

**TOWN OF UNDERHILL
SELECTBOARD SPECIAL MEETING MINUTES
Underhill Town Hall
Tuesday, April 4, 2017, 6:00 p.m.**

Selectboard: Rick Heh, Kurt Johnson and Pat Sabalis

Town Staff: Nate Sullivan, Alex Angelino, RaMona Sheppard, Brian Bigelow

Public: None

6:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Rick Heh. Two adjustments to agenda: Add discussion of draft Glebe land conveyance for HI011 and review of Town Land Contract for Clarke & Jennifer Elliott (IS560).

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

6:02 p.m. Executive Session. Chair moved to enter into Executive Session with Road Foreman Nate Sullivan, Town Road Crew Member Alex Angelino, Human Resource Director RaMona Sheppard and Town Administrator Brian Bigelow under 1 VSA §313(a)(3) to discuss a personnel matter. Kurt Johnson seconded and the motion passed 3-0. 6:22 p.m. - On a motion by the Chair, seconded by Kurt Johnson and passing 3-0, the Selectboard exited Executive Session.

Chair moved to place Alex Angelino's Employee Evaluation letter in his Personnel File. Kurt Johnson seconded and the motion passed 3-0.

6:23 p.m. Draft Notice of Conveyance of Real Estate. Selectboard reviewed draft public notice related to the "Glebe" aspect of the Close/Bowker property (HI011) as prepared by Pat Sabalis. Consensus of Board was to make a minor clarification and have Staff post full document and publish a reduced version in the Burlington Free Press. This step of providing a Quit Claim Deed is to help the landowners complete their transaction which revealed the situation. A full draft policy will be required to provide for subsequent requests.

6:44 p.m. Town Land Contract. Selectboard reviewed a renewal contract provided by the Lister's Office for Clarke & Jennifer Elliott (IS560). Lot is in excess of 90 acres and is predominantly within the Rural Residential (3 acre) Zoning District.

Chair moved to approve the Elliott's Town Land Contract. Kurt Johnson seconded and the motion passed 3-0.

7:00 p.m. Correspondence, Announcements, Schedule: No correspondence reviewed. Selectboard had a general discussion on potential items for inclusion on upcoming agendas. Notice made of the next Regular Selectboard meeting being held on April 11, 2017.

7:25 p.m. Adjournment: On a motion made by Rick Heh and seconded by Kurt Johnson the Selectboard voted 3-0 to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended



Rick Heh, Chair

4.11.17

Date