

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, April 10, 2018, 6:00 p.m.**

Selectboard: Pat Sabalis and Catherine Kearns

Town Staff: Brian Bigelow

Public: Ruth Miller (MMCTV), Phil Jacobs

6:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Pat Sabalis. Add discussion about Camp Ethan Allen Training Site (CEATS) noise complaints to New Business.

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

6:02 p.m. Adjustment to agenda. Consensus of the Selectboard is to move on to New Business as the representative for the next agenda item is not yet in attendance.

Adoption of 2018 Local Emergency Operations Plan. Selectboard and staff discussed the Draft LEOP and process. Pat Sabalis will attend upcoming training.

Pat Sabalis moved the Board adopt the draft 2018 LEOP and authorize the Town Administrator to sign and submit. Cat Kearns seconded and the motion passed 2-0.

CEATS, Noise complaints. Selectboard and staff discussed input from residents regarding the extent and duration of firing at CEATS over the last weekend. No schedule of firing has been received since January. Staff had conversations with CEATS representatives earlier in the day. Email from Col Gingras read. Consensus of the Selectboard is to accept Col Gingras' offer to attend an upcoming Selectboard meeting. Staff to confirm a date.

6:14 p.m. Preliminary Access Permit (Jacobs/HR016). Phil Jacobs, Selectboard and staff discussed the application for two driveways off Min's Lane (Phase 3 of Jacobs Subdivision). Zoning Administrator's memorandum reviewed with applicant. No input received from the Underhill Jericho Fire Department at this time.

Pat Sabalis moved to approve Preliminary Access Application A18-05 for the Jacob's Subdivision with standard conditions 1-3 and 5 and the three recommendations from the Zoning Administrator's memorandum:

- The installation of a 12-foot by 45-foot pull off area on Lot 8, which would satisfy the requirements of Section 6.4.D of the 2015 Road Ordinance, as well as conform to the standard recommendations made by the Underhill-Jericho Fire Department;
- The installation of a 15-foot by 37.5-foot turnaround on both Lots 8 & 9, which would satisfy the requirements of Section 6.4.C of the 2015 Road Ordinance, as well as conform to the standard recommendations made by the Underhill-Jericho Fire Department; and
- Ensure all turning radii satisfy the 35-foot requirement.

Cat Kearns seconded and the motion passed 2-0.

6:27 p.m. Old Business

Draft 2018 Requests for Proposals (RFPs). Draft 2018 RFPs for cracksealing at various locations in town and for a shim coat on River Road were discussed. Draft RFPs for replacement culvert on Irish Settlement Road and for repairs to Bridge 8 on Pleasant Valley Road will be reviewed at the April 16th meeting of the Highway Infrastructure and Equipment Committee. Minor edits proposed for incorporation into the drafts.

Pat Sabalis moved the Board approve the 2018 Cracksealing and River Road Paving RFPs with minor revisions being made to the drafts. Cat Kearns seconded and the motion passed 2-0.

6:39 p.m. Warrants and Minutes.

- Pat Sabalis moved to approve the minutes of the March 13, 2018 Regular Meeting of the Selectboard. Cat Kearns seconded and motion passed on a vote of 2-0.
- Pat Sabalis moved to approve the minutes of the March 27, 2018 Regular Meeting of the Selectboard. Cat Kearns seconded and motion passed on a vote of 2-0.

6:46 p.m. Member Items, Correspondence, Announcements, Schedule: Notice made of the next Regular Selectboard meeting being held on April 24, 2018.

Notice made of receipt of:

- Memorandum from Finance Director regarding ‘payment in lieu of’ regarding Health Insurance. Selectboard consensus is to have her come to an upcoming meeting.
- Roofing Contractor Frank Lossmann to be on site April 13, 2018.
- Pat Sabalis’ draft to Chittenden County Senators regarding ‘Lease Land’ legislation approved by consensus for distribution. Underhill/Jericho Representatives Trevor Squirrel and George Till to be copied.
- Vermont Department of Public Safety Construction permit for interior stairway at Old Schoolhouse #5 received.
- Notification from Town Administrator that he is in process of preparing a VTrans Structures Grant application for engineering for a culvert replacement (B#27) on Corbett Road. The deadline for which is prior to the next Selectboard meeting.

Pat Sabalis moved the Town Administrator be authorized to make a grant application for engineering only for Bridge #27 on Corbett Road. Cat Kearns seconded and the motion passed 2-0.

Potential Agenda items for April 24th identified as: an Executive Session for contract discussion, ‘Payment in Lieu of’ memorandum form Finance Director, Albertini Quit Claim Deed, an access permit for utility work in the Westman Road right-of-way, general Selectboard discussion on increased transparency and use of digital media, Irish Settlement Road and Pleasant Valley Road RFPs.

Cat Kearns gave a quick introduction of the Zoom application as a potential improvement over using Skype when a member of the Selectboard is attending electronically.

Consensus of Selectboard is to adjourn and reconvene at the announced time (7:16) as the Liquor Control Board in the event that any applicant or member of the public is interested in attending.

7:05 p.m. Adjournment: On a motion made by Pat Sabalis and seconded by Cat Kearns, the Selectboard voted 2-0 to adjourn.

7:15 p.m. The Liquor Control Board convened to discuss two 2018 licensing applications to sell Malt and Vinous Beverages.

Pat Sabalis moved to approve the renewal application of Wells Corner Market. Cat Kearns seconded and the motion passed 2-0.

Pat Sabalis moved to approve the renewal application of Jacobs & Son Market. Cat Kearns seconded and the motion passed 2-0.

License applications signed by the Liquor Control Board.

7:25 p.m. Adjournment: Pat Sabalis moved to adjourn the Liquor Control Board. Cat Kearns seconded and the motion passed 2-0.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended


Pat Sabalis, Vice Chair

4/24/18
Date