

**TOWN OF UNDERHILL  
SELECTBOARD SPECIAL MEETING MINUTES  
Underhill Town Hall  
Tuesday, January 8, 2019 5:00 p.m.**

**Selectboard:** Kurt Johnson, Pat Sabalis and Dan Steinbauer

**Town Staff:** Brian Bigelow

**Public:** Mat Champlin, Rick Heh and Todd Fisher (Note: no MMCTV due to weather)

**5:00 p.m. Call to order, adjustments to agenda.** Meeting called to order by Chair. Add an Interview with Rick Heh for vacancy on Highway Infrastructure and Equipment Committee (HIEC).

**5:01 p.m. Public Comment Period.** None

**5:02 p.m. HIEC Vacancy.** Rick Heh discusses interest and willingness to be appointed to the HEIC. He would be the seventh member of that Committee, filling the remainder of a one year term.

Kurt Johnson moved that the Town of Underhill Selectboard appoint Rick Heh to the HIEC. Pat Sabalis seconded and the motion passed 3-0.

**5:06 p.m. Underhill Jericho Fire Department (UJFD) FY19-20 Budget.** UJFD Chief Mat Champlin and First Assistant Chief Todd Fisher discuss proposed budget with Selectboard. UJFD will modify budget presentation to distinguish between Capital Loan Payments and Capital Purchases. As presented the UJFD FY19-20 budget request is for \$592,565, a 3% increase over the previous year. The Town of Underhill's portion would be \$219,026 and an estimated \$10,000 for Emergency Responses Services. UJFD Capital Plan reviewed as well.

**5:53 p.m. Old Business.**

**FY19-20 Budget Review Update.** Selectboard and staff discuss proposed limited changes. Questions identified to discuss with Bill Hall. .

**Draft Town Meeting Articles.** Staff to prepare articles prior to next Selectboard meeting.

**Draft Town Meeting Selectboard Report.** Version with Pat Sabalis' edits provided for review and comment.

**4:55 New Business.**

**Draft FY18 Audit Management Discussion Letter.** Draft letter reviewed. Staff to continue to work with auditing firm.

**5:10 p.m. Member Items, Correspondence, Announcements, Schedule.**

Chair advised that Jennifer Silpe-Katz has accepted the Finance Officer position. Wage to be \$26.00/hour. Start date to be finalized. Consensus of the Board is that there will be some reasonable overlap with Amy Morse.

**Schedule.** Notice made that the next Regular Selectboard date is January 15, 2019.

**7:19 p.m. Executive Session.**

Chair moved to enter Executive Session with staff under 1 VSA §313 (a)(3) Appointment or employment or evaluation of a public officer or employee. Pat Sabalis seconded and the vote passed 3-0.

At 7:25 p.m. the Chair moved to exit the Executive Session. Pat Sabalis seconded and the motion passed on a vote of 3-0.

No action taken as a result of Executive Session.

**7:26 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

A handwritten signature in black ink, appearing to read 'Kurt Johnson', is written over a horizontal line.

Kurt Johnson, Chair