

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, October 11, 2016, 6:00 p.m.**

Selectboard: Cliff Peterson, Rick Heh and Kurt Johnson

Town Staff: Nate Sullivan and Brian Bigelow

Public: Fisher Wagg (MMCTV), Marty & Elizabeth Baslow, Wayne Russin, Warren & Courtney Palmer, Stacy Turkos, Roger Frey, Floyd Scott and Susan Thomas

6:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Chair. Addition to the agenda: Add Zoning Administrator request for funds to the Baslow Access Application. Add Post Office lease and Workplace Wellness to New Business.

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

6:02 p.m. Baslow Access permit Application (WC037). After being sworn in Marty Baslow and Warren Palmer spoke to the current application and conditions as well as previous approvals and actions. Consensus of board is that application is complicated by ongoing question of compliance with previous approvals. Selectboard considered October 11, 2016 memorandum from Zoning Administrator requesting that town funds be authorized to retain a licensed surveyor. Intent of survey is to obtain 'as built' information that can be compared with approved drawings. Brad Holden, L.S. was contacted and he estimated a fee of \$1,800.

Cliff Peterson moved to retain Brad Holden to work at the direction of the Zoning Administrator in an amount not to exceed \$1,800. Rick Heh seconded and the motion passed 3-0.

Cliff Peterson moved to continue the Baslow Access Application to the next regular 6:00 p.m. meeting of the Selectboard on October 25, 2016. Rick Heh seconded and the motion passed 3-0.

6:24 p.m. Old Schoolhouse #5. Selectboard and Roger Frey discussed Steering Committee submittal regarding increases to the Old Schoolhouse maintenance line item. Consensus of Board was to build the requested \$7,500 into the next municipal budget. Susan Thomas proposed that an interested UVM Graduate Student be authorized to spearhead an application to nominate the building to the national Register of Historic Places. Consensus of Selectboard to proceed and have Susan Thomas continue to liaison with UVM. Floyd Scott spoke with the Board about a proposal to establish a swale on the north side of the building. Two area contractors have offered to volunteer to do the site work this fall at no cost to the Town. Volunteer will have to provide proof of insurance, contact Digsafe and submit a bill. Consensus of Board is that the bill could be submitted after the fact based on the fair market value of actual time spent on project. Swale to be seeded and mulched. Transit work to be accomplished by Historical Society member Nate Sullivan and volunteer contractor. Notice made that second floor work has been initiated.

6:19 p.m. New Business.

Underhill Jericho Fire Department property donation. The UJFD is requesting time on a future agenda to present information about the transfer of the Rivers Property to the Town of Jericho. General

discussion ensued. Staff directed to contact Randy Clark and reserve time on the October 25, 2016 agenda.

Stormwater Master Plan. Board discussed proposal by CCRPC to submit an Ecosystem Restoration Grant application on behalf of the Town of Underhill. Grant product would be a Stormwater Master Plan. Consensus of Board is to authorize the application to be made and to include a \$3,000 match in the FY17-18 budget.

Underhill Center Post Office Lease. Recent site investigation has the parking space west of the Post Office traditionally used by the Postmaster being bisected by the property line shared with the McClellan property. The contract leasing official and USPS have been contacted. Staff to contact property owner to explore interest in formalizing an easement.

PACIF WorkStrong Wellness Workshop. Board and staff reviewed program materials provided by PACIF. Incentive provision is a 2% reduction in Worker's Compensation premium (\$394) if 50% of highway employees participate. Concern expressed over the 3x/week worksite warmup time. Road Foreman to poll employees regarding their interest.

7:08 Old Business:

Town Hall Roof. Discussion ensued regarding the quotes submitted by Blue Sky Roofing. Roof work is in the current (FY16-17) Capital Budget for \$10,000 and in the CIP for \$48,000 for FY17-18. Based on voter approval, the consensus of Board is to combine jobs in the summer of 2017, advertise for RFPs early and contract for temporary holdover measures.

Cliff Peterson moved to retain Jake List to cover the worn shingles with Roof Top Guard and secure that with strapping at the cost of \$500.00. Rick Heh seconded and the motion passed 3-0.

Staff to contact contractor regarding temporary measures.

Town Garage. Discussion about repairs and maintenance at Town Garage. Quotes enroute from current air system provider Alliance Mechanical. Consensus to carry item over to October 25 meeting.

2016 Dump Truck. Discussion ensued regarding proposal to trade in the 2006 truck early to maximize trade in value. Clark's offered to provide a loaner if necessary and available. After discussion the consensus of the Board was to not trade in early but to continue to hold a truck in reserve as a spare during the winter plowing season. Discussion was held with Road Foreman regarding options (CB Wiring, Eagle Package (suite of options to include power windows and heated windshield) and aluminum wheels requested by the Road Crew member who would be the primary driver of the new truck.

Cliff Peterson moved approval of the Clark's Truck Center sales proposal with the addition of power windows and a heated windshield. Rick Heh seconded and the motion passed 2-1, Kurt Johnson dissenting.

Radar Speed Feedback Sign. Variety of available options discussed. Consensus of Board was to have staff solicit quotes for a non-trailer product that provides feedback only.

Financial Management Questionnaire. Self-assessment documents filled out by Treasurer and Finance Director received and reviewed by Board and signed by Chair.

8:10 p.m. Warrants and Minutes. By consensus the Board reviewed and signed current warrants.

- Cliff Peterson moved approval of minutes of the September 27, 2016 Regular Selectboard meeting as submitted. Rick Heh seconded and the motion passed 3-0.
- Cliff Peterson moved approval of minutes of the October 3, 2016 Liquor Control Board meeting as submitted. Rick Heh seconded and the motion passed 3-0.
- Cliff Peterson moved approval of minutes of the September 27, 2016 Liquor Control Board meeting as submitted. Rick Heh seconded and the motion passed 3-0.

8:13 p.m. Member Items, Correspondence, Announcements, Schedule: Notice made of the next Regular Selectboard meeting being held on October 25, 2016.

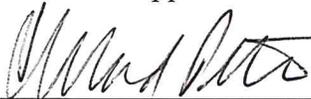
Chair advised that proposed revision to the Unified Land Use Development Regulations were nearing a time crunch. Notice made of joint Planning Commission and Development Review Board meeting October 12, 2016. Need to schedule a CIP public hearing discussed, scheduling contingent upon receipt from Planning Commission, tentatively at November 8, Selectboard meeting. Notice also made of the budget process fast approaching. Albertini easement updated provided by Chair: draft easement has been provided to the Albertinis and their comments have been forwarded to the attorney.

- Notice made of receipt of Abutter Notice of subdivision amendment at 50 New Road.
- Notice made of Gerry Adam's resignation from the Planning Commission. The Board thanks him for his 16 years of service in that capacity.
- Notice made of receipt of subdivision application for property on Cowie Road in Westford that is within 500' of the municipal boundary.
- Board reviewed handout detailing new Statewide Parcel Mapping Program. Consensus of Board is to participate. Town Administrator to communicate with Town Planning Director.
- Notice made of receipt of letter from David London/Poker Hill School. Subject of letter is the school's well-head protection area, map included. Town Administrator to communicate with Town Planning Director.
- Notice made of receipt of October 11, 2016 CIP memorandum from the Planning Commission with recommendations for the Capital Improvement Program.
- Road Foreman Nate Sullivan advised Board that new owners on the Class 4 portion of Downes Road had some questions about usage and improvements. Staff to work together and invite interested parties to an upcoming Selectboard meeting.

8:35 p.m. Adjournment: On a motion made by Cliff Peterson and seconded by Rick Heh the Selectboard voted 3-0 to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended



Clifford Peterson, Chair



Date