

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Wednesday, July 6th, 2011
DRAFT**

Present: Dan Steinbauer – Chair, Steve Owen – Selectperson, Brad Holden – Selectperson, Kari Papelbon – Zoning and Planning Administrator, Rod Fuller – Road Foreman, Linda Turner – Interim Administrator

- 7:00 a.m. Dan Steinbauer opens the meeting:**
Charlie Van Winkle, Chair of the Development Review Board:
Charlie reviewed the DRB's plans for streamlining the review process for applicants. One way to do this would be for the DRB Chair to attend the Selectboard meetings on a quarterly basis. Discussion ensued.
- 7:22 Robert Murphy – Energy Committee:**
- Robert stated that Steve Webster is now Chair of the Energy Committee.
 - The Energy Committee had an all day Energy Fair at the Browns River School, with 300 students in attendance. He clarified that outreach is part of their charter. The Harvest Market is their next big outreach, but will need funds (\$300.) to help with expenses. Dan said they would need to talk with the Finance Officer to see if there are any funds available for this.
 - Robert asked when the Energy Committee needs to submit their request for budgeted funds. Dan replied it would be beneficial to have it to the Selectboard in October.
- 7:30 Kari Papelbon – Planning and Zoning Administrator:**
- The Planning Commission feels that the Capital Improvement Plan should be redone as the included projects, equipment, and vehicles scheduled for replacement are no longer necessarily valid, including the costs associated with each item. Dan asked why the CIP was no longer valid. Kari explained that it has not been updated. It was stated that department input would be needed for the update. The Selectboard approves and supports the Planning Commission of revising the CIP.

- Kari stated that a part of the Town Plan recommends establishing two reserve funds: a “rainy day” fund, and a capital reserve fund, both of which the Planning Commission recommends for balloted items at the next Town Meeting.
- Marcy Gibson has submitted an application to move her driveway and curb cut on New Road. In order to expedite the process, Kari is requesting that the Selectboard attend the site visit and hearing on July 18th at 6:00 p.m.

7:37

Carolyn Gregson and Ron Nedich:

- Carolyn stated that it has been 354 days since the Pleasant Valley Road project started. She said that since the road change, the speed driven has escalated. Dan asked if there was a specific time of day that it is worse. Carolyn said all day, Ron said it is more in the evening going up hill, and down hill in the morning. Brad stated the State Police are responsible for speed on state roads. Ron said a centerline strip would also help. Rod Fuller replied that the state should be attending to the center stripe soon, as he has already contacted the state about this.
- Carolyn asked about the planting of trees and other agreed upon vegetation for privacy, noise, and to limit the new view. Carolyn said that since as far as a trade-off, it has all been one sided so far, and asked for the town to cut a turn around space for her since the curb cut destroyed hers. Carolyn never had a turn-around. Her issue is that she cannot back out of her driveway onto the road because she said she no longer has an area to turn around on her lawn.
- Ron stated there are several other washouts, and wondered if there are funds available to finish the topcoat of blacktopping next year. Rod Fuller replied that funds are available, and that it is possible they can get it done this year.

7:55

Meeting continues with Kari Papelbon:

- Kari and Brad Holden attended the FEMA meeting for public assistance. The town will need to meet at least three of FEMA’s line items to qualify for Vermont’s Emergency Relief and Assistance Fund. FEMA is

slated to pay 75%, the state 12 ½%, and the Town of Underhill the remaining 12 ½% of expenses. Dan signed the Vermont Emergency Relief and Assistance Fund form letter to start the process.

- Kari handed out a copy of attorney Vince Paradis' email regarding a July 1st memorandum from David Demarest and Jeffrey Moulton's attorney. A discussion ensued. Rod Fuller stated that beaver ponds have always been an issue on the property since he was a child. Kari stated that beaver ponds are protected by the state as wetlands. Kari said everyone who has land abutting the Crane Brook Trail has access from another point.
- James Jutras has filed a permit application for Comcast to bore underground for cable lines. Rod said they need to be at least three feet below the road, and/or nineteen inches below the ditch line. Dan asked Rod how Comcast left the last place they bored for cable. Kari stated that Rod will need to look this over further, and the Selectboard can re-address this application at the next Selectboard meeting.

8: 30

Finance Officer and Town Administrator positions:

Dan requests going forward with advertising for the Finance Officer. He requested a meeting with Pam Shover, Kari Papelbon, and Sherri Morin on Monday, July 11th, at 1:30 to discuss this and the Town Administrator position.

8:35

Pam Shover – Tax Rate:

Pam hands out a list of the proposed tax rates with the potential of lowering the rate by some of the town's surplus funds. Discussion ensued. Dan stated he recommended reducing the tax rate with a portion of the surplus funds, but would prefer to do this on a year-to-year basis. Brad asked how we ended up with a surplus. Steve and Pam said the town has had a surplus for several years. Steve made a motion with all in favor, that \$125,000. of the surplus funds be applied to lower the tax rate. Steve made a motion, with all in favor of a .4486 tax rate.

Brad made a motion with all in favor, that the Selectboard will bring up to vote at the next Town Meeting to establish two reserve funds: a Capital Improvement Plan Reserve Fund, and a "Rainy Day" Reserve Fund. These two funds being established with the remaining surplus.

8:52

Rod Fuller:

Rod requests an Executive Session with the Selectboard and himself. Next Wednesday, July 13th at 7:00 a.m. was agreed upon.

8:55

Minutes from June 16' 2011 :

There was a discussion regarding the salary stated in the minutes for the Town Administrator and what was being paid. The Selectboard said the agreed upon salary was for the Town Administrator, not the Interim, but it was not reflected this way in the minutes. The minutes were reviewed, amended, approved and signed.

Minutes from June 23, 2011 are reviewed, amended, approved and signed.

9:05

Town Pond:

Selectboard reviewed an email from Tom Lee regarding the Town Pond. Rod Fuller said the pipe into the pond has been checked and is not clogged.

9:10

Cell phone usage:

Brad stated we need to have a cell phone policy in our Handbook. Dan said it is a combination of things: the town radios need to be upgraded, and personal use needs to be cracked down on. A discussion ensued in how to defer personal cell phone use among the road crew. Steve said he knows that some businesses are charging a penalty to their employees if caught; Brad said it isn't productive. Rod stated he has had calls reporting road crew members who were seen talking on the phone while working. Dan authorized Rod, as supervisor, to call a meeting with the road crew to discuss and discourage personal cell phone use.

It was stated that Rod does not have a town paid work phone, and has been using his all this time.

Linda is to find out where VLCT is in our Handbook review, and to notify them that the town would like to add a cell phone policy.

9:19 Daryl Benoit – CCMPO – Draft Speed Limit Study – Pleasant Valley Road:

The Selectboard reviewed the speed limit study which stated the current speed limit is safe and reasonable for both directions of travel. The Selectboard saw no reason to change the speed after review. The Selectboard asked Linda to get Dan Close, the bus driver, a copy of the report.

9:23 State of Vermont - Department of Taxes:

A “Letter of Agreement for Computer Appraisal Services” was reviewed by the Selectboard. Pam Shover, Chief Lister, agreed that this is needed. A motion was moved and all were in favor of the \$231.85 for said license, which will terminate on June 30, 2012.

9:25 The Board agrees to **Adjourn.**

Respectfully submitted,
Linda Turner
Interim Administrator

Red and Approved as submitted/amended

Dan Steinbauer, Chair

Date