

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
6:00 p.m., Tuesday, July 22, 2014**

Selectboard: Seth Friedman, David Rogers and Cliff Peterson

Town Staff: Brian Bigelow, Nate Sullivan and Mona Sheppard

Public: Leila Bandar and Christine Toulis

6:00 p.m. Meeting called to order. Adjustments to Agenda: move Planning Commission memo of July 16th from Correspondence to New Business, move Internal Financial Controls from New Business to Department Heads.

6:01 p.m. Public Comment –

No public present to comment on non agenda items.

6:02 p.m. Department Heads

Town Finance Officer Mona Sheppard briefed the Selectboard on Internal Financial Controls to include questionnaires completed by herself and Town Treasurer Sherri Morin for compliance with 24 VSA §1571. By consensus the Board authorized the Chair to sign the questionnaires.

Budget Status Report reviewed. Proposal to move/assign funds to the Town Hall Exterior Renovations reviewed. Discussion ensued; consensus of Board was to press on with exterior renovations.

David Rogers moved to assign \$17,083 from June 30, 2014 Unassigned Fund Balance to Capital Improvements Town Hall Exterior. Cliff Peterson seconded and the motion passed 3-0.

David Rogers moved to move \$20,000 from 2015 Budgeted Capital Improvements Town Hall Interior to Capital Improvements Town Hall Exterior. Cliff Peterson seconded and the motion passed 3-0.

David Rogers moved to move \$23,243 from 2015 Budgeted PZA Health Insurance to Capital Improvements Town Hall Exterior (\$14,400) and to PZA In Lieu of Insurance (\$8,843). Cliff Peterson seconded and the motion passed 3-0.

Seth Friedman signed Applicant Completion and Certification Report for FEMA event 4140-DR-VT (July 2013 event).

Discussion ensued about the Tax Rate/Tax Bills. Two mistakes were made: the inclusion of a pair of tax exempt properties (UJFD and Maple Leaf Farm) into the Grand List and the ID School District Rate was utilized in the Town School District. The former was an oversight in a Reappraisal Year, the latter an input error. The Town acted quickly and apologetically. Methods of Controls, Checks and Balances such as random

proofs and Exception Reports were discussed. Finance Officer will work on Standard Operating Procedures regarding inputs in Tax Module and General Ledger. Cooperation between Departments will be required.

David Rogers moved to set August 30, 2014 as the Due Date for the First Quarter of Fiscal Year 2014-15. Cliff Peterson seconded and the motion passed 3-0.

David Rogers moved to set the municipal tax rate at \$0.4889 per \$100 of appraised value. Cliff Peterson seconded and the motion passed 3-0.

David Rogers moved to set the local agreement tax rate at \$0.0340 per \$100 of appraised value. Cliff Peterson seconded and the motion passed 3-0.

Discussion took place about a future Town Policy, as opposed to an Employee Policy, regarding computer and server usage.

Nate Sullivan, Road Foreman - Potential Budget items discussed: Fog Lines along the length of TH#2 (Park Street/River Road/Pleasant Valley Road) approximately \$8,500, Signs for Stevensville Road as a result of speed study recommendations approximately \$5,000. Reconstruction of one mile of paved road is realistically \$500,000. Overlays of different sections could be performed this year for the budgeted \$145,000; but will not last past 4-5 years. Impacts on and by the CIP were discussed. No decision made on paving. Pike Paving will be contacted for additional information.

Bristol Property (SU047) revisited. Road Foreman thinks that it is too risky to move water without planning for it on the other side of the road. Area ditching and downhill culverts are substandard as is. Recommendation is to consider including a hydraulic study and upgrades in future budgets. Town Administrator to draft letter to property owner regarding repairs on property.

Discussion about cost for landscaping at Carolyn Gregson's property (PV099). One quote obtained (\$1,485; 33 2-Gal rosa rugosa planted 2.5 feet apart), Town Administrator to look into other contractors.

7:35 p.m. Old Business

Roaring Brook / Meadow Lane Flooding. Meadow Lane Residents Leila Bandar and Christine Toulis in attendance. Selectboard reviewed Grover Engineering contract.

David Rogers moved to have the Chair sign the Grover Engineering P.C. contract to include a not to exceed amount of \$700. Cliff Peterson seconded and the motion passed 3-0.

Additional discussion took place with residents and Board regarding specific site issues and general policies.

Town Pond. Installation of lights and camera as discussed at previous meeting is complicated by the lack of any utility poles in the area. Selectboard consensus is to focus on signage and to have the Parks & Recreation Committee propose wording, number and location. Town Administrator to contact Parks and Recreation Committee.

Town Garage Roof Remediation. Nate Sullivan and Brian Bigelow met with a drywall contractor. Reap should have estimate by the end of the week.

David Rogers moved to not accept any bids for the project. Cliff Peterson seconded and the motion passed 3-0. Town Administrator to contact bidder.

Underhill Center Traffic Calming. Report received from CCRPC. Crosswalk and stop bar painting has occurred. Updated signs and fog lines should be considered going forward. The Beartown Road and Pleasant Valley Road intersection proposal to be considered in future budgetary processes. The consensus of the Board is that the Phase II proposals involving flashing lights were not necessary at the location at this point.

8:50 p.m. New Business

Cliff Peterson reviewed the Planning Commission's letter dated July 16, 2014 regarding the proposed subdivision of a parcel on Cloverdale Road (CD074) and subsequent access requirements.

David Rogers moved that the Selectboard concur with the determinations expressed in the Planning Commission's July 16, 2014 letter. Seth Friedman seconded and the motion passed 2-0 (Cliff Peterson abstaining).

Policy discussion ensued regarding the need for Access Permits on Private Roads. The consensus of the Board is that they are required.

9:05 p.m. Member Items, Correspondence, Announcements, Schedule.

Board reviewed correspondence consisting of: Abutter notice of DRB application for (NR003), Revision to Act No. 199(S.220), Division of Emergency Management regarding 2014 Local Emergency Operations Plan, Chuck Weger's resignation from the Energy Committee, Town Administrator's memorandum re: Historical Society and Old Schoolhouse #5, Harvest Market road closures and parking plan.

Board consensus is that no action is required on the first three items, Chuck Weger's resignation is regrettably accepted with thanks and the Administrator's memorandum is to be forwarded to Gael Boardman.

David Rogers moved to approve the 2014 Harvest Market traffic and parking plan as per Peter Mitchell's letter of July 9, 2014 which was copied to emergency responders. Cliff Peterson seconded and the motion passed 3-0.

9:15 p.m. Warrants and Minutes.

Current Warrants reviewed and signed.

David Rogers moved to approve the minutes of 07/08/2014. Cliff Peterson seconded and the motion passed 3-0.

9:18 p.m. Announcements/Schedule.

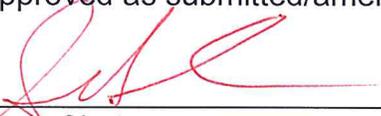
Notice made of August 5, 2014 6:00 p.m. being the next regularly scheduled meeting. That meeting will be preceded by the July 25, 2014 8:30 a.m. Special Meeting for a CIP work session.

9:20 p.m. Adjournment.

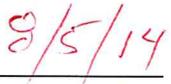
David Rogers moved to adjourn. Cliff Peterson seconded and the motion passed 3-0.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended.



Seth Friedman, Chair



Date