

**TOWN OF UNDERHILL
SELECTBOARD REGULAR MEETING MINUTES
Underhill Town Hall
Tuesday, December 3, 2019, 4:00 p.m.**

Selectboard: Pat Sabalis and Dan Steinbauer

Town Staff: Jennifer Silpe-Katz, Andrew Strniste and Brian Bigelow

Public: Ruth Miller (MMCTV), Keith DesRoches, Dan Close, Ken Johnson, Susan Cromwell, Georganne Pedrotty, Tim Pedrotty, Peter Bennett, Tony Julianelle, Mary Dolan, Roger Frey and Gertraud Frey

4:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Pat Sabalis. Chair noted that Bob Stone was on a Fire Department Call Out and would arrive when available. Adjustments and Additions to agenda: Move Old Business to after Lease Land.

4:01 p.m. First Public Comment Period. None.

4:02 p.m. Keith DesRoches, Access Application for 10 Covey Road (CO010). Applicant Keith DesRoches and Zoning Administrator (ZA) Andrew Strniste provided an overview of the application and ZA memorandum with Selectboard. At the time of application and site visit, Applicant was considering two possible locations. Applicant has since decided to proceed with what shown on Site Plan labeled as "First Choice for Curb-Cut". Applicant has started to address the drainage issue associated with his current access. That issue was discussed with the Road Foreman at the November 21, 2019 site visit and Applicant is aware it would be a condition of approval. ZA reviewed how the Applicant has demonstrated the necessity for an additional access in accordance with § 5.A.2.a.III of the *2018 Underhill Road, Driveway & Trail Ordinance*.

Pat Sabalis moved that the Selectboard approve the application subject to the following conditions:

1. A culvert is required to be installed under the second curb cut/driveway "First Choice" at the direction of the Underhill Road Foreman.
2. The applicant shall make the necessary drainage improvements to the exiting driveway at the direction of the Underhill Road Foreman,
3. The Applicant shall better define the parking area on the site plan, and submit the updated plan to the Zoning Administrator to ensure conformance, prior to commencing with construction; and
4. The access and driveway to be installed in conformance with Vermont Agency of Transportation Standard B-71.

Dan Steinbauer seconded and the motion passed 2-0.

4:10 p.m. FY20-21 Budget, Selectboard Initial (continued). Selectboard, staff and Kurt Johnson discussed the budget proposals and revenue received to date and reviewed draft version dated December 2, 2019. Bottom line looking like an approximately 2% increase. Highlights discussed: paving Pleasant Valley Road (continuation from last project's terminus (north of Corbett Road) to the Cambridge Town Line. Paving to occur only if grant application approved. Proposed 2% salary increases for staff, Finalization of number of employees requiring insurance, Underhill Jericho Fire Depart preliminary budget, improvements to the 'Great Room' in the Town Hall, additional estimates still being sought for Highway Department budget lines, \$750,000 loan for the Corbett Bridge replacement and reconstruction of segments of Poker Hill and Irish Settlement roads, use of surplus and replacement of the F350. As a \$70,000 purchase with estimated \$10, 000 trade in value. Kurt Johnson provided an updated CIP

handout. Future discussion to be held at the December 19 Selectboard meeting. Representatives of the Park District, Green Mountain Transit, the Underhill Conservation Commission and the Energy Committee to be invited.

Additional discussion ensued regarding the Fund Budget Policy requirement to maintain a minimum Unassigned Fund Balance equal to 15%. Chair to contact Cambridge and Jericho and see if they consider their capital expenditures when determining their Unassigned Fund Balance or just operating expenses.

As the meeting was running ahead of the agenda, by consensus the Selectboard advanced to Old Business.

4:55 p.m. Old Business:

Review of Revised Purchasing Policy. Selectboard and staff reviewed draft. Thresholds of Professional Services and Recurring purchases discussed and set at \$40,000 and \$12,000 respectively.

Pat Sabalis moved that the Selectboard adopt the Purchasing Policy as amended. Dan Steinbauer seconded and the motion passed by a vote of 2-0.

Request for Proposal (RFP) for Town wide Reappraisal. Selectboard and staff reviewed draft. By consensus of the Selectboard the Reappraisal will become part of the Town's grand list as of April 1, 2023. Town Administrator to advertise the RFP with proposals due on February 4, 2020 at 4:00PM.

5:00 p.m. Lease Land Discussion. Selectboard and members of the public spoke about the intricacies of Lease Land and identified potential impacts of a determination by a Selectboard vote to retain ownership of lease lands in Underhill in accordance with 24 VSA §2409 (b)(1). Tim Pedrotty, Peter Bennett, Sue Cromwell, Dan Close, Tony Julianelle, Georgann Pedrotty and Mary Dolan spoke in favor of the Selectboard to allow fee simple title to pass to the current lessee of record

Selectboard consensus to delay making a decision until the full Board is in attendance.

5:36 p.m. Warrants and Minutes. By consensus the Board reviewed and signed current warrants.

Pat Sabalis moved to approve the minutes of the November 21, 2019 Regular Meeting of the Selectboard. Dan Steinbauer seconded and the motion passed by a vote of 2-0.

5:39 p.m. Member Items, Correspondence, Announcements, Schedule: Notice made of the next Regular Selectboard meeting scheduled for December 19, 2019 which will be preceded by a Public Hearing on the proposed amendments to the land development regulations starting at 5:30PM.

Correspondence. Notice made of receipt of:

- November 27, 2019 email from Hickok & Boardman relaying input form their underwriters that they would not be able turn a quote around quickly enough this year but would like to be considered next year.
- November 27, 2019 Memorandum from Town Clerk requesting permission to use the municipal credit card for the Staff Holiday Luncheon. Selectboard consensus to approve request.

- Request from town Administrator to delay getting quotes for landfill monitoring until after recertification to ensure quotes would be “apples to apples”. Selectboard consensus to use Ross Environmental Associates’ proposal as FY21 budget amount but to solicit quotes after obtaining recertification from Agency of Natural Resources, Department of Environment Conservation.
- Town Administrator advised that he and the Road Foreman were working on a grant application (An 80%/20%, maximum \$20,000 grant) for stormwater improvements on Westman Road. Staff would meet the application deadline but as that deadline was before the next Selectboard meeting he was asking the Selectboard to authorize him to sign the application.

Dan Steinbauer moved to authorize the Town Administrator to sign a FY 21 VTrans Better Roads Grant for stormwater improvements on Westman Road. Pat Sabalis seconded and the motion passed by a vote of 2-0.

5:47 p.m. Second Public Comment Period. None.

5:48 p.m. Executive Session.

No Executive Session required.

5:49 p.m. Adjournment: On a motion made by Pat Sabalis and seconded by Dan Steinbauer the Selectboard voted 2-0 to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended



Pat Sabalis, Chair



Date