

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, October 10, 2017, 6:00 p.m.**

Selectboard: Rick Heh, Kurt Johnson and Pat Sabalis

Town Staff: Mona Sheppard, Pam Shover, Nate Sullivan and Brian Bigelow

Public: Ruth Miller (MMCTV), Will Towle, Roger Frey, Karen Williams, Susan Thomas, Susan Cromwell

6:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Rick Heh. Adjustments to Agenda: Add Insurance and Zoning Bylaw update schedule to New Business and add Status of Safety Committee and an update on Crack sealing to Old Business.

6:01 p.m. Public Comment Period. Will Towle shared his thoughts and a letter on Town maintenance of the Class 4 portion of Stevensville Road with the Selectboard.

6:07 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, specifically to interview candidates for the vacancy in the Highway Department. Kurt Johnson seconded and the motion passed 3-0.

At 7:08 p.m. the Chair moved to exit Executive Session. Kurt Johnson seconded and the motion passed 3-0.

Two actions are to be taken as a result of Executive Session:

- Preparation of an offer letter to an applicant for the Highway Department.
- Creation of a Training Program.

7:12 p.m. By consensus the Selectboard, and with the concurrence of the Underhill Historical Society members in attendance, the agenda will be adjusted to move up the interview with Sue Cromwell.

7:12 p.m. New Business

Susan Cromwell re: appointment to Alternative Transportation Committee. Susan Cromwell and Selectboard discussed her interest in the Alternative Transportation Committee. She is interested in the exploring commuting options and wants to follow up on her comments made at the 2017 Town Meeting. She also attended the Committee meeting on September 27.

By consensus the Board appointed Susan Cromwell to the Alternative Transportation Committee.

7:14 p.m. Review of Old Schoolhouse #5 Bids. One sealed bid was received from Peter Czaja/Carpentry with Integrity. Chair opened the bid and discussion ensued with Selectboard, staff,

Roger Frey and Susan Thomas. Bid specifics include a total cost of \$35,000 (Labor: \$26,800. Materials: \$8,200), Spring/Summer 2018 commencement and completion by September 1, 2018. The proposed invoicing schedule was discussed and approved. In the event the project encompasses two fiscal years a reserve fund would be set up, there is no requirement to expend funds or complete project by June 30, 2018.

Rick Heh moved to accept the bid of Peter Czaja / Carpentry with Integrity with the following conditions:

- Total cost not to exceed \$35,000,
- Satisfactory submittal of requirements regarding insurance and Worker's Compensation, and
- Satisfaction with all requirements of the Historic Preservation Grant to be met.

Kurt Johnson seconded and the motion passed 3-0.

7:27 p.m. New Business (con't)

Insurance. Selectboard and staff reviewed the October 10, 2017 memorandum prepared by Finance Director regarding Calendar Year Insurance Renewal and the plans and premium chart from BC/BS. There is a 9% increase in premiums. By consensus the Board will readdress topic at their October 17 Special Meeting. Finance Director to provide MVP chart for comparison purposes.

Zoning Bylaw Update Schedule. Selectboard and staff reviewed October 10, 2017 memorandum prepared by the Planning Director regarding proposed timeline and options related to scheduling the required Selectboard public hearings. By consensus the Board will readdress topic at their October 17 Special Meeting.

7:54 p.m. Old Business.

Private Driveways impact on Town Roads. Selectboard and staff reviewed draft letter, Consensus of Selectboard is to use it with small tweaks related to phrasing.

Review of 9/27/17 Class 4 Road Policy informational meeting. Pat Sabalis summarized the meeting which was attended by seven residents. Meeting notes were compiled and comments submitted by email were included. A second meeting will be scheduled.

Karen Williams of Stevensville Road in attendance to speak with the Board about request to return to the previous level of service: routine and emergency maintenance to include grading as necessary and to continue to plow the first steep section. The amount of traffic accessing the trail head (~13,000 trips annually per Vermont Forest and Parks figures) discussed. Per the Road Foreman a typical Class 3 road is graded 2-4 times per year based on usage and that it would only take a couple of loads of gravel and grading to have the road ready for winter.

Consensus of Selectboard is that they would direct the Road Foreman to perform essential maintenance on the Class 4 portion of Stevensville Road.

Safety Committee. Selectboard wants to see the Safety Committee revived. Staff found bylaws and minutes from 2009. By consensus the Selectboard appointed Nate Sullivan, Sherri Morin and Brian Bigelow to the committee. Town Administrator to start this project this month.

Creak Sealing Update. Selectboard and staff discussed status of creak sealing project. Contractor (FreshCoat) noted that five days will not be adequate to complete the full list and was looking for guidance to further prioritize which roads should be completed. Kurt Johnson and Town Administrator will meet at Town Hall with FreshCoat's Foreman on October 11 for an update of work completed to date and obtain an estimate of additional days required for amount of work remaining. Kurt Johnson recommended that if they are available, and would honor the bid unit price (\$3,600/day), the Town should press on.

Rick Heh moved that the Selectboard authorize Kurt Johnson to approve up to an additional two days of cracksealing at \$3,600 per day after assessing the progress made by the contractor. Pat Sabalis seconded and the motion passed 3-0.

8:52 p.m. Warrants and Minutes. Board reviewed and signed current warrants.

Rick Heh moved to approve the minutes of the September 26, 2017 Regular Meeting of the Selectboard. Kurt Johnson seconded and the motion passed 3-0.

Rick Heh moved to approve the minutes of the October 3, 2017 Special Meeting of the Selectboard as amended. Kurt Johnson seconded and the motion passed 3-0.

8:57 p.m. Member Items, Correspondence, Announcements, Schedule. Notice made of the next Regular Selectboard meeting being held on October 24, 2017 and the October 17, 2017 7:00 a.m. Special Meeting.

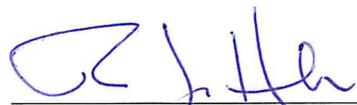
Correspondence. Selectboard acknowledged receipt of:

- Budget Status report dated 10/05/17,
- Notification of Planning and Zoning Forum on Wednesday November 1, 2017, and
- Notification of Vermont Better Roads Grant Program Application (Due: November 17, 2107).

9:10 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

10-24-17

Date