

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
THURSDAY AUGUST 15, 2013**

*****~~DRAFT~~*****

Selectboard: Brad Holden, Seth Friedman, David Rogers

Town Staff: Brian Bigelow, Town Administrator,

Public: Meg Armstrong, PE, Ruth Miller (MMCTV15) and Steve Abair (arrived 6:20p.m.)

6:00 p.m. Meeting called to order. No Public Comment.

6:01 p.m. Opening of Bids for Page Road Culvert Replacement.

The Board opened the four bids received.

J. Hutchins, Inc.

\$171,525 Base Bid (Pre-Cast Concrete Open Box)

\$133,925 Alternate Bid (Multi-Plate Steel Arch)

John Scott Excavating, Inc.

\$151,800 Base Bid (Pre-Cast Concrete Open Box)

\$128,900 Alternate Bid (Multi-Plate Steel Arch)

Engineer's Construction, Inc.

\$195,000 Base Bid (Pre-Cast Concrete Open Box)

\$170,000 Alternate Bid (Multi-Plate Steel Arch)

G.W. Tatro Construction, Inc.

\$124,380 Base Bid (Pre-Cast Concrete Open Box)

\$117,880 Alternate Bid (Multi-Plate Steel Arch)

David Rogers moved to accept the G.W. Tatro bids, if after consultation with the Project Engineer; they are able to meet the scheduling deadlines. Seth Friedman seconded and the motion passed 3-0. Meg Armstrong to contact all bidders and Mike Weisel. Meg Armstrong departed.

6:25 p.m. Opening of Bids for Town Hall Renovations. No bids were received for this project. Requirement of bond and scope of project were discussed. The Board will contact Mike Weisel and reevaluate.

6:32 p.m. Appointment of Acting Administrative Officer. David Rogers moved to appoint Town Administrator Brian Bigelow as Acting Administrative Officer while the Planning & Zoning position is vacant. Seth Friedman seconded and the motion passed 3-0. Bigelow to forward applications for the vacant Administrative Officer position to the Planning Commission ahead of their August 21st meeting for their review and nominations.

6:46 p.m. Application for Catering License. David Rogers moved to approve the application of Markey Hospitality LLC for a Catering License for August

31 at 165 Deane Road. Seth Friedman seconded and the motion passed 3-0. License signed by the Chair and returned to Town Clerk.

6:50 p.m. Old Business:

Underhill Center Post Office Maintenance. Seth Friedman reported on his visit to the building. Evidence of leaking is apparent and the proximity of trees threatens foundation in addition to the shade compromising the shingles. Seth Friedman moved to direct Town Administrator to contact several local contractors to explore roof repair or replacement options as well as tree removal. David Rogers seconded and the motion passed 3-0.

Request of Cynthia Seybolt regarding closing of a portion of TH #36 (Maple Leaf Road). Along with Seybolt's original request, area resident Steve Abair attended and spoke. Notes from area resident Jim Fredricks and Underhill Road Foreman Nate Sullivan were received. The Selectboard consensus was that prior to initiating any formal process they would schedule an opportunity for public comment at their regularly scheduled meeting of September 12th @ 6:00 PM. Town Administrator directed to contact abutting property owners prior to the meeting.

7:11 a.m. Steve Abair departs.

Zoning Enforcement action at 190 Beartown Road, property owned by Robert Blais. The Selectboard reluctantly recognizes that Mr. Blais has not complied with the court order dated February 27, 2013. Seth Friedman moves to direct the Town Administrator to contact the municipal attorney and start the process of removing structures and shelters as per the Court Order. David Rogers seconded and the motion passed 3-0.

Appointment of CCRPC Representative. Seth Friedman moves to appoint Brian Bigelow, Town Administrator as the Town of Underhill representative to the Chittenden County Regional Planning Commission. David Rogers seconded and the motion passed 3-0. David Rogers to serve as Alternate Representative.

Prioritization of Town Administrator's Project List prepared by previous Town Administrator Dawna Brisson. The list was reviewed and the Town Administrator was directed to focus initially on ongoing FEMA and Hazard Mitigation issues, PACIF Equipment Grant, Computer/server issues, Town Highway Mileage Certification, Narrow Band License renewal and update of the Municipal Road Policy.

7:30 p.m. New Business

CCTA proposed Jeffersonville Commuter. Notice made of upcoming public hearings (Cambridge - 8/21 and Jericho - 8/26). Town Administrator to attend the Jericho meeting.

Town Constable Vacancy. Underhill resident Cody Johnson expressed interest in the position. Town Administrator directed to contact Mr. Johnson and study the statute and determine what the Town may be lacking with the position unfilled.

Old School Task Force. Seth Friedman moves to appoint Underhill residents Peter Czaja, Millissa Frost, Jennifer Poutre, Jones Deady, Rebecca Rogers, Michael Diffenderfer, Roger Frey, Carla Hochschild, Nancy Miller Davis, Amy Golodetz, Greg Leech and Irene Linde to the Task Force. Brad Holden seconds and the motion passes 3-0.

Social Media. Conversation initiated by a suggestion of resident Cindy Cross-Greenia for a Town of Underhill Facebook page. Consensus of the Selectboard is that the Town's webpage, Front Porch Forums and the phone line were an adequate number of options but that a 'rss' link ought to be considered as an upgrade to the Town Website.

Energy Audit for Town Garage. Town Administrator to confirm status of audit with Road Foreman.

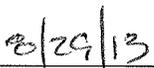
7:55 p.m Minutes and Warrants. The payroll was signed by the board. A motion on the minutes was delayed to allow a correction to the draft. The minutes will be considered on the next Selectboard Meeting on August 29, 2013.

7:56 p.m. Adjournment. On a motion by David Rogers, seconded by Seth Friedman the Selectboard adjourns this 08/15/13 meeting. The motion passes 3-0.

Brian Bigelow, Town Administrator
Read and Approved as submitted/amended



Brad Holden, Chair



Date