

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, June 19, 2018 6:00 p.m.**

Selectboard: Kurt Johnson and Pat Sabalis

Town Staff: RaMona Sheppard, Nate Sullivan and Brian Bigelow

Public: Ruth Miller (MMCTV), Anne Hawley, Richard Hawley, Mathew Champlin, John Ouellette, Brad Holden, Tim Pedrotty, Anton Kelsey, Dennis Curran and Jory Curran

6:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Chair. Additions to the agenda: add Road Foreman to include Krug Road stop sign to New Business and add Tech Group Proposal and Audit Engagement Letter to the Finance Director time slot.

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

6:02 p.m. Mat Champlin, Chief, Underhill Jericho Fire Department (UJFD). Chief Champlin introduced UJFD's recent full time hire John Ouellette. Discussion ensued regarding training and future staffing options.

6:07 p.m. Ahead of schedule at the conclusion of UJFD discussion the Selectboard chose to discuss road issues.

- Stop Sign on Krug Road was damaged. Area residents have inquired about replacement. Road Foreman advised that he has ordered the replacement post and he anticipates the sign being installed "... *early next week*".
- Sole Source contractors discussed in general and roadside mowing specifically. Consensus of Selectboard is to retain the previous year contractor at the same rate and next year to have the discussion early in 2019. Staff directed to solicit quotes for 2018 line striping.

6:13 p.m. Brad Holden, H.859 Statute Pertaining to Lease Lands. Local surveyor Brad Holden had been invited by the Selectboard to discuss Lease Lands and potential impacts of H.859. Holden opened by making the distinction between surveys and title research: Surveyors are not "titled centered" like attorneys and the court system rather they locate where things lie on the ground.

Discussion about the history of Underhill ensued to include its' status as a New Hampshire Grant town, the various (four) categories of set aside, lease lands in Underhill's four divisions, 'Allowances Lands' for roads, the 1835 incorporation of half of the dissolved Town of Mansfield and the importance of the 1825 William Barney map. It is Holden's opinion that the three School lease lots (in the areas of Beartown, Stevensville and New Roads) are the most important to focus on and determine which lots are impacted. Thorough title searches back to the creation of the parcels would be required.

6:31 p.m. RaMona Shepard, Finance Director, Budget Line Adjustments, Personnel Policy.

Finance Director and Selectboard reviewed thirteen memorandums prepared to document 2017 and 2018 Selectboard actions affecting FY18 Budget Line Item transfers and transfers to Reserve. Chair signed each memorandum.

Brief discussion held on new Human Resource related statutes, recruitment on open positions, Audit Engagement Letter and Tech Group Managed Services Proposal dated June 15, 2018 for a 3-year term July1, 2018- June 30, 2021.

By consensus the Selectboard approved the Chair signing the Engagement letter. Finance Director to ask Tech Group to cover services through July 3, 2018 in order to give Cat Kearns opportunity to review and comment.

6:58 p.m. Recreation Committee, Town Pond Update. Recreation Committee member Anton Kelsey in attendance. Kelsey advised that the Town Pond was full and open. Discussion ensued about the continued provision of a Life Guard for 35 hours per week. Consensus was that the Town would advertise the position at the State minimum wage of \$10.50 per hour.

7:05 p.m. Bid Opening: Irish Settlement Road Culvert Replacement. Three bids were received and opened by Selectboard:

G.W. Tatro: \$38,000 Griffin & Griffin: \$47,700 D. Tatro: \$39,970

Consensus of Board is to have the bids reviewed by Cricket McCusker, P.E. and the Highway Infrastructure and Equipment Committee (HIEC) and readdress at future Selectboard meeting.

7:20 p.m. Access Permits:

Dennis & Marjory Curren. Access Permit for Wood Lot to be subdivided off ML081.

Dennis Curran, Marjory Curran and Staff discussed application with Selectboard.

Kurt Johnson moved to approve the Access Application of Dennis and Marjory Curran as designed with the five standard conditions, an 18" x 30' culvert and an additional condition that the approval was for Access Point only as the current subdivision application before the Development Review Board (DRB) is for the creation of a wood lot. Additional DRB review will be required for any future application for residential purposes and driveway configuration would be reviewed at that time. Pat Sabalis seconded and the motion passed 2-0.

Vermont Gas and Michael Defiore and Samantha Weber (MD068) Work in Right-of-Way.

Staff discussed application with Selectboard.

Kurt Johnson moved to approve the Access Application of VT Gas, Michael Defiore and Samantha Weber with standard conditions except that given the main gas line is on the same side of the road as the residence at 68 Meadow Lane, the limited work proposed in the right-of-way could be performed by trenching rather than requiring boring. Road Foreman to inspect the site at completion. Pat Sabalis seconded and the motion passed 2-0.

7:26 p.m. New Business

Road Foreman Nate Sullivan reviewed upcoming expenses to include:

- Four dangling trees which require a bucket truck and crane to remove. DJ's Tree Service quoted \$2,500 to perform the work.

Kurt Johnson moved the Town retain DJ's Tree Service to perform the work for an amount NTE \$2,500.00. Pat Sabalis seconded and the motion passed 2-0.

- Eight truck tires are required. State contract pricing of \$598.00 per tire offered by both Marshall's and Rouse.

Kurt Johnson moved the Town authorize the Road Foreman to purchase \$4,800.00 in tires from either provider based on availability. Pat Sabalis seconded and the motion passed 2-0.

Road Foreman advised the Selectboard that the 2011 Dump Truck was due for inspection soon and has an estimated \$2,200 in required repairs.

7:28 p.m. Old Business. In recognition of the Road Foreman being in attendance the agenda was modified to address Road related Old Business items first.

River Road Paving. HIEC recommendation is to not pave River Road via the two pass method but instead to lay out 1.25" treatment in one pass. Consensus of Selectboard to proceed as per HIEC recommendation. Chair to contact S.D. Ireland.

Bridge #8. HIEC recommendation to perform test coring on bridge to define extent of compromised concrete deck. Quote of \$2,000 - \$2,500 solicited from Engineer's Construction. Consensus of Selectboard to have the testing perform at a cost NTE \$2,500.

Chittenden County Regional Planning Commission (CCRPC) Appointments. Primary and Alternate Positions at CCRPC are up for two year appointments for three bodies: the Regional Commission (Town Administrator and Selectboard Chair as Alternate) and two advisory Committees (Traffic and Clean Water) both with Planning Director as Alternate to Town Administrator). All current representatives willing to continue. Consensus of Selectboard to reappoint all positions.

7:42 p.m. New Business (con't)

Selectboard Chair 4 month rotation. Brief general discussion ensued. Further discussion to be held with full Board at an upcoming meeting.

Municipal Road General Permit (MRGP). Staff and Selectboard reviewed the pre-permit Notification of Intent form. Consensus of Board is to have the Chair sign and submit with Administrative Processing Fee (\$240.00) and Application Fee (\$400.00) Fee.

Municipal Road Grant in Aid Program. Staff and Selectboard review FY19 Program. Consensus of Board is to participate and sign the Letter of Intent.

7:54 p.m. Warrants and Minutes. By consensus the Board reviewed and signed current warrants

Kurt Johnson moved to approve the minutes of the June 5, 2018 Regular Meeting of the Selectboard. Pat Sabalis seconded and the motion passed on a vote of 2-0.

Kurt Johnson moved to approve the minutes of the June 6, 2018 Special Meeting of the Selectboard. Pat Sabalis seconded and the motion passed on a vote of 2-0.

7:56 p.m. Member Items, Correspondence, Announcements, Schedule. Notice made that the next Regular Selectboard date is July 3, 2018.

Correspondence. Selectboard acknowledged receipt of:

- Budget Status Report, dated June 15, 2018.
- Pine Ridge 'Orphan Stormwater Permit' Notice of Intent. Consensus is to have the Chair sign.

- Irish Settlement Culvert Grant Agreement received and signed by Chair. Staff to return to VTrans for counter signature.
- Notice of Public Informational Meeting on June 21st regarding the weekend closure of Route 15 for a culvert replacement just east of the Brown's Trace intersection. Raceway and Cilley Hill will be the shortest local alternate routes.

8:02 p.m. Executive Session.

Chair moved that the Selectboard enter Executive Session to discuss the appointment or employment or evaluation of a public officer or employee under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes. Pat Sabalis seconded and the motion passed on a vote of 2-0.

At 9:09 p.m. the Chair moved to exit the Executive Sessions. Pat Sabalis seconded and the motion passed on a vote of 2-0.

No actions taken as a result of the Executive Sessions.

9:10 p.m. Adjournment. On a motion made by Kurt Johnson and seconded by Pat Sabalis the Selectboard voted to adjourn on a vote of 2-0.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended



Kurt Johnson, Chair

Date