

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
6:00 p.m., Thursday, August 30, 2012**

**Present:**

**Selectboard:** Brad Holden Chair, Steve Owen Vice-chair, Seth Friedman

**Office:** Dawna Brisson-Town Administrator, Sherri Morin- Town Clerk/Treasurer, Kari Papelbon- Zoning & Planning Administrator, Nate Sullivan- Road Crew

**Public:** Doug Robie, Dan Mac Donald, Elizabeth MacDonald, Charlie VanWinkle, Peter Bennett, Karen McKnight

**MMCTV:** Ruth

**6:02 p.m. Meeting called to Order by Selectboard Chair**

**6:02 p.m. Public Comment – Peter Bennett of 20 Edgemont Rd-** 1. Crosswalks have been recently repainted, is there a chance of getting crosswalk markers? Selectboard informs 5 have already been ordered and are on the way. 2. At the 7/31/12 meeting a petition was filed by 118 residents to terminate the option to purchase the Albertini property and know the deadline for the option agreement is soon, so wanted to let you know that we stand by our statements and remarks made in the petitions favor. He states the Selectboard entered into the agreement without voter approval originally and understands they can terminate without voter approval. The Selectboard invites Peter to stick around, as the petition is on the agenda later in the meeting and acknowledge that they owe a response to the petition.

**6:05 p.m. Peter Bennett departs.**

**6:05 p.m. Doug Robie of 11 Lower English Settlement Rd –** Provides the Selectboard with a copy of a letter titled Lower English needs a lower Speed Limit. He explains he put this letter in 19 mailboxes on Lower English and received 11 back, 10 of which are in favor, so just over 50%. He and neighbors Dan and Elizabeth MacDonald give examples of what they are seeing and why they feel it should be lowered. The Selectboard informs them that lowering the speed limit will require a new traffic study. Other options also available would be to call the companies of any delivery truck going too fast on the road, having the sheriff office focus some of their time in that location, also the town is considering getting a digital sign. Doug states the purpose is not to harass anyone, if posted at 35 people tend to go 40 and if posted at 25 will tend to go 30, which is a more reasonable speed, so would like to have a traffic study done.

**6:20 p.m. Doug Robie, Dan & Elizabeth Mac Donald depart.  
Charlie Van Winkle and Karen McKnight join the meeting.**

- 6:20 p.m. Development Review Board** – Charlie explains Karen filed an application for a position on the DRB, was interviewed 1 week ago and was unanimously approved. The DRB recommends to the Selectboard that she be appointed to the DRB. He hands the Selectboard a Memo from Kari Papelbon which is a written request for the Selectboard to appoint Karen to a 3 year term to end March of 2015, and a letter from Karen explaining her interest in the position and her qualifications. The Selectboard interviews Karen. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard appoints Karen McKnight to the DRB for a 3 year term expiring March 2015. The motion passes 3-0.
- 6:25 p.m. Charlie Van Winkle and Karen McKnight depart.**
- 6:25 p.m. Sherri Morin-** Informs the Selectboard the yearly building maintenance of cleaning the carpets will be tomorrow Fri and the offices have to be closed. This is done over a long weekend to give the carpets time to dry. The closing of the building interferes with Pam and Dawna’s part time hours and ask that the Selectboard consider paying them for their regularly scheduled hours for that day. On motion by Steve Owen, seconded by Seth Friedman, the Selectboard approves paying Pam and Dawna their hours for Friday due to the building being closed. The motion passes 3-0.
- 6:27 p.m. Sherri Morin departs.**
- 6:27 p.m. Zoning and Planning Administrator- Kari Papelbon**  
**Draft Capital Improvement Plan for 2014-2018-** presenting for the Planning Commission, the draft approved by the Planning Commission based on input from everyone that responded. Items to be aware of are: Infrastructure Upper English, Sidewalk construction/feasibility study update, building upgrades, new roof, plan does not included all items requested by Recreation committee, need updated figures beyond this year, and grants are place holders except current year. Selectboard should look over, then have an in depth discussion/meeting, need to adopt before budget talks in Oct/Nov, so can implement for FY 13-14. Needs input from Selectboard and Department heads. Need to add in vault retrofit, Town Garage roof, need to get road inventory up to date. Need to determine also how going to fund the capital reserve, the numbers are quite large. Kari clarifies the CIP is for major projects over \$5000.00, not general maintenance. Selectboard schedules a special meeting to discuss the CIP for Sept. 21 at 8 am, provided staff available. Committees to be asked again for a list of possible capital improvement projects for FY13-14.  
**Zoning & Planning Update-** 39 Building permits and approx 6 new dwellings to date. Subdivision are low this year. Started a written report on the flood plain conference.

Next Planning Commission meeting is 9/19/12 at 6:30 pm, the CCRPC and River Management will be coming in to speak about the fluvial erosion hazard zone along the Brown's and its reaches, so we can learn more about it and the implications of adopting.

Proceeding with the redistricting project, which is on schedule for fall public information sessions. However, not able to meet the Nov. deadline, so will do all changes at once and take up at Town Meeting.

Met with Jericho today regarding a joint application for Village master planning for ECOS implementation grant. Not sure what the grant will look like, but feel Village master planning is needed. RFP for grant application is on-line at ECOS-\$50,000, 10% in kind and federal grant requirements. Will make sure Mona has a copy. Need to move quick as the applications are due 9/21/12.

Dumas Rd Access permit- very flat area, neighbors have concerns about the road, the hearing will be 09/17/12.

**Balance of Kari's review** scheduled for 09/21/12 at 8am prior to the meeting on the draft CIP.

**Draft DRB minutes for 08/20/12**-The draft of minutes was approved by the DRB today, so are final minutes. The Selectboard reviews and approves the minutes. Kari thanks the Selectboard for attending that meeting.

**7:00 p.m.**

**Town Administrator- Dawna Brisson-**

**Status of illegal curb cut on N Underhill Station Rd-** Brad states the culvert has been pulled out, area regraded, but no seeding and looked more like a road than before. It is back to its natural grade, but would like to follow up with another look regarding the seeding.

Note: a letter was written to the Selectboard from Dennis Warren regarding the illegal curb cut and several other roads made thru the Russin's property. The Selectboard feels the tree cutting and roads on his property are not the Selectboard's call, more neighbor to neighbor trespass, but will go take another look and get back to Mr. Warren.

**Road concerns-**

**Dumas Rd** – Patricia Gray called concerned the road is too narrow and condition too poor to handle additional housing without improvement and wanted to know if the Selectboard has plans to improve the road. The DRB hearing is on 9/17/12. Brad will measure and look at existing conditions and review plans for the access permit. Kari also has a letter form Patricia that she will forward to the Selectboard.

**7:15 p.m.**

**Nate Sullivan arrives.**

**Deane Rd-** Caitlin Coughlin submitted an email requesting a real ditch be installed on the upper side and the road be graded away from their property. Nate reports that there is a catch basin just above the drive and

Jim ditched the upper part and put in a water bar above. Brad will take a look at area.

**Krug Rd-** Wash outs- Nate will stone it.

Discuss communication of roadwork plans, and how it is hard due to the fact it is a moving target, what is planned to be worked on doesn't always happen due to unforeseen circumstances.

**7:20 p.m. Kari Papelbon departs.**

**Custom Service Contract Proposal** for 12 month standard chassis coverage. VIN:DJ179002. Vehicle Service Contract Coverage, Excluding Engine, 100% P&L signed by Brad Holden for the Selectboard.

**Custom Service Contract Proposal** for 36 month standard engine coverage. VIN: DJ179002. MaxxFer 13 Comprehensive Plan, 100% P&L, Towing 60 months \$782.00 signed by Brad Holden for the Selectboard.

**Updated Basic Emergency Operations Plan** reviewed at 8/2/12 Selectboard meeting, needs to be approved and date implemented added, didn't do at that time since not all 3 members were present. On motion by Steve Owen, seconded by Seth Friedman, the Selectboard approves the updated BEOP to be implemented 08/30/12. The motion passes 3-0.

**VLCT voting delegate-** Town of Underhill will not be sending a voting delegate to VLCT's annual business meeting 10/04/12.

**Stormwater Discharge Permit for Mount Vista** the required vegetation trimming has been done as of last week 08/13. Brad spoke with Champlain Consulting today and still need to complete the culvert repairs.

**Town Hall Stair Maintenance** scheduled to be done in September by Pete Czaja for approximately \$200.

**Approve invoice from Tech group for 1 yr renewal of Symantec Endpoint Protection.** If we let lapse and want to renew later, will require us to buy all new software again. Brad approves the invoice.

**Computer System** – A lot of money to go to a managed package. Discuss pros and cons of this level of support. Want to think on this aspect a little longer. All 3 vendors recommended we secure the access, improve our email and replace our server. The Selectboard decides to pay for the loaner firewall and schedule Tech group to come in and secure with a password. Check into details and cost of outsourcing our email to Google or Microsoft. Check with NEMRC on how any of the changes looking into will affect their application. Then will revisit at next meeting.

**Donation in Memory of-** Set a policy amount for this type of donation and then have to decide on a case by case basis if donating. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard sets the amount to donate in memory of to \$100 for future occasions. The motion passes 3-0. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves donating \$100 in memory of Peter Seybolt. The motion passes 3-0.

7:45 p.m.

**Other Items-**

**Land possibly available for sale adjoining Town Hall and adjoining the Post Office in the center-** If did want to make an offer, proper procedure for land purchase? Statute re: land purchase? Problem in past of Selectboard entering into a contract without voter approval, but voter approval would take time. How to lock it up long enough to go to voters? All Selectmen agree should investigate, locations are good with good options for the future.

**Town Hall Painting Quotes-** Seth provides 2 quotes that include dealing with the lead paint and the large amount of repair that the building requires. Both contractors spoke highly of the historic nature and both could do the project next year, already booked for this year. Possibly separate the repair out from the painting and see if can get quotes from local people for that portion. Also plans on getting a couple more quotes for the painting. Since not till next summer, can ask the voters if money left over from the roof can be used toward painting. Also need to replace the 3 air conditioners. Will check with Energy Committee on thru the wall vs. window units for Town office, listers office and finance office.

**Town Hall Roof-** Roof is a good color and looks much better, but could use 1 more coat. Seth to look into having another coat put on.

**Hydro seeding** Pleasant Valley and Stevensville where grass is sparse, Landshapes quoted \$700 per load and will require 7 to 8 loads, so \$5600. Will look into cost of renting from Johnson Farm & Garden and having our crew do.

**Petition to Terminate the Option to Purchase the Albertini Land –** Peter mentioned earlier entering into without voter approval, to clarify voters did approve the option continuing. Yes, according to our Attorney the Selectboard is able to terminate this option. The Selectboard discusses the current issues with this option -at this point can't even finish permits before option would expire, too complicated, daunting task, no one has time to address, would have to do a feasibility study, need to consider all the options, cart before the horse, not educated enough to decide and operate, cost of excavating and crushing, cost of property, other startup costs, and not fair to keep Albertini's land tied up for 6 years. The Selectboard discusses using the money and time to focus on improving the roads now, already behind on, instead of pursuing a gravel pit. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard moves to terminate the option to purchase. The motion passes 3-0. The Selectboard acknowledges that the whole process was all under good intentions to fix our roads, but need to move forward and put our energy into getting a better handle on road conditions and fixing roads that either have no base or the base is gone, so we don't waste money during mud season.

8:30 p.m.

**Nate Sullivan-** Asks the Selectboard to consider reimbursing Brad for hours put in on Park St. shooting grade and laying pipe, having a 4<sup>th</sup> person was very helpful. Brad states he appreciates it, but is

uncomfortable with how the public might perceive. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves reimbursing Brad Holden for his work on Park St, stating they understand his worry about public perception, however, he was down there with his own equipment doing work he is good at. The motion passes 2-0, 1 recused himself.

**8:35 p.m.**

**Minutes-**

**Approval of 7/19/12 Selectboard Meeting Minutes-** On motion by Seth Friedman, seconded by Brad Holden, the Selectboard approves the minutes as written. The motion passes 2-0, 1 abstain.

**Approval of 7/31/12 Selectboard Meeting Minutes-** On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves the minutes as written. The motion passes 2-0, 1 abstain.

**Approval of 8/02/12 Selectboard Meeting Minutes-** On motion by Steve Owen, seconded by Brad Holden, the Selectboard approves the minutes as written. The motion passes 2-0, 1 abstain.

**Approval of 8/16/12 Selectboard Meeting Minutes-** On motion by Steve Owen, seconded by Brad Holden, the Selectboard approves the minutes as written. The motion passes 2-0, 1 abstain.

**Approval of 8/20/12 Selectboard Meeting Minutes-** On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves the minutes as written. The motion passes 3-0.

**8:40 p.m.**

**Warrants-** Selectboard reviews and approves, except one, the check to Albertini's was voided.

**8:42 p.m.**

**New Business –**

**Possible dead mouse in wall at Town Hall.** Selectboard determines the smell seems to be coming from floor, carpets scheduled to be cleaned tomorrow, wait and see if goes away.

**'91 Truck for sale ad –** Jed Abair will write, Seth Friedman to put add in Truck trader and graigslist, Dawna Brisson to put ad on VLCT, Brad reminds work done on truck last fall that should be mentioned.

**Announcements –** Next Regularly Schedule Selectboard Meeting is 9/13/12 at 6pm.

**8:48 p.m.**

**Adjourn –** On motion by Steve Owen, seconded by Brad Holden, the selectboard adjourns the Selectboard meeting. The motion passes 3-0.

Dawna Brisson, Town Administrator  
Read and Approved as submitted/amended



Brad Holden, Chair

9/27/2012  
Date