

**TOWN OF UNDERHILL
SELECTBOARD SPECIAL MEETING MINUTES
Underhill Town Hall
Tuesday, January 2, 2018, 6:30 p.m.**

Selectboard: Rick Heh, Kurt Johnson and Pat Sabalis

Town Staff: Nate Sullivan, RaMona Sheppard and Brian Bigelow

Public: Marie Thomas (MMCTV), Peter Czaja, John Connell, Susan Thomas, and Roger Frey

6:30 p.m. Call to order, adjustments to agenda. Meeting called to order by Chair. Adjustments to Agenda: Add Poker Hill School Winter Parking Waiver request, Town Contract discussion, On Call Stipend, Audit Management Representation Letter and Underhill Jericho Fire Department Budget to New Business.

6:33 p.m. Public Comment Period. None.

6:36 p.m. Executive Session

Rick Heh moved the Selectboard enter into Executive Session with Road Foreman under 1 VSA §313(a)(3) to discuss a personnel matter. Kurt Johnson seconded and the motion passed by a vote of 3-0. 7:18 p.m. On a motion by Rick Heh, seconded by Kurt Johnson and passing by a vote of 3-0, the Selectboard exited Executive Session. No actions taken.

7:19 p.m. Roger Frey, OSH#5 Historical Society. Roger Frey, Susan Thomas, Peter Czaja, John Connell and Selectboard reviewed the outline provided by Roger Frey regarding CY2018 work on Old Schoolhouse #5. Consensus was that proposed Timeline and budget amounts look feasible.

7:39 p.m. Old Business:

Town Meeting Australian Ballot Items. Draft, to include zoning regulation amendments, reviewed by Selectboard and Staff. Final draft to be prepared for signature at January 16 Selectboard meeting.

8:00 p.m. New Business:

Road Crew Employee Hiring. Chair moved to acknowledge the hiring of Jed Abair to a Full Time position beginning December 4, 2017 to our Town Road Crew. The hiring of Jed Abair is based on his familiarity with Town roads, our Town garage, Town vehicles, equipment and methods and based on Jed's Hands-On experience in road and equipment maintenance. We are pleased to have Jed Abair join our team. Welcome aboard Jed Abair.

Town Contract. Chair proposed modifications to the Town Contract: 1) adding Town Zoning Regulations to Section 3.C to confirm that eligibility includes ability to conform with the bylaw and 2) a 'For Office Use Only' section be included with each application to spell out: total and contract acreage, total land value, per acre value, contract acreage value and contract value. Suggestions sought for additional information that should be known prior to entering into a contract. Selectboard reviewed spreadsheet of parcels currently in contract. Further review should be done to ensure the program is

fulfilling its' intended purpose. Board to review list of contracts by renewal dates and become familiar with algorithm for determining land values.

Poker Hill School Winter Parking Waiver. Selectboard received Kyle Hibbard's email request to reschedule the revoked December 22 approval the annual request for a winter parking waiver during Poker Hill School's Winter Solstice Celebration on January 5th from 3:00 – 5:30PM with the Selectboard. Consensus of Selectboard is to approve the waiver request with the standard conditions:

Waiver is weather contingent. If snow removal operations are required during the time frame then the waiver will be rescinded. The Town will contact applicant prior to 1:00PM on Thursday, January 4th. If school is closed during the day the waiver is also rescinded. Parking only on the east side of Poker Hill Road. Applicant to explain to all guests the importance of not blocking area driveways to include not interfering with the sightlines of neighbors to safely enter Poker Hill Road: leave at least one car's length open on either side of driveways.

Audit Management Representation Letter. Selectboard reviewed letter and by consensus authorized the Chair to sign. Finance Director to sign and submit to Auditor A.M. Peisch.

Underhill Jericho Fire Department (UJFD) FY18-19 Budget. Selectboard received input from the Town of Jericho Selectboard regarding their concerns with the UJFD budget proposal. Consensus of the Selectboard is to proceed with current budget and to be available if there is a need for a joint meeting.

Changes to On Call Stipend. Selectboard reviewed spreadsheet Finance Director was asked to prepare as an alternative means to calculate payment. Consensus of Board was to stay with current policy of 10% of gross wages for December thru March. Finance Director to provide updates during the winter season.

8:26 p.m. FY18-19 Budget Final Pass. After December 19 meeting changes and updates: General municipal taxes are \$911,428.35 (a 2.15% decrease), Highway municipal taxes are \$1,135,037.10 (a 9.50% increase).

FY19 Total Municipal Taxes of \$2,046,465.45 is a 3.9% increase over FY18 (\$1,968,266.34).

FY19 Total Municipal Budget of \$2,871,317.97 is a 2.9% decrease from FY18 (\$2,956,777.34).

Discussion ensued about how to address the lack of the CIP in the Town Report. Consensus was that the circumstances will be spelled out in the Selectboard's Report.

Rick Heh moved that Article 3 of the Annual Town Meeting Warning be "Shall the voters approve total general fund expenditures of \$1,097,888.37 of which \$911,428.35 shall be raised by taxes, \$186,460.02 by non-tax revenues, pursuant to 24 V.S.A. §2664. Kurt Johnson seconded and the motion passed by a vote of 3-0.

Rick Heh moved that Article 4 of the Annual Town Meeting Warning be "Shall the voters approve total highway fund expenditures of \$1,668,429.60 of which \$1,135,037.10 shall be raised by taxes,

\$533,392.50 by non-tax revenues, pursuant to 24 V.S.A. §2664. Kurt Johnson seconded and the motion passed by a vote of 3-0.

8:35 p.m. Warrants and Minutes. Board reviewed and signed current warrants.

Rick Heh moved that the minutes of December 19, 2017 be approved as written. Kurt Johnson seconded and the motion passed by a vote of 3-0.

7:39 p.m. Member Items, Correspondence, Announcements, Schedule. Notice made of the next Regular Selectboard Meeting being January 16, 2018.

Correspondence. Selectboard acknowledged receipt of:

- Holiday letter from Murphy Sullivan Kronk explaining donations made in honor of clients.
- Andrea Phillips resignation letter from the Underhill Planning Commission
- Administrative amendment issued by Zoning Administrator for Alexander Access permit A17-08R at 5 Min's Lane (MN005).

Kurt Johnson made note of Alternative Transportation Committee presentation scheduled for January 11, 2018. Potential for Selectboard quorum to attend. Staff to warn as such.

8:52 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

1-16-18
Date