

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
6:00 p.m., Tuesday, March 17, 2015**

Selectboard: Clifford Peterson, David Rogers and Rick Heh (via telephone at 7:02)

Town Staff: Brian Bigelow

Public: Ruth Miller (MMCTV), Trafton Crandell, P.E.

6:00 p.m. Meeting called to order by Chair. Additions to agenda as follows:
February 27, 2015 minutes and Archiving of Records to New Business and Highway Structures Grant applications, Road Ordinance and Piney Grove to Old Business

6:04 p.m. Public Comment – None.

6:05 p.m. Dillon Access Permit (BE031)

Trafton Crandall, P.E. in attendance to present the proposed driveway location. Discussion about drainage ensued. Proposal to relocate the culvert shown on current plan to utilize the existing infrastructure. Modified drawings to be submitted in advance of the March 31, 2015 Selectboard Meeting.

6:17 p.m. Old Business:

FEMA HGMP VT539 – Draft letter reviewed by Board. Changes proposed. Town Administrator to follow up. By consensus the Selectboard signed the FEMA Draft Deed Restrictions. Two quotes (\$450 by Wright Appraisal Services and \$425 by Fay Associates) were obtained for a pre-event appraisal of the property. Wright appraised the property four months prior to the event.

Clifford Peterson moved to authorize the Town Administer to engage Wright Appraisal Services to perform an appraisal of the property known as VT539 in accordance with FEMA's HGMP guidelines in an amount not to exceed \$450. David Rogers seconded and the motion passed 2-0.

Deane Road Culvert Replacement and Grant Applications – Board reviewed construction grant application prepared by Town Administrator for a replacement structure on Deane Road. Additional application prepared by Town Administrator for engineering design for bridge on Mountain Road also reviewed.

Clifford Peterson moved to authorize the Town Administer^{retor} to take all necessary steps to submit a Municipal Highway Grant Application for the replacement of Deane Road Culvert provided that the scope of work be amended to clarify 'construction and installation'. David Rogers seconded and the motion passed 2-0.

Clifford Peterson moved to authorize the Town Administer^{retor} to take all necessary steps to submit a Municipal Highway Grant Application for an engineering design for a replacement bridge on Mountain Road provided that the scope of work be amended to

clarify 'Overall Site Plan to include structure design, details and specifications'. David Rogers seconded and the motion passed 2-0.

Two annually required, and grant requirement, VTrans documents (1) Certification of Compliance for Town Road and Bridge Standards and Network Inventory, and (2) Annual Financial Plan signed by Board.

Purchasing Procedures – Board consensus is that purchasing controls need to be tightened and the purchasing policy needs to be adhered to. Item to be discussed by full board at a later date. Board is concerned that the highway budget may be exceeded this year. Town Administrator directed to draft a memo to the Road Foreman that for the remainder of the fiscal year purchases in excess of \$500 and the hiring of temporary help or outside contractors are only allowed with Selectboard approval.

6:55 p.m. New Business:

Laptop Purchase – Discuss at next Selectboard meeting with full board.

Old Schoolhouse #5 – Historical Society is looking at fundraising and organizing a work party schedule.

Conservation Commission – Process and practicality of merger with the Planning Commission to be investigated.

7:02 p.m. Rick Heh joined the meeting via conference call.

Spring 2015 Road Postings – Proposal to post the town highways for 'Mud Season' reviewed by Selectboard.

Clifford Peterson moved to post the Town Highways with an anticipated lifting of the restriction date of May 8, 2015. David Rogers seconded and by a roll call vote the motion passed 3-0 with Clifford Peterson, David Rogers and Rick Heh voting in the affirmative.

Piney Grove – Clifford Peterson summarized the status of the legal proceedings to include the Appellant withdrawing the appeal to the Environmental Court of the Development Review Board's decision. Options discussed.

Clifford Peterson moved that the Town not initiate a Notice of Violation to allow the Owner the opportunity to develop a mediation plan. David Rogers seconded and by a roll call vote the motion passed 3-0 with Clifford Peterson, David Rogers and Rick Heh voting in the affirmative.

Petition for Appeal of Road Ordinance - Board discussed recent Front Porch Forum posting where a resident questioned if the ordinance includes language where the Town could make use of private landowner's driveways and trails. Consensus of the Board

was that a brief, neutral response that the concern was unfounded, to include a link to the ordinance, was appropriate.

Archiving System - Email from Finance Director regarding a computerized archiving system reviewed by Board. Consensus of Selectboard that it would be appropriate to investigate options but was concerned with the associated costs.

Review of February 27, 2015 Minutes – Special Meeting held solely for the purpose of an employee evaluation. The only attendees were Mona Shepard and the current and previous Selectboard Chairs. Clifford Peterson to contact Seth Freidman.

7:22 p.m. Warrants and Minutes.

Warrants reviewed and signed by Clifford Peterson and David Rogers.

Review of March 3, 2015 Regular Meeting minutes and the March 10, 2015 Special Selectboard Meeting minutes.

David Rogers moved to approve the minutes of the Selectboard's March 3, 2015 Regular Meeting. Clifford Peterson seconded and the motion passed by a roll call vote of 3-0 with Clifford Peterson, David Rogers and Rick Heh voting in the affirmative.

David Rogers moved to approve the minutes of the Selectboard's March 10, 2015 Special Meeting. Clifford Peterson seconded and the motion passed by a roll call vote of 3-0 with Clifford Peterson, David Rogers and Rick Heh voting in the affirmative.

7:30 p.m. Member Items, Correspondence, Announcements, Schedule.

Correspondence received by Selectboard –

- Airvac quote for annual filter purchase reviewed. Consensus of Board was to have David Rogers be the point man on filter purchases. Discussion about how to have staff safely replace filters ensued. Scaffolding will be required as the height of the equipment and the weight and bulk of the filters render a ladder unsafe for that purpose.
- Email from Dan Steinbauer complimenting process to fill the Selectboard vacancy.
- Correspondence related to the Jericho Market application (Selectboard letter of March 9, 2015, Lamoureux & Dickinson review of March 2, 2015 and VTrans Letter of Intent dated February 11, 2015).
- Underhill-Jericho Fire Department Chief mat Champlin provided a review of department activities with quarterly invoice and statistics related to the 60/40 funding split with Jericho. Consensus of Board was that the Chief's offer to attend a Selectboard was appreciated but not necessary.
- Budget Status Report dated 3/12/2015 received.
- Review of process for dealing with requests for GIS data requested by Town Planner. Chair to follow up with the Town Planner.

- Contract between the Town and Kermit Blaisdell for appraisal services signed on March 10, 2015. Discussions ensued about contractor's status as sole source vendor, professional services, ratification of contract and purchasing policy error. Validity of executed contract not in question. Board acknowledges error of policy and will have a conversation with Chief Lister Pam Shover and Kermit Blaisdell.
- David Rogers suggested that all contracts be vetted by Finance Director prior to being presented for Selectboard approval. Consensus of Board was that the suggestion would be an appropriate process.

The next regularly scheduled meeting is March 31, 2015 at 6:00 p.m.

7:50 p.m. Executive Session

Clifford Peterson moved to enter Executive Session on a specific finding that premature general public knowledge would clearly place the Selectboard at a substantial disadvantage in discussing pending civil litigation to which the Town is a party and discuss confidential attorney client communications made for the purpose of providing professional legal services to the Selectboard. David Rogers seconded and the finding and motion passed by a roll call vote of 3-0 with Clifford Peterson, David Rogers and Rick Heh voting in the affirmative.

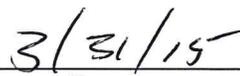
At 8:20 p.m., on a motion by David Rogers, seconded by Clifford Peterson the Board came out of Executive Session on 3-0 roll call vote with Clifford Peterson, David Rogers and Rick Heh voting in the affirmative. No action taken as a result of Executive Session.

8:21 p.m. David Rogers moved to adjourn. Rick Heh seconded and the motion passed by a roll call vote of 3-0 with Clifford Peterson, David Rogers and Rick Heh voting in the affirmative.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended.


Clifford Peterson, Chair


Date