

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
Underhill Town Hall  
Tuesday, October 23, 2018 6:00 p.m.**

**Selectboard:** Kurt Johnson and Pat Sabalis

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

**Public:** Ruth Miller (MMCTV), Mark Schilling, Marguerite Ladd, Larry Smith (VLCT)

**6:00 p.m. Call to order, adjustments to agenda.** Meeting called to order by Chair. Discussion of chipping and Corbett Road Bridge Design to be added.

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

**6:05 p.m. Finance Director/Human Resource Manager Position.** As part of ongoing Selectboard discussion for moving forward after vacancy in the Finance Director/Human Resources Manager position, Cambridge Town Clerk & Treasurer Mark Schilling and Town Administrator Marguerite Ladd are in attendance to discuss distribution of Financial and Human Resources responsibilities in Cambridge. Payroll is contracted out. NEMRC is used for some programs, QuickBooks for others.

Town of Jericho Town Administrator Todd Odit's email of October 22, 2018 regarding Jericho's staffing and responsibilities was reviewed.

Discussion ensued. Agenda item to October 24 Special Meeting. Pat Sabalis to contact VLCT regarding subcontracting options from their pool of contractors.

**6:47 p.m. New Business.**

**Insurance.** Larry Smith/VLCT Manager of Member Relations in attendance to discuss new insurance options. Options increased with federal statute change to authorize Health Insurance Associations. Two new Associations are BRS of Vermont and VACE. BRS offers BC/BS products at ~10% less and would be the most straightforward in terms of continuity of network processes and providers. There is no BC/BS Platinum equivalent offered. Smith provided a comparison of BRS's Option B, equivalent to the BC/BS Gold Plan. Savings would be \$15,933 (-21.03%). HRA Funding would see a \$400 increase to cover the Deductible and Out of Pocket expenses for the five employees who are currently enrolled for a 21.91% decrease compared to staying with the current BC?BS Platinum plan. VLCT would hold educational meetings. Information to be shared with employees prior to open enrollment season.

Discussion ensued. Agenda item continued to October 24 Special Meeting.

**Budget Surplus.** Limited general discussion regarding forecast of surplus, options include build up reserves, address unfunded mandates, highway projects. No determinations made.

**Special Town Meeting Warning.** Warning for Special Town Meeting was deficient. Meeting consists of one item (change to Land Use Development Regulations) to be voted by ballot on November 6 as part of the General Election ballot. Relief for missing the warning deadline is provided in 17 VSA 2662 – *“When any of the requirements as to notice or warning of an annual or special municipal meeting have been omitted or not complied with, the omission or noncompliance, if the meeting and the business transacted at it is otherwise legal and within the scope of the municipal*

*powers, may be corrected and legalized by vote at a regular meeting or special meeting of the municipality called and duly warned for that purpose."*

Kurt Johnson moved that the Selectboard approve the November 6, 2018 Special Town Meeting Warning:

*"The legal voters of the Town of Underhill, in the County of Chittenden, State of Vermont, are hereby notified and warned to meet at Underhill Town Hall, in Underhill, Vermont on November 6, 2018 to vote on the Australian ballot article below, from 7:00 a.m. to 7:00 p.m.*

*Shall the voters adopt the proposed amendments to the Unified Land Use & Development Regulations, pertaining to road ordinance related regulations, which were approved by the Selectboard on July 17<sup>th</sup>, 2018 after hearings by the Planning Commission on June 19<sup>th</sup> and 21<sup>st</sup>?"*

Discussion ensued to include direction to staff seek expert opinions regarding processes that are out of the ordinary. Pat Sabalis seconded and the motion passed 2-0.

**Sidewalk Plowing.** Draft Request for Proposal (RFP) reviewed. Discussion ensued focusing on ensuring that bids be consistent and that contractors for this sort of work sometimes bid by the season and sometimes by the job. Staff to modify the RFP requiring that bidders submit both to ensure consistency between proposals.

**Chipping.** When the price of wood chips were higher contractors would perform tree cutting for the chips and other lumber. The price per ton of chips has fallen so what has historically been no cost tree removal now costs \$5,000 for three sites: Irish Settlement Road, Maple Ridge and Beartown Gravel Pit. Consensus to continue to October 24, 2018 meeting.

**Corbett Road Bridget Design.** Discussion ensued regarding engineering design work for replacement structure on Corbett Road. Estimated price for design is \$18,000.

Kurt Johnson moved that the Town retain Cricket McCusker/T.R. Fellows Engineering to prepare the engineering design work for the replacement structure on Corbett Road in an amount not to exceed \$18,000. Pat Sabalis seconded and the motion passed 2-0.

**7:36 p.m. Old Business.**

**Moore Park Power Drop.** Input from local electrician Mike Linde regarding process with Green Mountain Power and from the Underhill Recreation Committee regarding their early thoughts about a bandstand/gazebo at Moore Parke was discussed. Consensus to hear more from Recreation Committee regarding plan and potential location prior to pursuing an estimate.

**Road Salt Contract.** American Rock Salt's (ARS) quote for material this year is \$84.75 per ton; \$0.25/ton less than the State Contract but still a 22% increase above last year. Cargill has the Town on a waiting list. Friday, October 26 is the deadline to accept the ARS Bid and lock in 600 tons with them.

Kurt Johnson moved to authorize the Town Administrator sign one or more contracts totaling 600 tons with one or more Road Salt vendors to the Town's best financial advantage. Pat Sabalis seconded and the motion passed 2-0.

Due to running behind schedule and having set a time to have a conference call with the Town Attorney the agenda was modified to move the Executive Session up.

**7:47 Executive Session.**

Chair moved that the Selectboard find that premature general public knowledge of pending or probable civil litigation involving the Town on Repa Road and a Development Review Board appeal would clearly place the Town at a substantial disadvantage. Pat Sabalis seconded and the motion passed on a vote of 2-0.

Chair moved that the Selectboard enter Executive Session with Staff and Town Attorney to discuss pending or probable civil litigation that the Town is a party to under the provisions of Title 1, Section 313(a)(E-F) of the Vermont Statutes. Pat Sabalis seconded and the motion passed on a vote of 2-0.

At 8:36 p.m. the Chair moved to exit the Executive Sessions. Pat Sabalis seconded and the motion passed on a vote of 2-0.

Actions resulting from Executive Session:

- Letter to be sent to Douglas Edwards regarding use of Repa Trail.
- Pat Sabalis to follow up with Zoning Administrator and Town Attorney regarding the Development Review Board appeal.

**8:38 p.m. Warrants and Minutes.** By consensus the Board reviewed and signed current warrants.

Kurt Johnson moved to approve the minutes of the October 5, 2018 Special Meeting of the Selectboard. Pat Sabalis seconded and the motion passed on vote of 2-0.

Kurt Johnson moved to approve the minutes of the October 9, 2018 Regular Meeting of the Selectboard. Pat Sabalis seconded and the motion passed on vote of 2-0.

**8:01 p.m. Member Items, Correspondence, Announcements, Schedule.**

**Correspondence.** Selectboard acknowledged receipt of:

- Partially complete FY20 VTrans Better Roads grant application for Stormwater improvements on Beartown Road. By consensus Town Administrator authorized to complete and submit application.
- By consensus the Chair signed the VTrans Structures Grant Agreement for \$22,500 engineering design for the Mountain Road bridge replacement.
- David Demarest email of October 12, 2018.
- Dubois & King letter dated 10/02/18 regarding Route 15 Paving to occur in the summer of 2019.
- By consensus Chair signed commitment letter for FY20 Clean Water Block Grant Fund.
- October 18, 2018 proposal by NICOM to provide three additional days of crack sealing at bid price.

Chair moved to authorize the NICOM to perform three additional days of crack sealing at \$3,950.00/day either in the fall of 2018 or spring of 2019. Pat Sabalis seconded and the motion passed 2-0.

**Schedule.** Notice made that the next Regular Selectboard date is November 6, 2018 and that Special Meetings would be held on October 30, 2018 at 6:00PM to include the Public Informational Hearing on the Special Town Meeting ballot item.

**9:14 p.m. Adjournment.** On a motion made by Kurt Johnson and seconded by Pat Sabalis the Selectboard voted to adjourn on a vote of 2-0.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended



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Kurt Johnson, Chair