

**TOWN OF UNDERHILL  
SELECTBOARD SPECIAL MEETING MINUTES  
6:30 p.m., Tuesday, January 6, 2015**

**Selectboard:** Seth Friedman, David Rogers and Cliff Peterson

**Town Staff:** Nate Sullivan, Sherri Morin, RaMona Sheppard and Brian Bigelow

**Public:** Bob Murphy, Chris Miller, Peter Bennett, Bill Young, Steve Webster, Beth Demas and Arnold Baizley

**6:30 p.m.** Meeting called to order. Adjustments to agenda as follows: moving discussion about the FY15-16 Budget to 7:00 p.m. and add an Executive Session to the end of the meeting to discuss pending and impending legal actions where premature exposure would be detrimental to a party and to advise the full Board about discussions with the Town Attorney.

**6:31 p.m. Public Comment** – No Public Comment.

**6:32 p.m. Energy Committee -**

Chris Miller, Steve Webster, Peter Bennett and Bob Murphy of the Energy Committee met with the Selectboard and discussed a potential 'Solarize Underhill' program modeled after similar project is in multiple municipalities and regions. The program aim of increasing solar power accessibility includes a program characterized as a 'buyers club' for the purchase and installation of solar photovoltaic equipment. Discussion ensued about the appropriateness of this as a Town recognized program as opposed to a local volunteer effort.

Cliff Peterson moved that 'Solarize Underhill' is resolved not to be a project of the Selectboard or Town and the Energy Committee is directed to not make it a project of the Energy Committee, without prejudice to what private citizens may do. David Rogers seconded and the motion passed 3-0.

The Energy Committee proposed the inclusion of \$1,000 into the FY15-16 Budget. Discussion ensued about strict adherence to town policies regarding grants and purchasing. Going forward correctly is paramount; better and more frequent communication with staff and committees required. Underhill Flats Post Office oil tank needs attention in the future and relocation of the thermostat is recommended.

**7:09 p.m. FY15-16 Draft Budget –**

Selectboard reviewed Energy Committee's request and by consensus determined that the \$500 Committee and Task Forces budget line would be sufficient as the \$250 request for materials for town buildings should come from the specific building's maintenance budget line and the \$250 for event expense could be covered under the Selectboard's Other Expenses budget line as needed.

Discussion ensued about unassigned fund balances. Current Contingency Reserve Report reviewed. Policy and best practices discussed. Consensus of Board was to consider expending \$65,000 of the surplus. Additional discussion ensued.

Cliff Peterson moved to have as a ballot item using \$65,000 from the General Unassigned Fund Balance line for highway infrastructure purposes. David Rogers seconded and the motion passed 3-0.

David Rogers moved approval of the Town of Underhill FY15-16 Budget in the total amount of \$2,518,806. Cliff Peterson seconded and the motion passed 3-0.

**7:35 p.m. Draft Ballot Items –**

Draft ballot items reviewed and discussed with the Selectboard, Staff and Bill Young.

Ballot items for a loan for the purchase of a loader, \$65,000 for highway infrastructure, \$20,000 for a generator at the Town Garage, Maple Leaf Treatment Center's tax exempt status, Chittenden Unit for Special Investigation's increase funding request and Vermont Center for Independent Living's initial inclusion as a service agency were discussed and final wording will be approved at a subsequent meeting. In addition the proposal to use \$20,000 towards maintenance of Old Schoolhouse Number 5 was removed.

**7:50 p.m. Town Finance Director -**

FY14-15 Audit results reviewed. Current year Expense and Revenue Reports reviewed. Current Year Traffic Control Costs Report reviewed. Grand List Taxes Billed Reconciliation reviewed.

**8:10 p.m. Baizley Access Application (PV623)**

Arnold Baizley in attendance to speak to the proposal. Site Visit performed by Road Foreman and Town Planner earlier in the day. Applicant and Board reviewed application and recent DRB approval.

Cliff Peterson moved that the application for the new driveway at PV623 be approved as shown on Lamoureux & Dickinson Consulting Engineers' drawing entitled Property of Arnold & Paula Baizley, Sheet S2 (Grading Plan) dated 10-3-2014 and in adherence to the driveway standards of B-71. In addition the local land use regulation for pull-offs every 500 feet on the ~1,200' shared portion may be modified for environmental concerns to avoid impacts on wetlands or floodplains. David Rogers seconded and the motion passed 3-0.

**8:22 p.m. Old Business:**

**Repa Road/Trail** - Attorney Beth Demas presented the Eastman Trust's request for permission to upgrade the trail portion of Repa Road at no expense to the Town of Underhill to allow for vehicular and logging access to their property in Westford serving a single residential dwelling. Selectboard advised that they would have a response prior to their January 20, 2014 meeting.

**Town Garage** – Status of work at Town Garage reviewed. Consensus to accept the quote of Cummings Electric to install the new High Bay lights. Additional expenses for lights and repairs to overhead doors will necessitate in the building maintenance line items being over budget.

Cliff Peterson moved to approve the Town Garage Building Maintenance Budget Line to be exceeded by \$5,618 for the lights and repairs to overhead doors. David Rogers seconded and the motion passed 3-0.

**Deane Road Culvert** – Two engineering quotes reviewed, a third having been withdrawn, two more are outstanding. Consensus of Board was to table until the January 20<sup>th</sup> meeting.

**Chittenden County Regional Planning Commission Work Program** – Selectboard consensus to seek no matching grants through the program this application period.

**Landfill Recertification** – Notice made of receipt of State approval.

**8:40 p.m. New Business:**

**Employee Vacation Rollover** – Requests of Highway personnel reviewed.

David Rogers moved to authorize the rollover of 38.5 vacation hours by Nate Sullivan and of 11.5 hours by Scott Kilpeck. Seconded by Cliff Peterson the motion passed 3-0.

**8:52 p.m. Warrants and Minutes.**

Current Warrants reviewed and signed.

Review of 12/23/14 Special Meeting Minutes. Cliff Peterson moved to approve the minutes of the Selectboard's 12/23/2014 Special Meeting. David Rogers seconded and the motion passed 2-0-1 (Seth Friedman abstaining).

**8:54 p.m. Member Items, Correspondence, Announcements, Schedule.**

Maple Leaf Treatment Center has submitted a letter for inclusion in the Town Report. Consensus of Board was that only service agencies which receive a municipal budget appropriation may submit.

Rebate letter related to the recent energy efficiency improvements at the Underhill Flats Post Office signed by Chair.

The next regularly scheduled meeting is January 20, 2015 at 6:00 p.m. By consensus of the Board a Special Meeting will be scheduled for January 19<sup>th</sup> at 8:30 a.m. for the sole purpose of finalizing the Town Meeting Australian Ballot Items.

**8:55 p.m. Executive Session**

Cliff Peterson moved to have the Board enter Executive Session to discuss advice of counsel received; as well as matters pertaining to both pending and imminent, threatened litigation on the grounds that to do all this outside of Executive Session would prejudice not only the Town, but certain individuals. David Rogers seconded the finding and the motion to enter Executive Session. The finding and motion passed 3-0.

On a motion by David Rogers, seconded by Cliff Peterson and passing 3-0; the Selectboard exited Executive Session.

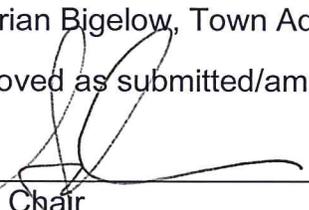
As a result of the Executive Session the Selectboard is contemplating seeking public input on the Repa Road / Repa Trail issue.

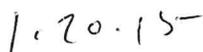
**9:45 p.m. Adjournment.**

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

  
\_\_\_\_\_  
Date