

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, August 14, 2018 6:00 p.m.**

Selectboard: Kurt Johnson, Patricia Sabalis and Catherine Kearns (electronically via Zoom®)

Town Staff: None

Public: Ruth Miller (MMCTV), Judy Bond, David Clift, John Drew, Amy Golodetz, Karen McKnight, Peter Mitchell, Victor Veve.

6:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Chair. Cat Kearns, present electronically, introduced herself, and confirmed that she could hear. Additions to the agenda: discussion of culvert work, road grading, and invoice from Armstrong Construction.

6:01 p.m. Public Comment Period. Judy Bond spoke and requested that the Town mow the grass on the Town-owned property at the northern intersection of Cilley Hill Road and Route 15. She believes that the intersection has become dangerous because the tall grass interferes with the sight line south for those trying to exit Cilley Hill Road onto Route 15. Kurt Johnson stated that the State is responsible to mow in the right of way. Judy also requested that the Town mow on the other side of Route 15 to keep the ponds open.

6:02 p.m. Underhill Conservation Commission (UCC). Invasive Plant Control at Crane Brook Conservation District. UCC members Amy Golodetz and Karen McKnight attended to request authorization to spend \$80 for foliar spray to be applied to Japanese knotweed that is growing along approximately 200 feet of the Crane Brook Trail. The UCC is receiving technical assistance from Chittenden County Forester, Ethan Tapper, and Vermont Invasive Species specialist, Elizabeth Spinney. UCC members and volunteers will cut the knotweed in mid-September and Tapper, who is a certified applicator, will apply a low-volume, 3-8% formulation of glyphosphate specific for application near water. John Drew spoke and recommended that the Underhill Conservation Commission adopt a written plan for invasive species control.

Kurt Johnson moved to authorize \$80 for purchase of the foliar spray. Pat Sabalis seconded and the motion passed on a roll call vote of 3-0.

The UCC also requested approval of a \$50 expenditure for the UCC to join the Association of Vermont Conservation Commissions, which will enable the UCC to network with other groups in the state about management of invasive species.

Kurt Johnson moved to authorize \$50 for the UCC to join the Association of Vermont Conservation Commissions. Pat Sabalis seconded and the motion passed on a roll call vote of 3-0.

6:15 p.m. Harvest Market Steering Committee

Harvest Market Steering Committee Members Peter Mitchell and David Clift discussed logistics for the 44th Annual Harvest Market on September 29 and 30, 2018. Areas for restricted parking unchanged from last year.

In addition the Steering Committee requests that the Town provide funds for the purchase of 15 "No Parking" signs at a cost not to exceed \$150. Harvest Market representatives will erect and remove signs for Harvest Market on September 29 and 30 and will store signs when not in use. Town may use signs at different locations throughout the year if needed. Selectboard reviewed draft resolution

establishing Traffic Rules for the Annual Harvest Market, which adds restricted parking hours on the west side of Route 15 Jericho to Underhill town line and further to 419 VT Route 15, to the traditional closure of Park Street's North Fork and restricted parking on the full length of the north side of Park Street and the south side of Park Street from the Town Line to the telephone company lot (24 Park Street).

Kurt Johnson moved to sign the resolution as prepared. Pat Sabalis seconded and the motion passed 3-0 on a roll call vote.

Kurt Johnson moved the Town support the expenditures of \$150.00 for signs with funds from the Traffic Control Measures budget line. Pat Sabalis seconded and the motion passed 3-0 on a roll call vote.

Kurt Johnson moved to authorize the Chair to sign the §1111 Application to place 'No Parking' signs in the Route 15 right-of-way as prepared. Pat Sabalis seconded and the motion passed 3-0 on a roll call vote. Chair signed, staff to submit to VTrans.

6:28 p.m. Access Permit

Victor Veve (DW032). Applicant reviewed application, Site Plan, profile and waiver request with Selectboard. Road Foreman Site Visit conducted July 30, 2018. Zoning Administrator memorandum reviewed. Draft conditions as proposed by Town Administrator reviewed.

Applicant's Waiver request to not upgrade the shared portion of the driveway to 14 feet in width considered and declined.

Kurt Johnson moved to approve Access Application A18-20 subject to the following conditions:

1. The driveway shall be built as shown on drawing(s) entitled 32 Downes Road, Plan Sheet #1 (dated 7/20/18) and Plan Sheet #2 (7/17/18) prepared by O'Leary-Burke Civil Associates, PLC and attached to this permit or by later revised drawings reviewed and approved by the Underhill Development Review Board (DRB).
2. Prior to construction Applicant shall receive approval from the DRB under the Underhill Unified Land Use and Development Regulations, Section 3.18 Steep Slopes. Application requirements under Section 3.18.C, include but are not limited to, a grading plan, a stormwater management plan, erosion prevention and sediment control plan.
3. The DRB is acknowledged by the Selectboard as having more experience reviewing environmental considerations associated with construction on steep slopes.
4. After DRB approval, changes 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").
5. Driveway shall be built according to State Agency of Transportation standard B-71 and all other applicable requirements of the Road Ordinance.
6. Applicant's waiver request (from Road Ordinance, Section 6.4.A.1) to maintain the shared portion of Grant's Landing at a width of 12 feet rather than 14 feet was considered under Road Ordinance Section 5.19.A and denied.
7. At a minimum one 18" x 30' culvert is required in the established ditch line at the new driveway's proposed access on Grant's Landing.

Pat Sabalis seconded and the motion passed 3-0 on a roll call vote.

6:39 Old Business

River Road Lane Width. Absent additional information the Town will proceed with reestablishing 10 foot travel lanes on River Road. Staff to advise Scott's Line striping.

Vermont Community Leadership Summit. Two individuals, Dave Glidden and Stacy Turkos, have expressed interest in attending.

Chair moved to nominate Dave Glidden and Stacy Turkos to attend the Summit, and approve \$50.00 for the second person to attend the Summit.

Pat Sabalis seconded and the motion passed on a roll call vote of 3-0.

Irish Settlement Road Culvert. Chair provided an update on recommendation of the Highway Infrastructure and Equipment Committee (HEIC) and Cricket McCusker. At their meeting of August 13th, the HEIC reviewed the design and recommended that the Selectboard approve the design.

Kurt Johnson moved to approve the proposed design for the replacement culvert on Irish Settlement Road as designed by East Engineering (Project #:041-01, revised date 2018-07-27) at a cost not to exceed \$38,000.00. Pat Sabalis seconded and the motion passed on a roll call vote of 3-0.

Staff to advise GW Tatro.

6:45 p.m. New Business

Salary Adjustments for Town Administrator and Planning Director.

Discussion ensued regarding proposed salary adjustments for the Town Administrator and Planning Director. When compared to other Vermont towns of similar size with similar populations, it appears that the Town Administrator is paid less than the average salary for Town Administrators. In view of this and the Town Administrator's performance, the Selectboard believes that his salary should be adjusted.

Kurt Johnson moved to adjust the Town Administrator's salary to \$50,000.00 per year, effective the next payroll period. Pat Sabalis seconded and the motion passed on a roll call vote of 3-0.

The Selectboard reviewed the employment history of the Planning Director & Zoning Administrator. When he was first hired, his position was Planning Director and the Town employed another individual as Zoning Administrator at a salary of \$16,000.00. When the Zoning Administrator left his employment, the Planning Director volunteered to take on that responsibility as well. At the time there was no salary adjustment. After two years in the position, the Planning Director & Zoning Administrator's salary is below the average salary for a Planning Director when compared to other Vermont towns of similar size with similar populations. In view of this and the Town Planning Director & Zoning Administrator's performance, the Selectboard believes that his salary should be adjusted.

Kurt Johnson moved to adjust the Planning Director's salary to \$55,000.00 per year, effective the next pay period. Pat Sabalis seconded and the motion passed on a roll call vote of 3-0.

Multi town effort with Jericho and Bolton to explore possibility of Federal Payment related to Range/Camp Ethan Allen Training Site (CEATS) land. In reaction to a decision in Utah, The Town

of Bolton suggested a joint effort to explore if an application for Federal Payments in lieu of Taxes (PILOT) was appropriate. The Town of Jericho offered to have their Town Attorney explore the process and make application as appropriate if each Town was willing to fund one-third of the associated cost. The Bolton Selectboard has subsequently authorized expenditures not to exceed \$500 for this purpose.

Kurt Johnson moved to authorize expenditure of a maximum of \$500.00 for legal expenses in obtaining a determination of eligibility and, if appropriate, subsequent application for any federal PILOT funds. Pat Sabalis seconded and the motion passed on a roll call vote of 3-0.

6:58 p.m. Warrants and Minutes. By consensus the Board reviewed and signed current warrants and approved invoice from Armstrong Construction for repair of Town Hall steps.

Kurt Johnson moved to approve the minutes of the July 31, 2018 Regular Meeting of the Selectboard. Pat Sabalis seconded and the motion passed on a roll call vote of 3-0.

Kurt Johnson moved to approve the minutes of the August 10, 2018 Special Meeting of the Selectboard. Pat Sabalis seconded and the motion passed on a roll call vote of 2-0 (Kearns abstaining since she did not attend the 8/10 meeting).

7:02 p.m. Member Items, Correspondence, Announcements, Schedule. Notice made that the next Regular Selectboard date is August 28, 2018.

Brief discussion of public comments about grading and spreading chlorine on Irish Settlement Road and Poker Hill Road. Chair will speak with Nate Sullivan about this subject.

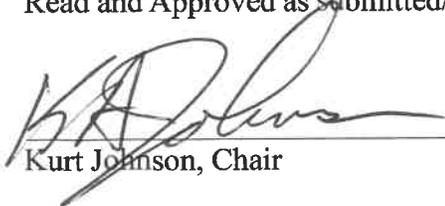
Correspondence. Selectboard acknowledged receipt of:

- Budget Status Report, dated August 10, 2018
- Planning Director's memorandum regarding permit notification for 339 Irish Settlement Road
- Finance Director's August 10, 2018 memorandum regarding available grants.

7:05 p.m. Adjournment. On a motion made by Kurt Johnson and seconded by Pat Sabalis the Selectboard voted to adjourn on a roll call vote of 3-0.

Submitted by Patricia Sabalis

Read and Approved as submitted/amended


Kurt Johnson, Chair

8-28-18
Date