

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, February 12, 2019 6:00 p.m.**

Selectboard: Kurt Johnson, Pat Sabalis and Dan Steinbauer

Town Staff: Amanda Bosley, Kermit Blaisdell and Brian Bigelow

Public: Anton Kelsey, Emilie Soisson, Bob Heiser, Ken Hall, Seth Friedman (Note: MMCTV not in attendance due to weather but equipment had been set up for town use.)

6:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Chair. Add Assessing Clerk Training and contracts to Reappraisal discussion, Add discussion about receipt of quotes for lending institutes regarding ballot article on loans to Old Business.

6:01 p.m. Public Comment Period. Anton Kelsey asked that the expansion of the Underhill Recreation Committee membership be explored. Staff to follow up.

6:02 p.m. New Business.

Kermit Blaisdell, Assessor and Amanda Bosley, Assessing Clerk, FY23 Reappraisal. Assessing staff and Selectboard discussed proposed initial steps that need to be accomplished leading up to a Town-wide reappraisal in FY2023. Sample RFP (Jamaica, VT 2016) distributed and elements, both positive and negative, discussed. Assessor stated that Amanda Bosley is “...coming along very well” and has more experience than some State District Advisors. Assessor to submit notes of his comments regarding both the RFP and Assessing Clerk. Discussion of proposed upcoming training for Assessing Clerk ensued. Consensus of Selectboard is to approve the training schedule and costs as outlined in Amanda Bosley’s email of February 11, 2019.

Ken Hall, Final Access Permit (BL004). Applicant, Staff and Selectboard reviewed the Final Access application. Preliminary Approval was granted by Selectboard November 6, 2018. Having started the 2-step process with the Selectboard prior to the December 18, 2018 amendment of the municipal Road Ordinance, Zoning Staff has directed applicant to seek final approval from the Selectboard rather than initiate an additional application before the Development Review Board.

Kurt Johnson moved to approve the Final Application of Kenneth Hall for property at 4 Blakey Road subject to the following conditions:

The permit is granted subject to the following conditions:

1. The driveways shall be built as shown on drawing(s) entitled: Hall 2-Lot Subdivision, Sheets #1 and #3 dated 08/20/18, (Sheet #1 and Sheet #3 with a Revised Date of 12/19/18) prepared by O’Leary-Burke Civil Associates, PLC. (Job #2018-02).
2. Any change in alignment, grade, drainage, use or other features will require amendment under Section 8.D.1 of the Underhill Road, Driveway and Trail Ordinance as amended December 18, 2018 (the “Road Ordinance”).
3. The erosion prevention and sedimentation control practices set out on the drawings referenced above, shall be followed.
4. No Culvert required in the Town right-of-way.
5. Driveways shall be built according to State Agency of Transportation Standard B-71 and all other applicable requirements of the Road Ordinance.
6. Additional Conditions:

- The installation of a 15-foot by 37.5-foot turnaround (as measured from the edge of the depicted driveway) on Lot #2, which would satisfy the requirements of Section 4.C.12.c of the 2018 amendment to the Road Ordinance, as well as conform to the standard recommendations made by the Underhill-Jericho Fire Department; and
- Ensure all turning radii satisfy the 35-foot requirement.

Pat Sabalis seconded and the motion passed 3-0.

Bob Heiser, Vermont Land Trust (VLT) (Tomasi/PV079). Bob Heiser in attendance for initial notification, discussion and gauging of Town's and community interest in potential Town ownership of the 16 acres of land south of Casey's Hill currently owned by the Tomasi family. An appraisal has been performed (\$225,000) and the VLT and the Tomasi family are working on an option agreement to include a 20% donation by the owners. A combination of: private fundraising, grants and a contribution by the Town is anticipated to be needed. In response to the Selectboard's questions Bob Heiser advised that typically for a transaction of this size the Town contribution would be in the amount of ~\$30,000 and the process would take about eighteen months.

Consensus of Selectboard is unanimous strong support for the concept. VLT and the Jericho Underhill Land Trust will continue to work on an option agreement with property owners. Public in attendance, consisting of three members of the Underhill Recreation Committee, also support the concept.

6:44 Old Business.

Health Reimbursement Arrangement (HRA). Draft HRA Plan had been reviewed and discussed at the January 29, 2019 Selectboard meeting. Requested changes to add 'Leased Employees' to exclusions have not been returned yet by Northeast Benefits Management. Staff to reengage.

Draft Ballot Question Information Sheet. Selectboard and Staff reviewed draft. Changes made. Staff to provide additional information for inclusion into subsequent draft.

Review of Town Finance Report / Budget Process. General discussion regarding opportunity to change procedures with new staff. In the spring a work group consisting of staff and volunteers will review current processes and practices to determine best management practices to use going forward.

7:36p.m. Warrants and Minutes. By consensus the Board reviewed and signed current warrants.

Kurt Johnson moved to approve the minutes of the January 15, 2019 Regular Meeting of the Selectboard. Pat Sabalis seconded and the motion passed by a vote of 3-0.

7:38 p.m. Member Items, Correspondence, Announcements, Schedule.

Member Items.

- Notice made of an error in line seven (Local Agreement Tax Revenue) of the FY2020 budget. Error is within the column denoting the difference between FY2019 and FY 2020 (\$0 shows when the actual amount is -\$15,000, so it has no impact on revenue or budget).

Correspondence. Selectboard acknowledged receipt of:

- January 21, 2019 Letter from DuBois & King Inc. regarding FY2021 paving on Vermont Route 15 north of North Underhill Station Road. Vermont Route 15 paving south of North Underhill Station Road will occur in FY2020.

- Email chain between Will Towle and Vermont Department of Forests, Parks and Recreation related to continued parking on Stevensville Road of people using the trail head.
- Contract received from ADA Traffic Control. Contract reviewed and consensus of Selectboard is to have the Chair sign.
- February 2, 2019 Email from Sam Carlson of Green Lantern Group to include revised Site Plan for Beartown Road solar array. Consensus of Selectboard to seek Road Foreman input on revised access proposal.
- Proposal for boundary line adjustment between the Beartown solar array site and abutters to the north Jeff and Nancy Alexander. Consensus of the Selectboard is to readdress subject after the results of borings are obtained.
- Zoning Administrator's February 12 Amendment memorandum related to access at 73 Cloverdale Road (A14-04). Staff to provided copies to Selectboard members for additional review prior to February 26 meeting.
- Town Administrator passed on Road Foreman's request that the Selectboard authorize him to post the roads if conditions dictate before the next Selectboard meeting. Consensus of the Selectboard is that would an appropriate measure.

Schedule. Notice made that the next regular Selectboard date is February 26, 2019 and there will be a special 5:00 start. The meeting will include a Public Informational Hearing on the Town Meeting Australian Ballot questions that will be held at 6:30.

8:06 p.m. Executive Sessions.

At 8:06 Kurt Johnson moved that the Selectboard find that premature general public knowledge of pending or probable civil litigation involving an appeal of a decision by the Selectboard would clearly place the Town at a substantial disadvantage. Pat Sabalis seconded and the motion passed 3-0.

Chair moved that the Selectboard enter Executive Session with Staff 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 3-0.

Kurt Johnson moved the Selectboard enter into Executive Session to discuss the appointment or employment or evaluation of a public officer or employee under the provisions of 1 VSA §313 (a)(3) of the Vermont Statutes. Dan Steinbauer seconded and the motion passed 3-0.

At 8:27 p.m. the Chair moved to exit the Executive Sessions. Pat Sabalis seconded and the motion passed 3-0.

Action taken relative to appeal of January 2, 2019 Selectboard decision to not allow plowing on Crane Brook Trail was to assign it to Stitzel, Page & Fletcher. No action taken on personnel issue.

8:29 p.m. Adjournment. On a motion made by Kurt Johnson and seconded by Pat Sabalis the Selectboard adjourned on a vote of 3-0.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended



 Kurt Johnson, Chair