

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
6:00 p.m., Tuesday, September 16, 2014**

Selectboard: Seth Friedman, David Rogers and Cliff Peterson

Town Staff: Brian Bigelow, Mona Sheppard

Public: Ruth Miller (MMCTV), Brian Graves, Matt Rasco, Doug Henson, Douglas Keith, Roger Koniuto, Suzanne McDevitt, Jeff Moulton, Moses Daly, Janice Robinson, Jason Guymon, Karen Guymon, Tony Catudal

6:00 p.m. Meeting called to order. Chair added English Settlement Signage and Town Finance Officer to New Business. Cliff Peterson added Road issues to Old Business.

6:02 p.m. Public Comment –

No member of the public in attendance to speak to non-agenda items.

6:03 p.m. Matt Rasco and Brian Graves, New York Life

Representatives from New York Life distributed literature and gave a brief description regarding a proposal to provide Town employees whole life insurance at no cost to the Town and fully paid by employees via payroll deductions. Town review and approval required to allow New York Life representatives to sign up employees during work hours. Board confirmed with Town Finance Officer RaMona Sheppard, Mr. Rasco and Mr. Graves that the administrative work load would be minimal. Options and examples were discussed. The consensus of the Selectboard was that they would require time to review the program and would include the proposal on the September 30th agenda.

6:10 p.m. Public Comment -

In response to a question from the floor about an opportunity for public comment the Board agreed to hear from Jeff Moulton who came in late. Mr. Moulton inquired about the Conservation Commission being tasked by the Planning Commission with review of the Natural Resources section of the Town Plan rewrite. Frustration expressed with attending a meeting for a specific agenda item and not having the item discussed but rather hearing that the Chair would distribute a draft via email. The Board reiterated that the expectation is that all local bodies will follow the open meeting statute and the distribution of a draft via email prior to a meeting is permissible.

6:15 Underhill Flats / Route 15 Sidewalk Draft Conceptual Plans –

Doug Henson, L.S. of the project's design engineering firm Lamoureux & Dickinson spoke to the conceptual plan for a 5' wide concrete sidewalk from Park Street to Dumas Road. Cliff Peterson enquired about the designed jogs at ~11+00 and 14+20. Area residents and interested parties Douglas Keith, Roger Koniuto, Suzanne McDevitt, Moses Daly and Janice Robinson asked questions of Doug Henson and the Board.

Henson expanded on the drawings and addressed proposals and impacts on individual lots. Trees, drainage, storm water, existing high ground water and winter maintenance were common concerns. Drainage swales in the area of 410-416 VT Route 15 were a concern. Doug Henson relayed that he has spoken with Phil Jacobs and that he would be amenable to water being directed towards property he owns.

Doug Henson and Board reiterated that there would be multiple additional plans with more detail going forward and encouraged people to stay involved.

David Rogers moved to accept the August, 2014 Conceptual Plans as designed. Cliff Peterson seconded with an offered friendly amendment to accept the plans as designed but with the elimination of the dog leg in the area of 1 Park Street and that the new sidewalk follow the alignment of the existing sidewalk in that area. David Rogers accepted the amendment as friendly and the motion passed 3-0.

6:50 Jason and Karen Guymon, Access Permit Application at NU073.

The Guymons, Tony Catudal and Town Administrator discussed the application with the Selectboard. Applicants submitted additional engineering (Kristen F. McCusker, P.E. T.R. Fellow Engineering letter and revised drawing dated both dated 9/13/14).

Areas of concern identified as: substandard sight distance combined with limited frontage, Inconsistent bridge sizing on state and federal permits and Corps of Engineers offering no formal approval of Category 1 permitting, question if the application was for a shared driveway at this time, final grade of approaches to bridge. Board consensus was to look for path for approval. Town Administrator directed to talk with counsel regarding sight distances.

David Rogers moved to table application to the September 30th meeting. Cliff Peterson seconded and the motion passed 3-0.

7:26 p.m. Old Business

John Access Permit Application (IS419) – No new submittals have been received and no one in attendance to speak to the application.

David Rogers moved to deny without prejudice. Cliff Peterson seconded and the motion passed 3-0.

CIP – Work Session to be scheduled for early October.

Town Hall Renovations – Exterior and Vault renovations on schedule.

Town Garage – Bid Proposal for Ventilation Improvements reviewed.

Cliff Peterson moved to proceed to bidding with the Ventilation Improvement project as designed by Weimann-Lamphere dated 09-05-2014. David Rogers seconded and the motion passed 3-0.

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Roaring Brook Meadow Lane Flooding – Area residents Ron Seymour, Roger Koniuto and Douglas Keith in attendance. No response from the State yet on the draft Replacement Revetment proposed by Dean Grover. Draft included an estimated construction cost of ~\$17,000. Discussion ensued regarding the expenditure of public monies on private property to address an issue not caused by the municipality. Examples of other areas in Town with the potential of periodic flooding identified. Consensus of the Board is that it wouldn't be an appropriate use of public funds.

Landfill Post Closure Recertification – Application reviewed and signed by Chair. Town Administrator to submit.

FEMA HMGP (VT539) – Process progressing towards subgrant agreement. Staff collecting information required by Department of Emergency management for submittal.

David Rogers moved to retain Mike Weisel, P.E. to provide Project Management assistance. Cliff Peterson seconded and the motion passed 3-0.

Road Issues – Cliff Peterson updated the Board on the draft Road, Driveway and Trail Ordinance. He is cross checking the draft with other Town Ordinances for consistency. Cliff Peterson also expressed concerns with actions of the Development Review Board (DRB) in regards to the Moore Subdivision application (CD074). Referencing the DRB's minutes of 7/21/14 their actions potentially place the Road Foreman in a difficult position, waivers to the Road Policy need to come from the Selectboard and disregarding input from the Planning Commission and Selectboard places the Town in an awkward position.

The Board concurred and the Chair directed Cliff Peterson to draft letters to the Road Foreman and the Development Review Board.

8:19 p.m. New Business –

Seth Friedman brought up the 'Road Closed' signs on English Settlement Road. The signs are inaccurate. Consensus of Board was to include the signs on the next agenda and have the discussion at that time.

Vermont League of Cities & Town's Draft 2015 Municipal Policy reviewed. Determination of Board was that individual members would submit comments on their own rather than as a body.

Cliff Peterson motioned to move \$250 from Selectboard Contingency budget line account #100-7-100-60-990.00 to Health Supplies account #100-7-215-50-610.00. Seth Friedman seconded and the motion passed 2-0 (David Rogers abstaining).

Cliff Peterson moved to start payments to the Vermont Association of Conservation Districts (VACD) as new home of the Dry Hydrant Program with the closure of the

Northern Vermont Resource and Development Council (NVRDC). David Rogers seconded and the motion passed 3-0.

Town Finance Officer Mona Sheppard updated the Selectboard on various issues:

- Six properties proceeding towards tax sale with a scheduled date of November 19. Chair will attend and bid in the event of no interested bidders.
- 2010-2014 Cyclical Reappraisal Contract with Kermit Blaisdell expired June 30, 2014 while allowing for continued work past that date on reappraisal appeals. Input will be sought from Listers regarding future needs.
- Suggestion of contract with Mike Weisel for future engineering services with defined Scope of Work to distinguish between when he is professionally retained and when he is volunteering. Town Administrator to provide draft for review.
- 2015 Truck purchase could not be made under the State Contract as represented. Contract was only for 2014 models. It should have been put out to bid. Board commits to increased involvement in future purchases.
- Budget process worksheet distributed. Staff will start process per worksheet.
- Revenue and Expense Report distributed. Deficit amount of \$7,000 due in part to the check for the 2015 truck being cut but loan proceeds haven't been received yet.

Consensus of Board to sell the 1999 International through a process of sealed bids. Town Administrator to work with Road Foreman.

8:50 p.m. Warrants and Minutes.

Current Warrants reviewed and signed.

Chair to revisit Animal Control Officer regarding responsibility for wild animals.

Cliff Peterson moved to approve the minutes of 09/02/2014 5:00PM Special Meeting with a grammatical correction. David Rogers seconded and the motion passed 3-0.

David Rogers moved to approve the minutes of 09/02/2014 6:00PM Regular Meeting. Cliff Peterson seconded and the motion passed 3-0.

Notice made of Aaron Brillhart's Civil Board of Authority decision to include a reduction in the neighborhood multiplier from 1.3 to 1.1.

8:51 p.m. Member Items, Correspondence, Announcements, Schedule.

Board reviewed the following correspondence:

9/10/14 Budget Status Report.

Notice of CCRPC 10/15 Public meeting of their draft 2014 Public Engagement Plan Introduction letter of the Neighbor Rides initiative.

Copy of Aaron Brillhart letter received at the 9/2 Selectboard meeting.

Email from Janet Herrero related to logging activities on Range Road.

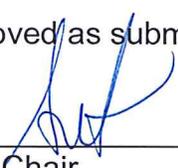
The next regularly scheduled meeting is September 30, 2014 at 6:00 p.m. The Board committed to a Special Meeting on October 8 at 8:00AM.

8:59 p.m. Adjournment.

David Rogers moved to adjourn. Cliff Peterson seconded and the motion passed 3-0.

Submitted by Brian Bigelow, Town Administrator

Read and Approved ~~as submitted/amended.~~



Seth Friedman, Chair

9.30.14

Date