

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
WEDNESDAY FEBRUARY 13, 2013**

**Selectboard:** Steve Owen-Vice Chair, Seth Friedman

**Town Staff:** Dawna Brisson-Town Administrator, Kari Papelbon-Zoning & Planning,  
Jennifer Silpe-Town Health Officer

**Public:** David Rogers, Tim Potvin, Theresa Potvin, Jackie Stoner, Eric Bushey

**MMCTV:** Ruth

- 6:00 p.m. Meeting called to Order – Everyone above present except Kari Papelbon, Jackie Stoner, Eric Bushey  
No public comment
- 6:00 p.m. Tim and Theresa Potvin here to discuss the Health Inspection of their rental property. They handed in a response letter to the Health Officer Report. They state they hired KD to do an inspection of the unit and the letter highlights the differences in findings from the Health officer's report. Owners asking the Health Officer to issue a new report stating the original was in error and to explain to the tenants that the health issues were not caused by the building. Health Officer reviews procedure she is to follow, which is visual, and the report reflects her findings, so not willing to change and is not qualified to make a statement as to health effects. The Health Officer acknowledges that she owes them a copy of her follow-up inspection report that was done approx 4 wks ago and will get the final report to them by tomorrow. Selectboard to review the health inspection process to see if can improve the system.
- 6:40 p.m. Tim and Theresa Potvin depart.
- 6:40 p.m. Jackie Stoner and Eric Bushey join the meeting to discuss lowering the speed limit of 45MPH to 35MPH on the section of River Rd between the curves of Sand Hill following the curve west of the Westall property. A letter dated 1/16/13 signed by 13 parties is submitted. Pictures from 2 recent accidents are also submitted. Dawna explains the process to change a speed limit. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves contacting Chittenden County Regional Planning Commission to do a Speed study of that area. The motion passes 2-0, 1 absent.
- 6:45 p.m. Jackie Stoner and Eric Bushey depart.
- 6:45 p.m. Kari Papelbon joins the meeting to give an overview of the sidewalk project. She provides a Project status report from 2006 to present, only item it does not include are the minutes from last Wednesday's Planning Commission Public Sidewalk Informational meeting.

At last Wednesday's meeting the project engineer gave an approximately ½ hour overview, which was followed by a lengthy question and answer session of about 1 hour. Overall received a positive response, concerns were drainage and trucks entering. Preference was for concrete vs. asphalt. In general people were unhappy with the 6 yr lapse between original study and now. Construction won't start until 2014, due to easement acquisitions, engineering and federal grant requirements. The feeling was that most would like the project to be done in 1 phase. There is a \$100,000 gap between costs and grants if done in one phase. If done in phases over 10 years there will be no gap between costs and grants. The Planning Commission at their next meeting will review what they heard and finalize recommendations to the Selectboard. Costs are all estimates in the plan and they don't include cost of easements. Have to determine R.O.W. (Right of Way) on Route 15, as it is not from center line or uniform. Plan is to keep the path in the R.O.W. A 5 foot green buffer strip is required between the road and the path. It is also agreed a future extension/ project would be to go to Poker Hill, which would require additional design work and review.

- 7:05 p.m. The Selectboard reviews the proposed Request for Proposal for the Audit and associated Ad created by RaMona. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves the RFP and Ad as written. The motion passes 2-0, 1 absent.
- 7:10 p.m. The Selectboard reviews Pam Shover's (Chief Lister) email regarding the lack of a Road sign replacement policy. Kari Papelbon explains sign replacement currently coming out of the Highway budget. Need to decide whether all private Home Owner Associations pay for Street Signs, or if the Town pays for the first. Who is responsible to replace if stolen. This problem could be remedied thru the adoption of the new Road Ordinance. All needs to be decided and incorporated into the new Road Ordinance that has been in the works since 2010. A copy of the Road Ordinance is currently with Chittenden County Regional Planning Commission for review and was emailed to the Selectboard back in October for review. Haven't received any feedback from the Selectboard as of yet. Kari voices her frustration with the slow feedback and recommends that the Selectboard try to attend meetings when a consultant has been brought in, as it would be more efficient. The Selectboard explains they do their best to review all the materials and will try to attend such meetings, but not always possible. The Selectboard thanks Kari for her time to come in and offer up information.
- 7:20 p.m. Kari Papelbon departs.
- 7:20 p.m. Dawna informs Selectboard that 2 VTran's grants are out and due mid March, one for structure which is the Page Rd culvert as indicated by the

CIP and the other is for Class II Highway, which the CIP has 1 mile to be resurfaced. Need to know which section of Pleasant Valley Rd they want to do next so can put together the grant.

- 7:25 p.m. Selectboard reviews the Personnel Handbook replacement page 16 containing the Vacation Policy change as discussed at the last meeting. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard adopts the replacement page 16, as written, that RaMona updated the vacation policy on after the last meeting. The motion passes 2-0, 1 absent.
- 7:27 p.m. The Selectboard reviews 3 proposals, provided by Nate Sullivan, for replacement heaters for the Town Garage. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard accepts Patterson's bid for \$6852.00. The motion passes 2-0, 1 absent. Vice Chair Steve Owen signs the acceptance.
- 7:30 p.m. Warrants reviewed and signed.
- 7:35 p.m. Minutes for 2/7/13 are reviewed. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves the minutes as written. The motion passes 2-0, 1 absent.
- 7:35 p.m. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard moves to adjourn. The motion passes 2-0, 1 absent.

Adjourn.

Dawna Brisson, Town Administrator  
Read and Approved as submitted/amended

 2/28/13  
Brad Holden, Chair Date  
Steve Owen, Vice-Chair