

**TOWN OF UNDERHILL
SELECTBOARD SPECIAL MEETING MINUTES
Underhill Town Hall
Thursday, September 6, 2018 6:00 p.m.**

Selectboard: Kurt Johnson, Pat Sabalis and Cat Kearns

Town Staff: Andrew Strniste, RaMona Sheppard and Brian Bigelow

Public: Ruth Miller (MMCTV), Randy Clark, Peter Czaja and Kathryn McLane

6:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Chair. Additions to agenda: discussion about appeal of Development Review Board (DRB) Decision to after discussion of Road Ordinance and an update on status of proposed Solar Array review.

6:01 p.m. Public Comment Period.

Randy Clark complimented the Selectboard and Road Crew in general and specifically on the removal of a dangerous tree at the Park in Underhill Flats. In addition he offered to help with a plan, cost estimates and contribute financially to additional trees in the Park.

6:03 p.m. Road Ordinance Amendment Update. Selectboard and Staff discuss draft ordinance amendments. The proposed changes are predominantly in two categories: to bring in existing sections from the Underhill Land Use and Development Regulations (ULUDR) and to formalize the Access permit process with delegation of some review from the Selectboard to the DRB and to allow for administrative review by the Zoning Administrator in limited instances. Additional input to be forward to Zoning Administrator for inclusion subsequent draft. At Peter Czaja's request the Selectboard confirmed there would be additional discussion about a Class 4 Road Policy separate from additional Ordinance discussions.

6:47 p.m. DRB Appeal. Zoning Administrator advised Selectboard of an appeal of a recent DRB decision to the Environmental Court by Peter Duval. By consensus the Selectboard authorized expenditures and to consult the Town Attorney. Pat Sabalis to contact Stitzel Page & Fletcher.

6:56 p.m. New Business

End of Fiscal Year 2017-18 Financial Update. Selectboard and staff discussed Finance Director's September 5, 2018 memorandum to include Preliminary Unassigned Fund Balance and Budget Status Report dated 09/04/18. Current Unassigned Fund Balance is \$415,191 or 24.6% of the FY 19 Budget – 9.6% above the Fund Balance Policy of 15%. Auditors will be back on site the week of September 17, 2018. Final analysis to be ready by mid-October. Current Selectboard consensus is to recommend rebuilding reserves.

Selectboard ratified Wage Adjustment actions of August 14, 2018 and signed forms prepared by Finance Director. Selectboard received draft Finance Director/Human Resources Manager Job Description.

Lease Land Map. Selectboard and Staff discuss quote (\$2,280) from Brad Holden L.S. to produce a map of lease lands to assist in initial determinations regarding the presence of municipal interest in properties. Consensus to not proceed at this time.

Stormwater Grant at Town Hall. Selectboard and Staff discussed potential Grant Application. Proposed site is Town Hall as identified in the 2018 Stormwater Master Plan. Bio retention pond includes a preliminary cost estimate of \$16,000 and would have a 25% contribution from the Town.

Kurt Johnson moved to authorize application for a Stormwater Grant for an amount not to exceed \$20,000. Pat Sabalis seconded and the motion passed 3-0.

7:31 Old Business.

Bridge #8 RFP. Chair summarized status and Selectboard consensus is to proceed with obtaining an engineered fix to subsequently be put out to bid for construction.

Capital Improvement Program (CIP). Chair updated status of work performed and scheduled by the CIP Subcommittee of the Planning Commission, Finance Director and Planning Director. It is anticipated that a draft will be in front of the Selectboard by mid-October.

7:34 p.m. Warrants and Minutes. By consensus the Board reviewed and signed current warrants.

Kurt Johnson moved to approve the minutes of the August 28, 2018 Regular Meeting of the Selectboard. Pat Sabalis seconded. A stylistic change was proposed and accepted.

The modified motion passed on vote of 2-0-1 (Cat Kearns abstaining).

7:38 p.m. Member Items, Correspondence, Announcements, Schedule.

Correspondence. Selectboard acknowledged receipt of:

- Email from Planning Director & Zoning Administrator re: Underhill Planning Commission (UPC) status on recommending River Corridor Protection regulations which would entitle the Town to the maximum reimbursement rate (17.5%) versus current rate (12.5%). River Corridor Protections continue to be seen by the UPC as too restrictive.
- Update from Harvest Market Steering Committee.
- Email from Animal Control Officer Jennifer Silpe regarding barking dog complaint at 348 Poker Hill Road.
- Budget Status Report dated 09/06/18.
- David Demarest email of September 6, 2018 re: Glycophosphate spraying
- Underhill Conservation Commission September 10, 2018 Agenda. Town Administrator to post agenda to Front Porch Forum.
- Poker Hill School email of September 6, 2018 re: request to reduce speed limit on Poker Hill in their area to 25 miles per hour. Consensus to discuss at September 25 meeting.

Member items. Pat Sabalis noted that the draft contracts for the proposed Solar Array have been forwarded to Town Attorney for review.

Schedule. Notice made that the next Regular Selectboard date is September 25, 2018.

7:43 p.m. Adjournment. On a motion made by Kurt Johnson and seconded by Pat Sabalis the Selectboard voted to adjourn on a vote of 3-0.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended


Kurt Johnson, Chair

9/25/18
Date