

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, July 3, 2018 6:00 p.m.**

Selectboard: Kurt Johnson, Pat Sabalis and Catherine Kearns

Town Staff: RaMona Sheppard, Nate Sullivan and Brian Bigelow

Public: Ruth Miller (MMCTV), Richard Hamlin, P.E., Marty Baslow, Stan Senger, Sandy Barnes, Albert & Diana Abdinoor, Dave Williamson, Olivia Strong

6:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Chair. Additions to the agenda: add Solar Panel Gravel Pit Discussion to Old Business.

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

6:02 p.m. RaMona Shepard, Finance Director, Budget Line Adjustments, Personnel Policy. Selectboard and staff reviewed memorandums on the following subjects:

- Vender Review - July 1, 2017 to June 30, 2018: 80+ vendors. Consensus to talk Highway Vendors in depth at a meeting where the Road Foreman is in attendance. Of the General Town Budget vendors only WB Mason stands out the consensus is to ask Town Clerk to investigate options.
- Tech Group Managed Service Proposal - June 15, 2018 proposal by Techgroup reviewed by Selectboard and Staff.

Kurt Johnson move the Selectboard resolve to extend the Town's contract with Techgroup contract per the proposal for Managed Services (\$545.00 per month) and Data Restoration Platform (\$225.00 per month). Pat Sabalis seconded and the motion passed 3-0.

Cat Kearns to contact David Boera at Techgroup regarding the recommended Network Monitoring Services. Finance Director to notify Techgroup. Consensus of Selectboard to authorize Chair to sign final contract when available.

- Health Insurance Advisory Services – Through Vermont League of Cities & Towns (VLCT); VLCT Employment Resource and Benefits Trust (VERB) offers Health Insurance Advisory Services (HIAS). This fee based service includes an analysis of current plan and costs. Consensus of Selectboard is to have Finance Director contact VERB for information on Towns that have subscribed to the service and then contact one small town and one large town for feedback.
- FY19 Employee Salary/Wage Rate Changes–1% raises of all Town full time employees and Town Clerk and Treasurer was included within the budget passed at the 2018 Town Meeting.

Kurt Johnson moved to accept the 1% increases for all full time municipal employees and Town Clerk and Treasurer to formalize the budgeted increase. Pat Sabalis seconded and the motion passed 3-0. Selectboard signed the provided memo.

- FY19 Tax Rate – Revised 2019 Tax Rate worksheet distributed by Finance Director.

Kurt Johnson moved to establish the Underhill FY19 Tax Rates as follows: Municipal: \$0.5315, Local Agreement \$0.0220, Non Residential Education \$1.5816 and Homestead Education: \$1.4937. Pat Sabalis seconded and the motion passed 3-0. Selectboard signed the provided memorandum.

6:40 p.m. Access permits

Marty Baslow (WC037). Applicant, Applicant's Consultant Richard Hamlin, P.E., Selectboard, Staff, Abutter Sandy Barnes and area property owners Albert and Diana Abdinoor discussed application.

Per Richard Hamlin the Revised Stormwater permit is in place. The Developer has to perform the work and have it certified. Per Albert Abdinoor, the work was scheduled to start today but did not. Consultant stated that the current application would not impact the Stormwater permit. General discussion ensued about timeline of events that got everyone to this point. Applicant committed to building a turnaround on his property and fixing any problems caused by construction.

Kurt Johnson moved to approve the Access Application of Marty Baslow subject to the following conditions:

1. Extension of Warner Creek to access Applicant's property to be located as shown by modifications prepared by Richard Hamlin, P.E. on As-Built Survey prepared by Bradford Holden, L.S. (dated October 29, 2016). Modifications are date stamped June 15, 2018.
2. All other aspects of access improvements remain unchanged from Development Review Board approval.
3. Erosion prevention and sedimentation control practices set out on the original approved drawings shall be followed unless modified as part of relevant State of Vermont Stormwater permits.
4. Access Road shall be built according to State Agency of Transportation standard A-76 and all other applicable requirements of the Road Ordinance.

Pat Sabalis seconded and the motion passed 3-0.

Douglas Edwards, Repa Trail Access and work in right-of-way. Applicant Douglas Edwards not in attendance. Application to be rescheduled to July 17, 2018 Selectboard meeting.

7:07 p.m. Bid Award: Irish Settlement Road Culvert Replacement. Three bids had been received and opened by Selectboard at last meeting: G.W. Tatro: \$38,000, Griffin & Griffin: \$47,700 and D. Tatro: \$39,970. Bids reviewed by Krick McCusker, P.E. and members of the Highway Infrastructure and Equipment Committee. Their recommendation is to accept the bid of G.W. Tatro.

Kurt Johnson move the Selectboard accept the bid of G.W. Tatro to design and build a culvert in accordance with the Irish Settlement Culvert Replacement Request for Proposal for \$38,000. Pat Sabalis seconded and the motion passed 3-0.

Chair signed the Proposal Acceptance. Staff to contact GW Tatro and other bidders.

7:09 p.m. New Business

Jericho Underhill Park District (JUPD). Dave Williamson met with Selectboard regarding his interest in being appointed to fill a vacancy on the District's Board of Trustees.

Kurt Johnson moved the Selectboard appoint Dave Williamson to the vacancy on the JUPD Board of Trustees. Pat Sabalis seconded and the motion passed 3-0.

Comcast Legacy Lines. Chair advised Selectboard of conversations with Road Foreman regarding the shallow depth and/or lack of material on some early generation Comcast lines within municipal rights-of-way. Staff to contact Comcast and advise them of status.

7:15 p.m. Old Business

Bridge #8. Chair advised that Engineers Construction will perform the exploratory borings to assess the degree of compromised concrete. Results to be available in August.

Selectboard Chair 4 month rotation. General discussion took place. Jericho uses this model and feel it helps. Consensus of Selectboard is to determine if other Town's use the method.

Employee Appraisal Schedule. Selectboard discussed possible dates to complete the ongoing review process resulting in July 18 at 1:00 be selected if RaMona Sheppard and Dwayne Norway are available.

Draft CIP. Chair distributed draft. Bonding discussion ensued. Town Clerk to be requested to investigate the process and the schedule required if it was to be voted on in November. Town Administrator to invite John Drew to next Selectboard meeting for additional CIP discussion.

7:47 p.m. Warrants and Minutes. By consensus the Board reviewed and signed current warrants

Kurt Johnson moved to approve the minutes of the June 19, 2018 Regular Meeting of the Selectboard. Pat Sabalis seconded and the motion passed on a vote of 3-0.

Kurt Johnson moved to approve the minutes of the June 20, 2018 Special Meeting of the Selectboard. Pat Sabalis seconded and the motion passed on a vote of 3-0.

7:56 p.m. Member Items, Correspondence, Announcements, Schedule. Notice made that the next Regular Selectboard date is July 17, 2018. The Regular Meeting will be preceded by a 5:30 Public Hearing on the proposed amendments to the Underhill Land Use and Development Regulations.

Correspondence. Selectboard acknowledged receipt of:

- Annual All-Hazards Mitigation Plan progress report
- Zoning Bylaw proposed amendment notification
- Abutter Notification of Development Review Board application of Roman Catholic Diocese at 2 Green Street
- Budget Status Report, dated June 27, 2018.
- Judy Bond email of June 22, 2018 re: mowing of Town Property at intersection of Cilley Hill and Route 15 (VT539). Consensus of Board is that mowing beyond the typical roadside mowing would be a volunteer opportunity.

Member Items.

- Town Administrator to contact SD Ireland to confirm 1.25" depth for paving on River Road and to contact Nicom to get an estimated start date for Crack sealing.

- Pat Sabalis passed on information regarding a Memorial Service for Manfred Hummel to be held on August 18.
- Potential Solar project at former gravel pit on Beantown Road would require tree removal. Town Administrator to identify abutting property owners.

8:03 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


Date