

**TOWN OF UNDERHILL
SELECTBOARD SPECIAL MEETING MINUTES
1:00 p.m., Wednesday, July 18, 2018**

Selectboard: Kurt Johnson, Pat Sabalis, Catherine Kearns (electronically via Zoom®)
Staff: RaMona Sheppard and Dwayne Norway
Public: None

1:00 p.m. Meeting called to order. Notice made of Site Visit to be performed at 1 Acer Ridge regarding Access Application. FY2019 contract with Town of Underhill and Chittenden County Sheriff's Department added to agenda.

1:01 p.m. Public Comment – None

1:02 p.m. Executive Session Personnel Reviews

Chair moved that the Selectboard enter Executive Session to discuss the appointment or employment or evaluation of a public officer or employees 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 3-0 on a roll call vote.

Continuations of Dwayne Norway and RaMona Sheppard performance reviews took place.

Catherine Kearns left the meeting at 2:00.

At 2:30 p.m. the Chair moved to exit the Executive Sessions. Pat Sabalis seconded and the motion passed on a vote of 2-0.

Actions taken as a result of the Executive Session:

Selectboard to schedule regular meetings with Road Crew and Road Foreman to discuss projects.
Selectboard to schedule meeting with Finance Director and Town Administrator to discuss Human Resources and Budget responsibilities.

FY2019 Chittenden County Sheriffs' Department Contract. Kurt Johnson made a motion to sign the contract as presented by staff. Pat Sabalis seconded and the motion passed 2-0.

Site Visit. Kurt Johnson and Pat Sabalis met with Peter Czaja and regarding Access Application of Michael and Eliza Kramer at 1 Acer Ridge.

Kurt Johnson moved to approve the Access Application of Michael and Eliz Kramer subject to the following conditions: The permit is granted subject to the following conditions:

1. The driveway shall be built as shown on drawing(s) entitled Site Plan Proposed Accessory Dwelling, Dated: August 23, 2017 prepared by Willis Design Associates, Inc. and attached to this permit.

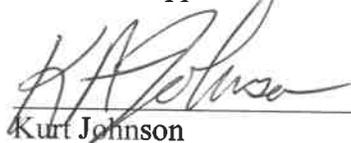
2. Any change in alignment, grade, drainage, use or other features will require either administrative amendment or application to the Selectboard pursuant to the Underhill Road, Driveway and Trail Ordinance adopted February 3, 2015 (the "Road Ordinance").
3. All erosion prevention and sedimentation control practices set out on the drawing referenced above shall be followed.
4. Driveway shall be built according to State Agency of Transportation standard B-71 and all other applicable requirements of the Road Ordinance.
5. Other conditions as identified at Selectboard meeting (if any):
 - Brush and lower branches obstructing sight line to Beartown Road to be removed to enable clear vision to Beartown Road.
 - End of Acer Ridge to Kramer Driveway to be built to B-71 standard at 20 feet in width.
 - Beartown Road to end of Acer Ridge (the fork in road) to be built to A-76 Standard at 20 in width.

3:30 p.m. Adjournment.

Kurt Johnson made a motion to adjourn. Pat Sabalis seconded and the motion passed 2-0.

Submitted by Kurt Johnson

Read and Approved as submitted/amended.


Kurt Johnson

8-31-18
Date