

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, September 26, 2017, 6:00 p.m.**

Selectboard: Rick Heh, Kurt Johnson and Pat Sabalis

Town Staff: Mona Sheppard, Dwayne Norway and Brian Bigelow

Public: Ruth Miller (MMCTV), Karen McKnight, Randy Clark, Allen Simard, Carole Magoffin

6:02 p.m. Call to order, adjustments to agenda. Meeting called to order by Rick Heh. Discussion of Streetlights to be added to Old Business.

6:03 p.m. Public Comment Period. None.

6:04 p.m. Executive Session 1 VSA §313(a)(3) the appointment, employment or evaluation of a public officer or employee.

Chair moved that the Selectboard enter Executive Session with staff to discuss the appointment, employment or evaluation of a public officer or employee under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes. Kurt Johnson seconded and the motion passed 3-0.

At 7:21 p.m. the Chair moved to exit Executive Session. Kurt Johnson seconded and the motion passed 3-0.

Three actions were taken as a result of Executive Session.

- Investigate the status of the Town Safety Committee
- Reiterate the Purchase Policy
- Set interviews for the Road Crew vacancy

7:22 p.m. Access Permits.

Carole Magoffin (MN007). Applicant, Selectboard and staff reviewed application and Planning Director memorandum for final access approval of lot at 7 Min's Lane, a ~600' private road serving three residences. Discussion ensued.

Rick Heh moved to approve application subject to the standard residential access conditions (1 – 5) and three additional conditions:

- Culvert requirement to be addressed in Engineer's Certification as part of Certificate of Occupancy process
- Verification by Underhill Jericho Fire Department of layout and incorporate recommendations (if any) that would allow them to provide emergency services
- Waiver granted for sight distances

Kurt Johnson seconded and the motion passed 3-0.

Allen Simard (BE050). Applicant, Selectboard and staff reviewed application for installation of underground utilities in the Beartown Road right-of-way utilizing directional boring. Applicant

provided an amended drawing with the minor change being the location of meters on house and subsequent shift of utilities. Conduit would still come off the same utility pole. Discussion ensued.

Rick Heh moved to approve application subject to conditions:

- No open cut - all utilities to be in conduit at a minimum depth of five feet within the Beartown Road right-of-way. Access off Utility Pole 316 16.
- Applicant to contact Dig Safe and installation to be in accordance with site plan date stamped September 26, 2017.

Kurt Johnson seconded and the motion passed 3-0.

7:34 p.m. Underhill Jericho Fire Department (UJFD) Conceptual Lease of Town Land (NR077x) for Substation. Randy E. Clark, UJFD Honorary Chief, in attendance to speak with Selectboard. Karen McKnight and Mona Sheppard also participated in discussion. After the June 6, 2107 Selectboard meeting UJFD representatives and Road Foreman Nate Sullivan walked the site. The UJFD feels that the location is feasible and would maximize coverage. All agree that it is very early in the planning stage.

Additional discussion covered a variety of concepts and ideas to include: overall need for substation, need for access to both Irish Settlement and New Road required to maximize service area as defined for insurance ratings purposes (~183 residences) and cost of those improvements, the rural characteristics of Irish Settlement Road, aesthetics of potential substation, impacts of spring 'Mud Season', public safety and response time improvements, UJFD debt service, impacts on Conservation District and area trails, existing Town Garage use and potential uses of solar array and Conservation District parking, potential decrease for area resident's insurance costs, gates, impact on capped former landfill, UJFD fire response tactics, and lease costs.

The UJFD will initially work on providing additional information on updated insurance information and anticipated costs associated with substation to include road upgrade.

By consensus the Selectboard moved the Underhill Conservation Commission up on the agenda.

8:35 p.m. New Business

Underhill Conservation Commission re: Moore Park Clean Up Day. Conservation Commission Chair Karen McKnight spoke to her September 20, 2017 memorandum for a workday on September 30th. Discussion ensued. Kurt Johnson offered to provide a vehicle for hauling debris and to contact a resident about accepting the material – rotten wood and downed branches.

8:44 p.m. Old Business.

Solar Array on Town Land (NR077X) draft option to lease. Selectboard consensus is to invite the Underhill Energy Committee to attend an upcoming Selectboard meeting for additional discussion.

8:51 p.m. New Business (con't)

Finance Department Memorandums. Selectboard and staff reviewed memorandums prepared by the Finance Director regarding insurance renewal, Capital Improvement Program (CIP), invoicing and salt usage.

By consensus the Selectboard:

- Authorized the Finance Director to renew coverage with VLCT PACIF.
- Reviewed CIP schedule and decided that without timely input from the Planning Commission and Highway Infrastructure and Equipment Committee the deadlines would not be met. Determination was made that the Selectboard would develop a current year capital budget within the municipal budget only for FY18/19 and not revise the CIP. Staff to advise Planning Director.
- Pay for the purchase of concrete barriers (SD Ireland Invoice #344079 in the amount of \$1,650.00) and for striping and markings (Frank's Line Stripping invoice #33 in the amount of \$4,064.00) as goods and services have been received, and to reiterate purchasing policy.
- With road salt usage up 24% during FY17 as compared to recent history, request that highway department staff track usage to identify cause(s) of increase.

Discussion evolved to solicit bids for roadside mowing next year.

Albertini Lease Land Conveyance (PV139). Selectboard and staff reviewed public posting and publication notice for conveyance. With the 30 day petition period discussion included the need to reschedule the November 7 meeting. By consensus November 14 was decided upon for a Special Meeting and to anticipate the conveyance taking place on that date.

Streetlights. By consensus the Selectboard directs staff to site visit the newly installed street lights to make shielding recommendations to GMP; request GMP adjust the shielding on the corner of Krug road to eliminate gap; and install a 3000K luminaire on either Beartown or Stevensville Road for evaluation.

9:35 p.m. Warrants and Minutes. After discussion with Staff regarding individual invoices the Board reviewed and signed current warrants. Town Administrator to follow up on Iroquois fuel tank purchase in the amount of \$998, carpet stain in Town Hall (replacement costs to be paid by Mike Fullem) and Town Garage use of Jeri Hill for basic paper purchases as opposed to bulk purchases Town Hall. Authorization of weekly cleaning of Town Hall confirmed.

Rick Heh moved to approve the minutes of the September 12, 2017 Regular Meeting of the Selectboard. Kurt Johnson seconded and the motion passed 3-0.

9:42 p.m. Member Items, Correspondence, Announcements, Schedule. Notice made of the next Regular Selectboard meeting being held on October 10, 2017 and the October 3, 2017 8:00a.m. Special Meeting.

Discussion about paving Town Hall parking lot resulted in consensus to include in FY18-19 Budget discussions.

Correspondence. Selectboard acknowledged receipt of:

- Appreciation from the Harvest Market Steering Committee. Per Peter Mitchell the 'No Parking' signs helped with traffic congestion.
- Email from Tyler Whitcomb requesting extension from October 15 to October 21 to complete Pleasant Valley Road work. Additional time is required due to the ditching, stumping tree removal component to the project not being completed yet. Consensus of the Selectboard was to approve the extension.
- Copy of Albertini Trail easement reviewed.

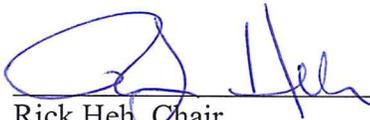
Motion by Rick Heh to authorize the Chair to sign the original easement when available. Kurt Johnson seconded and the motion passed 3-0.

Rick Heh moved that the Treasurer prepare the loan documents required for the Town Hall roof project in the amount of \$50,000, Kurt Johnson seconded and the motion passed 3-0.

10:09 p.m. Adjournment: On a motion made by Rick Heh and seconded by Kurt Johnson the Selectboard unanimously voted to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended


Rick Heh, Chair

10-10-17
Date