

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
Underhill Town Hall  
Tuesday, January 16, 2018 6:00 p.m.**

**Selectboard:** Rick Heh, Kurt Johnson and Pat Sabalis

**Town Staff:** Brian Bigelow

**Public:** Stacy Turkos, Mike Timbers, Gunner McCain, Dan Manz, Bill Wilson. Note: Due to schedule and illness MMCTV personnel not in attendance.

**6:04 p.m. Call to order, adjustments to agenda.** Meeting called to order by Rick Heh. Addition of an Executive Session to discuss a Personnel Issue after Timbers Access Permit.

**6:06 p.m. Public Comment Period.** None.

**6:07 p.m. Access Permit**

**Timbers (IS662) Preliminary Access Application**– Mike Timbers and Gunner McCain in attendance to speak to application. Due to weather and equipment breakdowns Road Foreman has not been able to perform a Site Visit. Applicant notes that there is no new direct access to Irish Settlement Road rather that the new drive will share an access point and a portion of the driveway and right of way serving IS654. New drawings were presented dated January 16, 2018. Drawing addressed Underhill Jericho Fire Department (UJFD) concerns to include grade, pull off dimensions and turnaround configurations. However, applicant repeated waiver request for a maximum grade of 12% in section 0+50 to 3+00 in the event that ledge is encountered. In the event of ledge applicant will contact Zoning Administrator to verify. All access other ordinance requirements would be met.

Rick Heh moved to approve the Preliminary Access Application as modified and shown on drawing entitled Driveway Plan with ESPC Measures for William & Lisa Timbers prepared by McCain Consulting (Project #26099, Sheet 3 Of 3) dated January 16, 2018. Approval including a waiver to allow a maximum grade of 12% in the segment from station 0+50 to station 3+00 in the event that ledge is present.

Kurt Johnson seconded and the motion passed 2-1 with Pat Sabalis voting in the minority.

**6:36 p.m. Town Meeting Australian Ballot Items and FY-19 Proposed Budget Amendment.** By consensus the Selectboard rearranged the agenda to discuss Australian Ballot items with Dan Manz and Moderator Bill Wilson. Determination to hold the Personnel Issue Executive Session at the end of the meeting.

Discussion ensued about the fifteen articles (ten ballot items) of the Official Warning to include process and information that will useful to have in anticipation of questions at the Pre Town Meeting Hearings and from the floor at Town Meeting. Regarding financial potential request from ‘Village to Village’, Staff to provide relevant Town Policy. Selectboard to request that Town Planner and Planning Commission be prepared to help with questions on Articles 9 and 10 elated to proposed bylaw amendments. Pat Sabalis to draft questions for submittal to the Vermont League of Cities and Towns for their consideration and input.

Note made of reduction (\$12,800) in UJFD Budget request from budget approved January 2, 2018.

Rick Heh moved to amend the budget approved January 2, 2018 to reflect the new reduced number and to change Article 3 to read; "Shall the voters approve total general fund expenditures of \$1,085,088.37 of which \$898,628.35 shall be raised by taxes and \$186,460.02 by non-tax revenues, pursuant to 24 V.S.A. § 2664?". Kurt Johnson seconded and the motion passed 3-0.

By consensus the Selectboard signed the Official Warning to provide to Town Clerk.

**7:15 p.m. Changes to Town Personnel Policy.** Consensus of Selectboard to dedicate more time for review at a later date.

#### **7:19 Old Business**

**Town Bridge Engineering Review.** Kurt Johnson advised Selectboard of recommendation from the Highway Infrastructure and Equipment Committee (HEIC). A spreadsheet characterized as 'Beginning on CIP' was distributed. HEIC is recommending that T.R. Fellows be retained to review several bridges and culverts and provide cost estimates. Core drilling will be required at two sites (North Underhill Station Road and Corbett Road).

Kurt Johnson moved that the Town retain TR Fellows Engineering to assist with planning on Pleasant Valley Road, Irish Settlement Road, Corbett Road, North Underhill Station Road, design on Mountain Road and retain a contractor to provide core samples for Corbett and North Underhill Station Roads. Funds to come from the Engineering budget line. Rick Heh seconded and the motion passed 3-0.

**Health & Safety Committee.** Town Administrator briefed Selectboard on status. Bylaws and minutes of January 5<sup>th</sup> meeting provided.

**Emergency Service Zone Worksheet.** Signatures of Mat Champlin, UJFD Chief and Will Moran, Essex Rescue Executive Director have been obtained. By consensus the Selectboard authorized the Chair to sign. Staff to forward to Enhanced 911 Board.

**Draft Request for Proposals for Generator.** Draft reviewed by Selectboard. Selectboard directed staff to revise proposal to have contractors bid on generators at three specific capacity points. Points have yet to be determined.

#### **7:40 p.m. New Business**

**FY16-17 Audit.** Audit had been distributed electronically. Hard copies provided at the meeting. Consensus of the Selectboard is to have a representative from A.M. Peisch attend an upcoming Selectboard meeting.

**VMERS Contribution.** Notice made of 0.125 % increase in the Town's employer contribution to the Vermont Municipal Retirement System to 7.375%.

**VTrans 2018 Certificate of Highway Mileage.** Selectboard reviewed and by consensus signed the Certificate noting that no highways were, added, discontinued or reclassified in 2017.

**7:45 p.m. Warrants and Minutes.** By consensus the Board reviewed and signed current warrants.

Rick Heh moved to approve the minutes of the January 2, 2017 Special Meeting of the Selectboard. Kurt Johnson seconded and the motion passed 3-0.

Rick Heh moved to approve the minutes of the January 2, 2017 Selectboard Public Hearing on proposed Zoning Bylaw Amendments. Kurt Johnson seconded and the motion passed 3-0.

**7:49 p.m. Member Items, Correspondence, Announcements, Schedule.** Notice made that the next Regular Selectboard date is January 30, 2018. A Public Hearing regarding the proposed Glebe/lease Land Town Charter Change will be held at 6:00 p.m. and the actual Selectboard Meeting will start at 6:30. A second Public hearing will be held on February 6.

Correspondence.

- Copy of draft language for Senate bill S.97 relating to the alternative use of electronic media for the posting of public notices received. Selectboard to draft a letter of support.

**8:03 p.m. Executive Sessions.**

Rick Heh moved that the Selectboard enter Executive Session to discuss the appointment or employment or evaluation of a public officer or employee under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes. Kurt Johnson seconded and the motion passed 3-0.

At 8:30 p.m. Rick Heh moved to exit Executive Session. Kurt Johnson seconded and the motion passed 3-0.

Action as a result of Executive Session is to ask Human Resource Manager to consider alternative calculation for winter bonus.

At 8:31 p.m. Selectboard wanted to discuss correspondence received from town attorney related to Fuller Road.

Chair moved that the Selectboard find that premature general public knowledge of pending or probable civil litigation involving the Town would clearly place the Town at a substantial disadvantage. Kurt Johnson seconded and the motion passed 3-0.

Chair moved that the Selectboard enter Executive Session to discuss pending or probable civil litigation that the Town is a party to under the provisions of Title 1, Section 313(a)(1) of the Vermont Statutes. Kurt Johnson seconded and the motion passed 3-0.

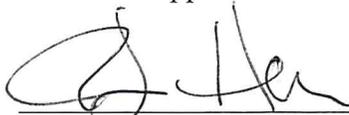
At 8:45 p.m. the Chair moved to exit Executive Session. Kurt Johnson seconded and the motion passed 3-0.

No action taken as a result of Executive Session.

**8:50 p.m. Adjournment.** On a motion made by Rick Heh and seconded by Kurt Johnson the Selectboard unanimously voted to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended



Rick Heh, Chair

1-30-18

Date