

**TOWN OF UNDERHILL  
SELECTBOARD SPECIAL MEETING MINUTES  
Underhill Town Hall  
Friday, October 5, 2018 12:30 p.m.**

**Selectboard:** Kurt Johnson, Pat Sabalis and Cat Kearns

**Town Staff:** Sherri Morin and Brian Bigelow

**Public:** Peter Bennett and Steve Webster

**12:30 p.m. Call to order, adjustments to agenda.** Meeting called to order by Chair. Additions to agenda: Updates from Town Fair by Pat Sabalis.

**12:31 p.m. Public Comment Period.** Town Administrator made note of email received from Lea Van Winkle in support of the Solar Array and Human Resources Position.

**12:32 p.m. Beartown Gravel Pit Solar Array.** Underhill Energy Committee members Peter Bennett and Steve Webster met with Selectboard to discuss status of Option to Lease with Green Lantern Group (GLG).

Recommendations of the Town Attorney discussed:

- Copy of lease as an attachment to Option Agreement,
- Option price to be paid as consideration for granting the option,
- Confirmation of Renewable Energy Credits being relinquished to Green Mountain Power, and
- Reimbursement of the Town's reasonable legal fees.

Additional discussion ensued. Pat Sabalis to contact Eric Derry to have a draft Option to Lease available for Selectboard consideration at their October 9, 2018 meeting. Alburgh Land Lease Agreement, Colchester School District Group Net Metering Agreement and GLG draft Option to Lease Agreement to serve as templates going forward.

**12:51 p.m. Discussion of Finance Director Human Resource Manager Position Opening and Job Responsibilities**

RaMona Sheppard has accepted another position and her last day with the town will be October 12, 2018. Town Clerk Selectboard and Staff discussed process to fill position in the interim: Town Clerk/Treasurer to take on the majority of the financial functions. Nancy Bradford has offered to perform additional hours as Assistant Town Clerk. Town Administrator to take on Budget and Human Resources functions. Town Clerk/Treasurer has reviewed Checklist of Tasks for the position and a walk through of office and cabinets with Finance Director. Future discussions to be held on gap manning in the short term and long term replacement.

**1:38 p.m. Member Items, Correspondence, Announcements, Schedule.**

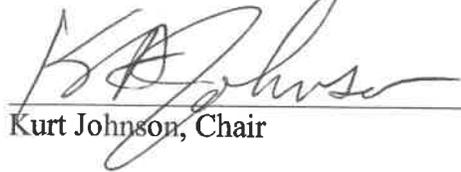
**Schedule.** Notice made that the next Regular Selectboard date is October 9, 2018. Selectboard to schedule a Special Meeting on October 24, 2018 to have initial FY19-20 Budget discussion.

Pat Sabalis distributed handouts obtained at the Vermont League of Cities and Towns.

**1:39 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

10-23-18  
Date