station set ups</b>		
8	2	NX-3820HGK UHF 45 Watt Digital Mobile Radio	\$749.00	\$1,498.00
9	2	Base Station Power Supply	\$225.00	\$450.00
10	2	Antenna - Base Station UHF- 5 dB Gain Omnidirectional	\$250.00	\$500.00
11	2	Antenna Clamp Kit	\$35.00	\$70.00
12	2	Wall Mount Brackets	\$35.00	\$70.00
13	2	Pipe/Mast	\$45.00	\$90.00
14	100	9914 Coaxial Cable	\$1.60	\$160.00
15	2	Connector, N-Male Crimp for 9914	\$8.00	\$16.00
16	2	Connector - PL259 Male for 9914	\$4.00	\$8.00
17		SubTotal		\$2,862.00
18		<b>UHF Portable</b>		
19	1	Portable - Kenwood Uhf 5 Watt 512ch With Li-ion Battery, Charger, Antenna standard keypad	\$795.00	\$795.00
20		SubTotal		\$795.00
21		<b>VHF Portable</b>		
22	1	Portable - Kenwood VHF 5 watt 512ch with li-ion battery, antenna & charger standard keypad	\$795.00	\$795.00
23		SubTotal		\$795.00
24		<b>Installation Services</b>		
25	5	Travel Rate	\$75.00	\$375.00
26	30	Installation Labor	\$110.00	\$3,300.00
27		SubTotal		\$3,675.00

Ln #	Qty	Description	Unit Price	Ext. Price
28				
			SubTotal	\$16,557.00
			Sales Tax	\$0.00
			Shipping	\$75.00
			<b>Total</b>	<b>\$16,632.00</b>

Airtime cost for radios is \$21/month per vehicle on the FLEETWAVE Network. (ex: 12 x \$21 = \$252/month)

Individual radios can be turned on/off seasonally as needed

Labor quote is an estimate

PRICES SUBJECT TO CHANGE AFTER 90 DAYS



**OFFICIAL WARNING**  
**TOWN OF UNDERHILL ~ ANNUAL TOWN MEETING**  
**MARCH 5, 2024**

The legal voters of the Town of Underhill, in the County of Chittenden, State of Vermont, are hereby notified and warned to meet at Browns River Middle School, in Jericho, Vermont on March 5, 2024 at 9 o'clock in the morning to transact the following business (Voting for all Australian Ballot articles will be from 7:00 a.m. to 7:00 p.m. at Browns River Middle School):

- Article 1      To elect a Moderator for the ensuing year.
- Article 2      To hear the reports of the Town Officers.
- Article 3      Shall the voters approve total general fund expenditures of \$\_\_\_\_\_ of which \$\_\_\_\_\_ shall be raised by taxes, \$\_\_\_\_\_ by non-tax revenues, pursuant to 24 V.S.A. §2664?
- Article 4      Shall the voters approve total highway fund expenditures of \$\_\_\_\_\_ of which \$\_\_\_\_\_ shall be raised by taxes, \$\_\_\_\_\_ by non-tax revenue pursuant to 24 V.S.A. §2664?
- Article 5      To transact any other non-binding business thought proper when met.

**AUSTRALIAN BALLOT QUESTIONS**

- Article 6      To elect all Town Officers and School Directors as required by law.
- Article 7      Shall the voters authorize the purchase of a dump truck and borrow an amount not to exceed \$290,000 for a term not to exceed five years, pursuant to 24 V.S.A. §1786 a(b)?
- Article 8      Shall the voters allocate \$100,000 that the town receives, for State Aid to Highways, into the Highway Capital Reserve for the next 5 years?
- Article 9      Shall the voters exempt the property of the Underhill Jericho Fire Department from taxation for municipal and school purposes for a period of 5 years, pursuant to 32 V.S.A. §3840?
- Article 10     Shall the voters allocate an additional \$485 to support Steps to End Domestic Violence?
- Article 11     Shall the voters allocate an additional \$1000 to support The Jericho Farmer's Market?
- Article 12     Shall the voters allocate an additional \$600 to Mount Mansfield Community TV (MMCTV)?

Article 13      Shall the voters approve expanding the selectboard from 3 members to 5 members?

Selectboard Members:

\_\_\_\_\_  
Daniel Steinbauer, Chair

\_\_\_\_\_  
Robert Stone

\_\_\_\_\_  
Patricia Richards

Received for record this \_\_\_\_\_ day of January 2024 at Underhill.

ATTEST: \_\_\_\_\_, Town Clerk

GUIDES » 2024 SOLAR ECLIPSE

# Northern Vermont Gears Up for a Once-in-a-Lifetime Total Solar Eclipse in April

By [ANNE WALLACE ALLEN](#) [@ANNEWALLALLEN](#)

Published November 29, 2023 at 10:00 a.m.



TIM NEWCOMB

Steve Wright, president of **Jay Peak** ski resort, was shocked when a visitor called four years ago to reserve a room for viewing a total solar eclipse on April 8, 2024. At the time, Wright wasn't aware that the moon will pass between the sun and the Earth for a few minutes on that day, giving Vermont its first total eclipse since 1932. The next one isn't until 2106.

Then a friend in Idaho, whose ski area fell into darkness during a 2017 eclipse, warned Wright there might be thousands of visitors on eclipse day because Jay lies in the path of total darkness, or "path of totality."

"He said, 'Get ready for this,'" Wright recalled.

Thanks to the warning, Jay Peak *is* ready. The 900-room resort is almost fully booked, though nightly charges for Monday, April 8, and the preceding weekend are nearly double the usual April rate of around \$250: \$500, including ski tickets.

The eclipse is expected to yield a brief but intense burst of attention and visitor dollars all along the narrow path of totality, from western Mexico to eastern Canada. Vermont has taken note.



In Vermont's most populous city, **Burlington City Arts** has secured a quarter-million dollars from the city for security, portable toilets and other infrastructure to go along with arts programming for the weekend before the eclipse. The University of Vermont is canceling classes that day, and in Burlington, classes will close midday.

The partial eclipse begins at 2:14 p.m. in Chittenden County, and total darkness descends at 3:27 p.m. While that will last only a few minutes, the partial eclipse will be visible until 4:37 p.m., according to Burlington City Arts, which is taking the lead on the city's event planning.

The state, for its part, is ordering thousands of cardboard eyeglasses that make it safe to view the eclipse without retina damage. The glasses will be distributed to towns and community organizations so they can be handed out for free.

In the Americas, the 100-mile-wide path of eclipse totality starts in Mexico and heads northeast, passing over Dallas, Indianapolis and Buffalo, N.Y. The central line of the eclipse clips the northwestern corner of Vermont, passing over Middlebury, Burlington and Montpelier.

This will be the only total solar eclipse to travel across Mexico, the United States, and Canada in the 21st century, according to the **Fairbanks Museum & Planetarium** in St. Johnsbury, which is going all out with educational programs based on the event.

The museum, long the host of robust weather reporting, will present 90 minutes of live minute-by-minute commentary by planetarium director Mark Breen and Jane Lindholm, host of NPR's "**But Why? A Podcast for Curious Kids.**"

That commentary will play live on Vermont Public. The museum is offering additional activities and live-stream video from the National Aeronautics and Space Administration, as well.

"Rain or shine, this will be an event to remember," the museum promises.

Sky watchers are not the only ones preparing. Many lodging owners have hiked room prices sharply. At **Hotel Vermont**, the daily rate is about \$289 right now but jumps to \$729 in early April for a king or two-bed room on the nights before and during the eclipse. A three-night stay at eclipse time at the **Topnotch Resort** in Stowe, also in the path of totality, will set guests back more than \$1,000 a night. Some hotels are requiring a two- or three-night minimum.



Wendy Monninger at the Marshfield Inn & Motel

ANNE WALLACE ALLEN

Smaller mom-and-pop operations are seeing a boost in activity, too. Wendy Monninger, owner of the 10-room **Marshfield Inn & Motel**, got her first room reservation for the eclipse weekend in March 2021.

"She said, 'I want to see an eclipse before I die,'" Monninger said of the guest. When she opened up bookings for April, the inn, which is usually almost empty at that time of year, filled up quickly. Monninger said the bookings came in so fast that it didn't occur to her to raise room prices — about \$135 per night — for the eclipse weekend. "I'm not going to price-gouge people," she said.

In Burlington, City Councilor Joan Shannon (D-South District) has long pushed to regulate short-term rentals, but at an October 23 council meeting, she noted that the eclipse offers an unusual chance for residents to make some extra money. Places that normally rent for about \$150 per night are now going for as much as \$1,000 — and most are sold out.

"I know I'm kind of known as the anti-Airbnb person here, but this is a good opportunity for anyone in Burlington to rent out a room," Shannon said, noting that the city allows anyone to do this for up to 14 days.

At Jay Peak, Wright has hired a Pink Floyd cover band to play the band's classic 1973 *The Dark Side of the Moon* album as darkness settles over the mountains in the midafternoon. He's planning to shut skiing down early so nobody's left on the mountain when it goes dark and to provide tram rides to the summit so visitors can view the eclipse from on high.

He expects thousands of people to hike to the top of the mountain that day; there's even a wedding planned on the peak during the eclipse. He's come around to the idea that people will travel from afar to see the moon cast a shadow over the Earth.

"Nobody balked at the room rates when we put them out there," he said.

The expected financial boon comes at a chilly, leafless time of year when the weather is unpredictable and tourism is spotty. Some tourism operators are uncomfortably aware that if clouds are forecast in Vermont, eclipse tourists might decide at the last moment to go elsewhere.

The **National Renewable Energy Laboratory** says there is just a 25 percent probability of cloudless skies over Vermont on April 8. Its report says ominously that "viewing the eclipse can be completely spoiled by the presence of a single cloud or other dense, haze-producing atmospheric components."



"It could be snowing. It could be sunny," said Zach Williamson, festival and event director for Burlington City Arts. "April is not a normal tourist time in the state."

Williamson recently attended a presentation by a consultant who had organized activities around the 2017 eclipse in Wyoming.

"We learned that people who are traveling to the eclipse are quite savvy and will go where they think they have the best shot of seeing it," he said.

The eclipse presents an unparalleled opportunity to show people what Burlington has to offer and prompt them to return, Williamson said. He noted that during the 2017 eclipse out west, the small city of Idaho Falls drew 300,000 visitors from all over the world.

Last month, he flagged the opportunity for the Burlington City Council. "There is quite a balloon effect on the community when they're fortunate to have this happen in their area," he told councilors.

Hans van Wees, general manager of Hotel Vermont, expects to be busy on the day of the eclipse. The hotel is hosting a party for guests on an outdoor deck with a clear view of the sky and has purchased its own supply of viewing glasses. He plans to take in the once-in-a-century event from the deck, too.

"I think we'll all take a break when it happens," he said.

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*The original print version of this article was headlined "Moon Shadow / Northern Vermont gears up for a once-in-a-lifetime total eclipse of the sun in April"*

## related stories



### Burlington: What to See, Do and Eat During the Eclipse

By Carolyn Fox



### St. Albans: What to See, Do and Eat During the Eclipse

By Carolyn Fox



### How to Protect Your Vision While Viewing the Eclipse

By Mary Ann Lickteig



### Where the Sun Don't Shine: How to View Vermont's 2024 Total Solar Eclipse

By Dan Bolles



### Author Peter Shea Guides the Way to Vermont's First Solar Eclipse in Nearly a Century

By Steve Goldstein

01/16/24  
11:33 am

Town of Underhill Payroll  
Check Warrant Report #19184  
Check date 01/18/24 to 01/18/24

Page 1 of 1  
JSilpe-Katz

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
AN1	ANGELINO, JOHN E.	E	3956	01/18/24	0.00	230.87
BLOK	BLODGETT, KENNETH W.	E	3957	01/18/24	0.00	2833.52
BOS01	BOSLEY, AMANDA B.	E	3958	01/18/24	0.00	1776.08
GW001	WILLIAMSON, GORDON R.	E	3965	01/18/24	0.00	92.35
HO1	HOLDEN, BRADFORD L.	E	3960	01/18/24	0.00	2510.20
MO1	MORIN, SHERRI	E	3962	01/18/24	0.00	2033.98
NO1	NORWAY, DWAYNE T.	E	3963	01/18/24	0.00	2134.92
RWC	CLARK, RUSSELL W.	E	3959	01/18/24	0.00	3927.48
SI2	SILPE-KATZ, JENNIFER	E	3964	01/18/24	0.00	2094.56
SJA	ABAIR, STEVEN J.	E	3955	01/18/24	0.00	1025.61
SK1	KILPECK, SCOTT A.	E	3961	01/18/24	0.00	3048.61
					0.00	21708.18

To the Treasurer of Town of Underhill

we hereby certify that there is due to the several persons whose  
names are listed hereon the sum against each name and that  
there are good and sufficient vouchers supporting the payments  
aggregating \$ \*\*21,708.18

Let this be your order for the payments of these amounts.

Selectboard

\_\_\_\_\_  
Dan Steinbauer

\_\_\_\_\_  
Robert Stone

\_\_\_\_\_  
Patricia Richards

Town of Underhill Accounts Payable  
Check Warrant Report # Current Prior Next FY Invoices  
For checks For Check Acct 01(General) 01/25/24 To 01/25/24

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ABSO	ABSOLUTE OFFICE EQUIPMENT 16674	ink postage machine	150.00	0.00	150.00	23326	01/25/24
CTC	ALLEGIANCE TRUCKS C/O CORPORAT R122003293BD	2018 Truck	29.64	0.00	29.64	23327	01/25/24
	Repair from October. short-paid invoice						
CTC	ALLEGIANCE TRUCKS C/O CORPORAT X122025896	tools/supplies	314.46	0.00	314.46	23327	01/25/24
CTC	ALLEGIANCE TRUCKS C/O CORPORAT X122026231	wiper blades	82.62	0.00	82.62	23327	01/25/24
CTC	ALLEGIANCE TRUCKS C/O CORPORAT X122026511	DEF	74.95	0.00	74.95	23327	01/25/24
ANYBUT	ANYTHING BUT LLC DEC23	December Cleaning	300.00	0.00	300.00	23328	01/25/24
BFP	BURLINGTON FREE PRESS 6115593	Butler & Steeves DRB	554.19	0.00	554.19	23329	01/25/24
CVM	CAMBRIDGE MARKET 011224	HWY - Fuel	46.76	0.00	46.76	23330	01/25/24
CSE	CARGILL, INCORPORATED 2906987783	salt 88.00/Ton	3964.40	0.00	3964.40	23331	01/25/24
CSE	CARGILL, INCORPORATED 2909018063	Salt (88.00)	1943.92	0.00	1943.92	23331	01/25/24
CCR	CCR SALES & SERVICE 74472	5 Chainsaws	3667.57	0.00	3667.57	23332	01/25/24
	Approved by SB 1/11/24. Possibly a capital purchase, but posted to small equip.						
CB001	CLARENCE BROWN 407960	3.3510/ GA	661.82	0.00	661.82	23333	01/25/24
CB001	CLARENCE BROWN 408736	3.2610/GA	839.38	0.00	839.38	23333	01/25/24
CB001	CLARENCE BROWN 409500	3.3210/ GAL	860.08	0.00	860.08	23333	01/25/24
CB001	CLARENCE BROWN 409550	3.3210/GA	1012.91	0.00	1012.91	23333	01/25/24
CCA	COMCAST 010724-2868	Internet	219.27	0.00	219.27	23334	01/25/24
CON	CONTACT COMMUNICATIONS INC. 659-18721	Pagers	174.98	0.00	174.98	23335	01/25/24
CRW	CRYSTAL ROCK 010224-8772	December water	52.79	0.00	52.79	23336	01/25/24
GWT	G W TATRO CONSTRUCTION INC 18137	Gravel (14.25/TN)	2290.41	0.00	2290.41	23337	01/25/24
GAUTHIER	GAUTHIER TRUCKING CO, INC. 1766818	HWY-Waste	95.36	0.00	95.36	23338	01/25/24
GMP	GREEN MOUNTAIN POWER 011124MP	Moore Park	27.76	0.00	27.76	23339	01/25/24
GMP	GREEN MOUNTAIN POWER 011124SL	Street Lights	216.09	0.00	216.09	23339	01/25/24
JHH	JERI-HILL ACE HARDWARE 243533	chainsaw rack	126.72	0.00	126.72	23340	01/25/24
JHH	JERI-HILL ACE HARDWARE 243535	Chain saw rack	61.19	0.00	61.19	23340	01/25/24
JHH	JERI-HILL ACE HARDWARE 243545	REC-supplies	19.87	0.00	19.87	23340	01/25/24
JHH	JERI-HILL ACE HARDWARE 243600	office supplies	42.29	0.00	42.29	23340	01/25/24
JHH	JERI-HILL ACE HARDWARE 243645	TH-window covering	32.43	0.00	32.43	23340	01/25/24
KER	KERSHNER SIGNS 9931	Excavator - logo	210.00	0.00	210.00	23341	01/25/24
KONICA	KONICA MINOLTA PREMIER FINANCE 43888408	Lease payment	229.01	0.00	229.01	23342	01/25/24
QUADL	QUADLIENT LEASING USA, INC. Q1154255	Postage lease QTR	195.57	0.00	195.57	23343	01/25/24
SHRED	SHRED-EX, LLC 26310		25.00	0.00	25.00	23344	01/25/24
STH	SOUTHWORTH MILTON INC INV3107542	Grader-batteries	638.34	0.00	638.34	23345	01/25/24
STH	SOUTHWORTH MILTON INC INV3111221	Loader-oil	339.57	0.00	339.57	23345	01/25/24
STH	SOUTHWORTH MILTON INC SCR0491781	Grader-core credit	-60.00	0.00	-60.00	23345	01/25/24
TCL	T CLARK ENTERPRISES 3164	Winter Contract	1565.40	0.00	1565.40	23346	01/25/24
PA007	UNITED CHURCH OF UNDERHILL UCUHOUSING-2	Housing Grant Payment #2	17099.00	0.00	17099.00	23347	01/25/24
VEC	VERMONT ELECTRIC COOPERATIVE 12212023-120	HWY Electric	367.11	0.00	367.11	23348	01/25/24
VEIS	VERMONT ELEVATOR INSPECTION SE 38298	Inspection/Registration	150.00	0.00	150.00	23349	01/25/24
WBM	W. B. MASON CO. INC. 243584628	office/bathroom	56.97	0.00	56.97	23350	01/25/24
WBM	W. B. MASON CO. INC. 243727330	supplies	322.07	0.00	322.07	23350	01/25/24
WBM	W. B. MASON CO. INC. 243729312	office	9.99	0.00	9.99	23350	01/25/24



01/22/2024

02:14 pm

Town of Underhill Accounts Payable  
Check Warrant Report # Current Prior Next FY Invoices  
For checks For Check Acct 01(General) 01/25/24 To 01/25/24

Page 2 of 2

JSilpe-Katz

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			39,009.89	0.00	39,009.89		

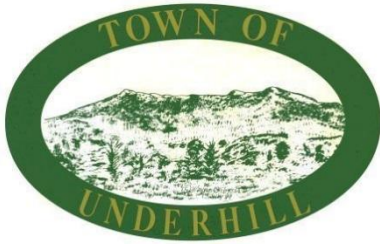
Selectboard

To the Treasurer of Town of Underhill, We Hereby certify  
that there is due to the several persons whose names are  
listed hereon the sum against each name and that there  
are good and sufficient vouchers supporting the payments  
aggregating \$ \*\*\*\*39,009.89  
Let this be your order for the payments of these amounts.

\_\_\_\_\_  
Dan Steinbauer

\_\_\_\_\_  
Robert Stone

\_\_\_\_\_  
Patricia Richards



**Town of Underhill**  
P.O Box 120, Underhill, VT 05489  
underhillvt.gov  
Phone: (802) 899-4434  
Fax: (802) 899-2137

**SELECTBOARD MEETING MINUTES**  
**Thursday, January 11, 2024, 6:00 P.M.**  
**Underhill Town Hall**

---

**Present:**

Selectboard Members: Dan Steinbauer, Bob Stone

Town Staff: Brad Holden, Russ Clark, Jennifer Silpe-Katz

Committee Members: Rick Heh

Others: Pete Czaja, Jay Austin (remote)

**Absent:** Patricia Richards

**Note: All votes taken are unanimous unless otherwise noted.**

**1. *Call Meeting to Order / Adjustments to Agenda***

Dan called the meeting to order at 6:01. No changes to the agenda were needed.

**2. *Opening Public Comment (6:01)***

Pete Czaja said he hopes there will be an opportunity to ask for clarification on the wording of the report from the Class 4 Roads Study Committee. Bob said his thought is that once the selectboard accepts the report they would likely hold a public hearing to give the public an opportunity to give feedback to the board. Dan suggested that Pete put his questions in writing and send them to the board so that board members can have them when they discuss the report.

**3. *Review and Consider Magnesium Chloride Package from Innovative Surface Solutions (6:05)***

Russ said we have been using calcium chloride for dust control on dirt roads. Our distributor has tried in the past to get us to change to using magnesium chloride, with no success. Magnesium chloride is less corrosive and becomes even less corrosive if we add an inhibitor. It is better for our equipment, vehicles, pets, and people running on the roads. The highway crew is very interested in switching to the new type of chloride. Our chloride tanks are outdated. They do have a life expectancy. And our spray unit is on an older trailer that has to be pulled with a pickup. Its size requires a lot of trips back and forth. Innovative Surface Solutions has a program where we can get new storage tanks and a new spray unit if we sign a 3-year contract. The price of calcium chloride has gone up. Calcium chloride is \$1.53 per gallon and magnesium chloride with an inhibitor is \$1.28 per gallon. The price includes new storage tanks and spray unit. The spray unit is under warranty for the 3 years of the contract. Russ would like to sign the 3-year contract to get storage tanks and a spray unit and switch to magnesium chloride.

**Dan moved and Bob seconded to enter into a 3-year contract with Innovative Surface Solutions for magnesium chloride, storage tanks and a spray system.**

Bob asked if there is any sense in referring this to the Conservation Commission to see if they think it is a wise decision. Dan said he thinks the discussion indicates magnesium chloride is better. He thinks the Conservation Commission would be happy.

**The motion was passed.**

**4. Road/Weather Updates (6:08)**

Russ thanked the members of the road crew – Jed Abair, Scott Kilpeck and Ken Blodgett – as well as Gordon Williamson, Wade Bosley and Brad Holden for their work during and after the recent storm. The Underhill Jericho Fire Department helped out by cutting trees and monitoring the situation. He thinks it all went very well. We had a lot of road closures due to downed trees and power lines. All roads are passable now.

**5. Final Report of the Class 4 Roads Study Committee (6:11)**

Dan said this is a non-binding report. The selectboard will have a public hearing to get public input. If someone has a question about the report they should put it in writing so the board can evaluate it.

Rick Heh listed the committee members: Rick Heh, Andrew Blodgett, Ben Butler, Karen Davis, Jon Thomas, John Viggato, Barbara Yerrick, Nori Geary (who left the committee early because he took a sabbatical in Europe), and Craig Lassiter (who left the committee early when he moved out of town.) Several members of the committee lived on Class 4 roads. The committee started its work August 22 and completed it November 23. In their first meetings they identified their mission and a strategy for assessing and reviewing roads. They did site visits of all Class 4 roads. That took the first couple of months. They made detailed observations about location, condition and signage. They discovered that signage differed between roads and was often random and inappropriate. They provided recommendations on signage. They considered whether there were any roads that it seemed obvious should be discontinued. They also considered whether money should be allocated to Class 4 roads even though the town is not obligated to maintain them, and if money were to be allocated, how it could be allocated in a fair manner. They considered how the town could simplify requests of residents to do maintenance on Class 4 roads. Town ordinance indicates that any work, including plowing and grading, requires an application to be submitted to the town. That is rarely followed. After the site visits the committee did review and analysis. Then there was considerable debate among the committee and some outsiders. They considered physical constraints affecting ability to maintain roads, condition of the roads and potential cost to upgrade the roads to reasonable standards. They considered whether there were benefits or necessity to maintaining some roads vs. discontinuing them. The cost of everything is increasing and the highway department is challenged to maintain the roads we have. The committee created a data driven matrix showing rationale for potential future status of each road. They identified roads the town would absolutely want to keep vs. roads that are not essential. They looked at the possibility of allocating dollars for maintenance, allowing residents to purchase materials at town cost or using some town contracted services at town cost. They had at least one public meeting. They documented their conclusions in a report.

There were 5 roads they felt would need to be retained by the town: Covey Road (because it is connected to Cambridge town roads), English Settlement Road (a through road that has been used in the past for emergency purposes), Stevensville Road (because it provides access to a state park), Krug Road (because the Class 4 portion is the only logical place to have a town turnaround), and Fuller Road (because it provides the sole access to two town parcels and a portion of a third parcel, as well as secondary access to the Crane Brook Trail.)

They suggest that maintenance be minimal. They suggest adding \$2500 to the culvert budget. They outline some specifics on the roads they suggest be maintained. They noted that most roads did not have a legitimate turnaround for the road crew. They were using private driveways in some places. The committee feels adequate turnarounds are a necessity. They strongly recommend pushing for greater state funding for Stevensville Road, as well as extending the Class 3 portion to the current turnaround at the top of the hill. The committee recommends that the following roads be discontinued: Tupper Road, TH-32, Howard Road, Corbett Road, Deane Road, Downes Road and Butler Road.

The committee recommends that the selectboard annually “grant all abutters to Class 4 roads blanket individual permission to grade, maintain, and plow Class 4 roads in accordance with the current Road Ordinance.” Their report says, “Permission to modify, alter, or dramatically change roadways (replacement or addition of culverts, addition of material beyond topcoat, etc.) should be granted on an individual basis upon application to the Select Board, in accordance with the current Road Ordinance and proposed Road Policy.” The committee recommends that “Class 4 road abutters be granted approval to procure road construction materials and associated vendor services at Town of Underhill tax exempt pricing, and be entitled to repurposed used culverts and road materials at no cost, if these commodities are to be used exclusively on Class 4 town roads.” The committee recommends that these be documented in a road policy as opposed to the Road Ordinance as a policy is easier to update.

Bob thanked the committee for their work.

**Dan moved and Bob seconded to accept the Final Report of the Class 4 Roads Study Committee and to discharge the Class 4 Roads Committee with abundant thanks.**

Bob said he would like to have a letter drafted to committee members thanking them for their service. Brad thanked the committee members. He said Nori Geary had valuable contributions even though he had to leave. Craig Lassiter joined the committee on all the site visits and had some good input. Brad enjoyed working with the committee. He feels they all learned a lot. Rick agreed that a lot of learning took place. Dan said the report was very comprehensive.

Rick said there are some clerical and spelling errors in the report that the committee would like to correct

**The motion was passed.**

***6. Review Fiscal Year 2025 Draft Budget – Version 4 (6:35)***

Jennifer reviewed 4 items that have changed since the last draft. The amount budgeted for traffic calming was increased, because not only are we purchasing 2 new signs but we also pay \$1500 for the software each year. The fire department budget line reflects the finalized budget, which is an 11.2% increase over last year (about \$36K.) The amount budgeted for gravel has been reduced to \$90K and the amount budgeted for chloride is now based on the contract discussed earlier this evening.

Bob said the board got correspondence from Alan Morse with recommendations for Veteran’s Park. He doesn’t think any of those recommendations are incorporated into the budget. He would like to talk about that. Brad said there is a petition circulating on the number of selectboard members. It is very possible it will be presented to the selectboard next week. There may have to be a short special meeting next Thursday. He can contact Alan and see if he can pull something together for that special meeting. Jennifer said if Brad can pull the numbers together she can have them in the next budget version.

Russ said there are issues with radio communications in Underhill. When he is on Irish Settlement Road he cannot contact other highway department members in other parts of town. He also doesn’t have cell service on that side of town. He is concerned about radio communications and feels we should do something to enhance our communications ability.

Bob said storms like the one we just experienced make us all realize how important communication is. Leasing a repeater on Mt. Mansfield is a possibility. He would encourage finding out if we can use the state antenna on Mt. Mansfield and if the equipment we have is adequate. He can work with Russ and Brad to contact The Radio North Group and get more cost information. Then the board can talk about it next week.

Bob said Brad does not have 2-way communication or a hand-held portable in his vehicle. He doesn't think Russ does either. He thinks that would be really important. Maybe a spare at the town offices would also be helpful. Maybe everyone on the road crew should have 2-way radios.

Jennifer said she thinks this is important. She thinks we should get numbers and see how the cost affects the budget. If we don't want to see it affect the tax rate maybe we can use reserve money. It was agreed that Russ should reach out to Radio North.

Dan asked if there is anything else we could have used that we didn't have during the storm. Jennifer said the highway department could have used a generator. One is on order. There still is no power at the town highway department.

Bob said we need to contact the utility that services the garage. The garage is critical infrastructure. It is more important for it to get back online than many other places. He can reach out and ask if restoring power to that building can be made a priority.

Bob said he is amazed at the level of dedication and service the town employees give to this town. Jennifer and Dan agreed.

Russ said the highway department could also have used some chainsaws that ran. He would like to upgrade a couple of the older chainsaws. They would probably cost \$700-800 each. He doesn't believe electric chainsaws are the thing to have in a storm. We have one battery operated saw that works great for trimming a couple of things but would not be as helpful in a big storm. He probably could buy some saws within his budget.

**7. *Review 2024 Town Meeting Warning (Draft Only) and Discuss Town Report Progress (6:58)***

The board reviewed the draft warning. Brad filled in \$290,000 for the article about authorizing borrowing for a dump truck, as that was the amount agreed upon at a previous meeting.

Bob asked Russ how many saws are in need of replacement. Russ said we have 5 saws. One is 2-3 years old and he doesn't know how old the other 4 are. A couple work well. He would say at least 2 new ones would be great.

**Bob moved to authorize purchase of 3 saws for an amount not to exceed \$6,000, prior to the upcoming weekend if possible.** He said hopefully we can defray some cost by selling some of the used equipment.

**Dan seconded.** Bob said he thinks we need to give the highway crew the equipment they need to do their job efficiently. Dan said he wonders if it makes sense keep the old saws as backups. Bob said he thinks after we buy new ones we can figure out what to do with the old ones. He would rely on Russ and the highway crew to make the final decision.

Russ said we have one pole saw and he would ideally like to get another one.

**Bob moved to amend the motion to "authorize purchase of 3 saws and any additional equipment needed for an amount not to exceed \$6,000." Dan seconded and the motion to amend was passed.**

**The amended motion was passed.**

Brad said staff are working on the reports for the town report. He still needs to finish his. He is looking for one from Dan and the selectboard.

There was discussion about dedicating the town report to the ARPA funds, with pictures and information showing how the money was used.

**8. Closing Public Comment Period (7:14)**

No members of the public wished to comment.

**9. Warrants and Minutes (8:31)**

**Dan moved to approve payroll warrants for January 24, 2024, Bob seconded and the motion was passed.**

**Dan moved to approve automatic payment warrants for December 1, 2023 to January 31, 2024, Bob seconded and the motion was passed.**

**Dan moved to approve the AP warrants for January 11, 2024, Bob seconded and the motion was passed.**

**Dan moved to approve the minutes of December 21, 2023, Bob seconded and the motion was passed.**

**10. Member Items, Correspondence, Announcement, Schedule (7:20)**

It was agreed to schedule a special meeting for January 18.

**11. Executive Session (7:22)**

**Dan moved to go into executive session under 1 V.S.A. Section 313(a)(3) for the appointment or employment or evaluation of a public officer or employee, Bob seconded and the motion was passed at 7:23.**

**Dan moved to exit executive session, Bob seconded and the motion was passed at 8:42.**

Dan said in the executive session the board discussed compensation but no decisions have been made. A decision will be made when the full board is present.

**12. Adjourn (9:17)**

**Dan moved to adjourn, Bob seconded and the motion was passed at 8:42.**

*Minutes submitted by Donna Griffiths*

Read and approved as submitted/amended:

\_\_\_\_\_  
Dan Steinbauer, Chair

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Approved

**TOWN OF UNDERHILL  
SPECIAL SELECTBOARD MEETING MINUTES  
In Person & Remote - Underhill Town Hall  
Thursday, January 4, 2024, 5:00 p.m.**

**Selectboard:** Dan Steinbauer, Chair; Robert Stone, Vice Chair; Patty Richards, Member

**Town Staff:** Brad Holden

**5:16 p.m.** Dan called the special meeting of the Selectboard to order.

**Public comment:** No public present.

**5:19 p.m.** Bob moves to enter executive session to discuss the Underhill Jericho Fire Department (UJFD) Budget and to discuss confidential attorney-client communications made for the purpose of providing professional legal services to the body regarding the response to the Town of Jericho Development Review Board regarding the Old Mill Properties, LLC Final Subdivision Application, Dan seconds and the motion passed 3-0.

**6:24 p.m.** Dan moves to exit executive session and return to open session, Patty seconds and the motion passed 3-0.

Dan stated that the Selectboard is prepared to meet with Jericho and will have questions regarding the UJFD Budget which will be expressed at the joint meeting with the Jericho Selectboard this evening.

Dan stated that the Selectboard has signed a letter to the Jericho Development Review Board regarding the Old Mill Properties, LLC Final Subdivision Application and Bob followed up by stating that the Selectboard has authorized the Town Administrator to represent the Town of Underhill at the next hearing scheduled for January 24, 2024. The Town Administrator will hand deliver the letter tomorrow.

**6:26 p.m.** Bob moves to adjourn, Dan seconds and the motion passed 3-0.

The Selectboard then proceeded to Jericho for the joint UJFD Budget meeting.

Submitted by Brad Holden, Town Administrator.

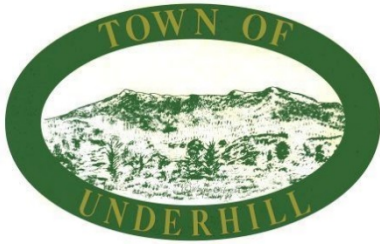
Read and approved as submitted/amended

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Dan Steinbauer, Chair

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Date



**Town of Underhill**  
P.O Box 120, Underhill, VT 05489  
underhillvt.gov  
Phone: (802) 899-4434  
Fax: (802) 899-2137

## **SPECIAL JOINT SELECTBOARD MEETING MINUTES**

**Thursday, January 4, 2024, 7:00 P.M.**  
**Jericho Town Offices, 67 Route 15, Jericho**

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### **Present:**

Underhill Selectboard Members: Dan Steinbauer, Patricia Richards, Bob Stone

Jericho Selectboard Members: Catherine McMains, Erik Johnson, Joe Flynn

Underhill Town Staff: Brad Holden

Others: John Abbott (Jericho Town Administrator), Mat Champlin (UJFD Chief), about 16 other Jericho town staff and residents

**Note: All votes taken are unanimous unless otherwise noted.**

### ***1. Call Meeting to Order / Adjustments to Agenda***

Dan Steinbauer called the Underhill Selectboard to order at 6:56.

Jericho selectboard chair Catherine McMains said Erik Johnson, Dan Steinbauer and the Underhill and Jericho town administrators met with Chief Mat Champlin for a preliminary overview of the budget. Tonight the full boards will have the opportunity to accept the fire department budget.

Mat Champlin thanked the two boards for getting together for this presentation. He appreciates the effort. He showed call volume numbers for the fiscal year ending June 30, 2023. There were 633 total calls. Of those, 439 were EMS calls. Those calls are covered by 14 people.

Dan Steinbauer noted the 13 calls to Westford. Is there any communication with them about support for those calls? Mat said no. Dan suggested having a conversation with them about that. Mat said that can be done.

Bob Stone asked if the 17 mutual aid calls listed are times when UJFD gave or received mutual aid. Mat said UJFD gave mutual aid 17 times. When UJFD has called for mutual aid, other fire departments have never said no.

Catherine asked what types of calls are included in the Other category. Mat said that includes smoke alarms, fire alarms, CO alarms, gas leaks, and calls where someone reports an odd smell or seeing smoke. There were 117 calls in the Other category.

Mat said UJFD ended the 2022-23 fiscal year \$49,000 under budget. About \$46,000 of that was based on not having two full-time staff for the whole year. When they did have two people, one of them did not take medical benefits. If those two positions had been filled for the entire year and both people had taken medical benefits they would have been about \$2000 under budget. They have not moved the \$49,000 surplus into reserves. They have a quote of \$30,000 for repairs to the Underhill station. There was a defect in the installation of the roof that left pockmarks on every panel and they are rusting. The \$30,000 quote is to remove the rust and paint the roof. If that is not done it will lead to greater expense to replace the roof. They would like to use some of the surplus from last year to do that.



Patty Richards said the budget shows a planned transfer of \$93,183 from reserves. Did that happen? Mat said yes. The actual amount transferred was \$107,804 because during the year the department voted to use some additional money from reserve funds to purchase a cardiac monitor. He believes a new one costs \$40-50,000. They were able to purchase a refurbished one with a 5-year warranty for just under \$15,000. It has already saved several lives in town. The planned transfer was because there was more money in the full-time payroll reserve than was needed. Patty asked if that reserve is separate from the capital reserve. Mat said yes. There are multiple reserves.

Mat said they want to use \$30K of the surplus for the roof and leave the rest in their checking account. The checking account was down to about \$120,000 at the start of the year. He has been told previously by both selectboards that they would like about 15-20% of the budget in a rainy day fund for unanticipated expenses. That would be about \$150,000-180,000.

The majority of miscellaneous income in 2022-23 was from an insurance claim for a repeater that was hit by lightning. There were also donations and the \$14K from reserves.

Legal expenses have been increasing. Professional expenses was a little over budget, mostly because of legal expenses. Workers' comp expenses were increased due to some injuries. There were expenses for a couple of large truck repairs. It is taking longer to get trucks. The next new truck will not arrive until about 2 years after it was ordered. So they are having to put more money into existing trucks. Vehicle maintenance was over budget. A couple of emergency station repairs were needed. They were overspent in emergency communications. But that includes the cost of the repeater, which is largely balanced by the insurance payment (but not 100% because of the deductible.) New capital expenses were under budget because the new truck that was expected has not arrived yet. Money that was going to pay for it was transferred back into reserves.

Mat showed the amounts in the different reserve accounts. UJFD is receiving income for the Rivers house and the solar farm. The Act 250 permit is closed and they are working on getting the house subdivided and sold. Then they will start to deal with the rest of the property.

Patty asked if there is rough timeline for the Rivers property. Mat said he has a term limit. This is his last year as chief. When he became chief it was his goal to get the Rivers land squared away. His goal is to get the house sold by the end of the year. The proceeds will go into the Rivers land fund. His vision has been to use the funds received from the house to build a better training center.

Dan asked where the taxes the fire department pays appear in the budget. Mat said they don't pay taxes on either fire station. They ask both communities to exempt them. They only pay taxes on the Rivers land. They pay with proceeds from rent or the solar farm, so it comes out of the Rivers land fund.

Mat reviewed the proposed budget. He slightly increased the amount budgeted for salaries to support higher wages in order to be able to hire qualified candidates in today's job market. Salaries are getting closer to what other departments pay but are not equal yet. The budget includes medical benefits through Blue Cross Blue Shield for 2 people. He increased the amount budgeted for legal expenses. The amount for auditing stays the same. He is level funding worker's comp. Based on the recommendation from the insurance carrier he is increasing auto insurance by 15%. Utilities are up a little. Vehicle maintenance is up due to expected expenditures on some older trucks. He lowered fuel expense a little based on actuals. He increased NFPA required testing costs due to inflation. A number of departments are going to go out to bid together hoping to get a volume discount on testing. He level funded station maintenance and increased firefighter safety

equipment. Emergency communications increased due to the cost of dispatch service. He is budgeting to replace some aging hose. The cost for physicals is going up. He is increasing office expense due to the cost of software. Capital payments are going up. They are paying on loans for thermal imaging cameras, turnout gear, battery-powered extrication tools, and Engine 2. He budgeted for a \$50K payment on a new squad that may not even arrive in that fiscal year.

Patty said the increase in capital loan payments really jumps out at her. That is a significant driver of the budget increase.

Mat said the department's capital plan grows a little over 3 % every year. They keep their trucks for 20-25 years. Most departments replace trucks after 10 or 12 years. Trucks that used to cost \$350K are now almost \$900K. The capital plan did not use to include self-contained breathing apparatuses or radios. Part of the capital plan builds the reserve up and then in the future the reserve is drawn down.

Patty asked if there is any way to extend payments for longer to keep budgets flatter. She said her board is concerned about the impact on taxpayers of a 15% increase with the unknown school budget increase.

Mat said they can look at extending the loan repayment period for trucks. They typically get a 7-year loan.

Mat said one reason there is a significant increase from last year is that there is a payment for a truck the fire department wanted to get last year but was unable to. They are hoping to get it this year. The other new truck may not arrive until 2025.

Patty asked if the capital loan payment line includes \$450K for a squad vehicle. Mat said it includes a portion of the cost of that vehicle. Patty asked what a squad vehicle is. Mat said it the department's "first out" vehicle. Right now it is an F-350 with a construction type body. But it does not have enough room for all the equipment that needs to go into it so they are replacing it with a bigger pickup. It is 4-wheel drive. It goes to all daytime EMS calls. It has a 2-man cab. The new truck will have some basic extrication tools on it.

Mat said the engine they ordered at the same time cost \$750K.

Mat said part of the reason the capital plan went up is that there are things in it that have not been in it before. It is likely that they will get a grant for the next set of breathing apparatus but he is hesitant not to budget for the whole purchase cost in case they do not get the grant. If they get the grant, that will be a future expense they will not have.

The 2023-24 budget includes \$50K for the new squad vehicle. Mat is hoping to get it before July 1. But if he doesn't, the \$50K will roll into 2024-25. There is a \$67K loan payment planned for 2024-25 so they will make a bigger down payment and have a lower loan payment. He will look into extending the loan period.

Patty asked if extending loans beyond 7 years makes sense given the life of the vehicles. Mat said a squad vehicle has a life of 7 years so they might not want to extend the loan period for that but they can look into extending to 10 years for engines.

Patty asked if there is anything that can be brought from reserves to decrease the budget. Mat said there is the \$49K underspent from last year. They would typically roll \$46K of that into the budget but if they don't fix the roof they will be looking at more money later on. They have been trying for the last 5 years to get a roofing contractor to commit and they finally found someone. The company that did the bad installation is

out of business. They tried to go back to them with no luck. In previous years they have used \$60-100K from payroll reserves to offset expenses, but that money ran out.

Mat said this budget also includes \$15K to create a new reserve. The air conditioning compressors at the Underhill station are aging. The casing of the well in Jericho is collapsing. There is a door that is rusted at the bottom. They patched it, but it is going to lose heat. There is probably \$67K of building maintenance that needs to be done. He wants to create a reserve account to pay for it and a schedule for getting the work done.

Last year's UJFD budget was \$839,783. This budget is \$965,748. Without the reserves it is a 15% increase. With the reserves it is an 11% increase. Mat showed the capital plan and reviewed how much is planned to be taken from reserves each year up until 2040-2041. The capital reserve will go down to less than \$100K during that time.

Catherine pointed out that ARPA funding helped with costs. Mat said the fire department greatly appreciated the ARPA funding. They are already seeing the benefit of the battery powered tools they purchased with ARPA funds.

Erik Johnson said he was concerned about the proposed budget increase but he thinks Mat has done a good job with the budget.

**Bob Stone moved to approve the fiscal year 2025 Underhill Jericho Fire Department budget amount of \$354,936 for Underhill, Patty Richards seconded and the motion was passed.**

Erik Johnson moved to approve the fiscal year 2025 Underhill Jericho Fire Department budget amount of \$579,107 for Jericho, Joe Flynn seconded and the motion was passed 3-0.

Jericho resident Jim Carroll complimented Mat and the fire department for all the wonderful work they do. He thinks the joint venture of Jericho and Underhill has been very successful. He said towns can borrow from the bond bank and spread principal payments over the life of the equipment. The towns could create a fire district that would be a quasi-municipality sponsored by the towns and would be able to get lower cost funds with a longer period of amortization. He also suggested there could be a wash and maintenance facility shared by the fire department and the two towns.

**2. Adjourn (9:17)**

Bob Stone moved to adjourn, Dan Steinbauer seconded and the motion was passed at 8:00.

*Minutes submitted by Donna Griffiths*

Read and approved as submitted/amended:

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Dan Steinbauer, Chair

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Date Signed

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Date Approved

Underhill Selectboard  
PO Box 120  
Underhill VT 05489-120

January 10, 2023

Jay S and Betsy Bogue Austin  
Bogue Family Trust  
323 Old Pump Road  
Jericho VT 05465

Re: Deane Road reclassification from Class 4 to trail

Dear Selectboard,

There are 4 generations of the Bogue Family who live in Chittenden and Lamoille County that maintain the property and share ownership of the parcel at 82 Deane Road. We write to share our thoughts and observations on this matter.

Deane Road has a long history in Underhill (as does the Bogue family) and has been in use as an important roadway since 1855. This 1.7 mile road located between two upslope waterways serves as a critical connection to the agricultural (maple production), forest management, and recreation purposes of the adjoining State forest lands and parcels.

The Vermont Department of Forests, Parks and Recreation published Policy #14 regarding Discontinuance of Class 4 Town Highways and Trails (attached) which details the value of preserving Class 4 town highways. We believe that the preservation of Deane Road is aligned with the first noted procedure in this policy because of its uniquely important direct access to otherwise inaccessible areas of the State forest, its positioning between two waterways, and its reach in elevation up Mount Mansfield (shown in the attached photos). The State forest beyond 165 Deane Road is nearly 30 square miles, an area approximately half the square mileage of the entire Town of Underhill, with otherwise very limited road access. As is highlighted in FPR Policy #14, we are very concerned that this road be preserved as Class 4 for emergency access in the event of a forest fire on Mount Mansfield State forest lands. In this concern, we have contacted the Vermont Department of Forests, Parks and Recreation and made them aware of the opportunity to join us in advocating for the continued classification of Deane Road as Class 4.

The road has been a dugway road for the past 50 years, and meets the needs of parcel owners. Its condition has been maintained or improved upon thanks to the resources and efforts of Pete Czaja and the McLanes.

In our opinion, a change to the status of the road is likely to limit the availability of town, state and federal funds to maintain the roadway condition and to address existing drainage and water quality problems.

It is our desire to retain the fullest rights for continued enjoyment and use of our property, both today and in the future, and the necessary use of commercial and passenger vehicles to support our uses and those of the community such as emergency, agricultural, recreation, forest and fire services to access a very broad expanse of hill and mountain forest on the western slopes of Mount Mansfield.

Sincerely,

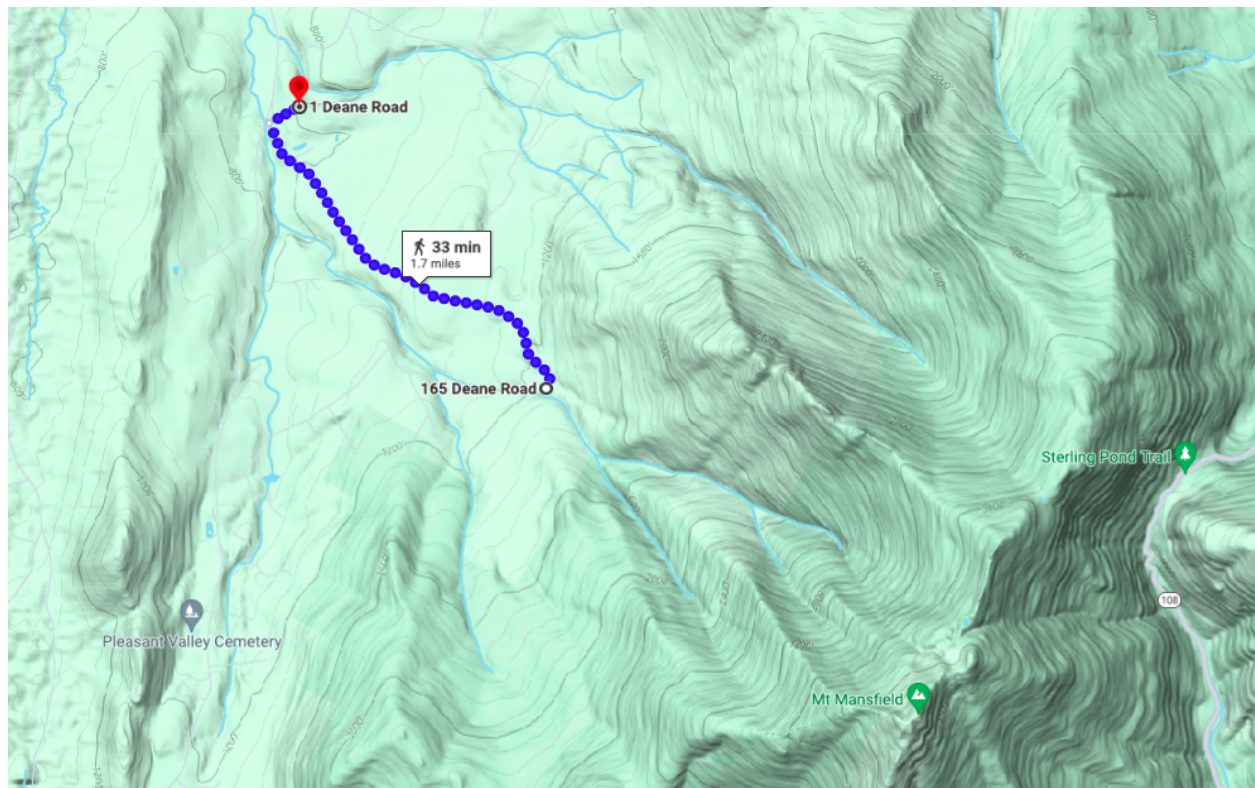
Jay and Betsy Austin  
Jericho VT

Attachments:

Vermont Department of Forests, Parks and Recreation published Policy #14:

[https://fpr.vermont.gov/sites/fpr/files/About\\_the\\_Department/Rules\\_and\\_Regulations/Library/FP\\_R\\_Policy\\_14.pdf](https://fpr.vermont.gov/sites/fpr/files/About_the_Department/Rules_and_Regulations/Library/FP_R_Policy_14.pdf)

Deane Road Topographical Map:



165 Deane Road aerial perspective:

