

**TOWN OF UNDERHILL
SELECTBOARD REGULAR MEETING MINUTES
Underhill Town Hall
Tuesday, March 3, 2020, 4:00 p.m.**

Selectboard: Pat Sabalis, Dan Steinbauer and Bob Stone

Town Staff: Nate Sullivan and Brian Bigelow

Public: Angelike Contois (MMCTV) and Kurt Johnson

4:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Pat Sabalis. Adjustment to agenda: add update from Highway Equipment & Infrastructure Committee (HIEC).

4:02 p.m. First Public Comment Period. None.

4:03 p.m. HIEC Update. Kurt Johnson, HIEC Chair, on hand to provide updates on road and bridge projects.

Bridge #8, Pleasant Valley Road. Engineer's Construction wants to start early, specifically during mud season. Discussion ensued regarding rental of traffic light (~\$2,500/month) to keep one lane open during the project or closing the bridge and detouring traffic across Irish Settlement Road and Sand Hill Road. Consensus of Selectboard is to proceed with traffic light option. HIEC will hold a Public Informational Meeting prior to construction commencing.

Pat Sabalis moved to authorize an amount not to exceed \$2,500 for traffic signals in conjunction with the repairs and renovations of Bridge 8 on Pleasant Valley Road. Dan Steinbauer seconded and the motion passed 3-0.

Poker Hill Road and Irish Settlement Road Reconstructions. General discussion regarding potential uses by the Town for the material removed as part of the reconstruction projects to include possible future parking area associated with Tomasi Land and/or, provide material to property owners for spreading on class 4 roads. HIEC Chair has identified points of contact for area class 4 roads. Additional conversations to be had with the Jericho Underhill Land Trust and interested property owners of Class 4 Roads. Additional general discussion ensued regarding the possibility of closing Irish Settlement Road during the project and do a full width rebuild rather than one lane at a time. Access to properties, school bus routes and amount potential savings identified as questions that need further study. HIEC Chair will have additional discussions with the Project Engineer and contractor.

4:28 p.m. Old Business.

Health Insurance Advisory Services Agreement. Selectboard and staff discussed the Vermont League of Cities and Town's January 30, 2020 memorandum regarding their offered Health Advocate Program. Cost of program includes a set administrative cost of \$500 and a variable cost of \$15 per month per enrolled employee. Consensus of Selectboard is that this is a program that would be of value to the Town's employees.

Pat Sabalis moved to authorize the Town Administrator to sign the Health Insurance Advisory Services Agreement with Hickok & Boardman at a cost of approximately \$1,200 per year. Bob Stone seconded and the motion passed 3-0.

2023 Reappraisal Bids. Chair sought input from Jericho and Cambridge representatives for suggestions and assistance in evaluating the two proposals (Tyler Technologies for \$165,500 and Vermont Appraisal Company is for \$89.80 per parcel. Current parcel count of 1,324 gives a figure of \$118,895). Cambridge Lister offered to review the proposals. Jericho recommended a contractor for review. Consensus is for have the proposals reviewed by the Cambridge Lister.

4:28 p.m. New Business.

Transition Planning. Outgoing Chair reviewed ongoing projects. Letter requested by Road Foreman regarding plowing into Town Roads and Winter Parking violations have been drafted and sent. Letters regarding driveways that direct water into a Town road have been drafted and need to be finished and mailed. Town Administrator to finalize these for Selectboard signature.

Pat Sabalis offered, if elected Town Agent, to be of assistance to the Selectboard in whatever capacity they see fit. Offer includes drafting new or revised policies or ordinances.

4:40 p.m. Member Items, Correspondence, Announcements, Schedule: In the absence of a known winner in the Selectboard race consensus of the returning board is to stay on the current schedule until the third member is sworn in. Notice made of the next Selectboard meeting scheduled for March 19, 2020 with a 6:00 p.m. start.

Correspondence.

- Assessing Clerk email of March 2, 2020 with partial Fall 2020 training schedule. State training schedule not finalized. Training is required for Vermont Property Assessor (VPA) rating. Consensus of Selectboard is the training is appropriate and noted the majority of expenses are reimbursable.
- Budget Status Report date 03/02/2020 provided by Finance Officer.

4:42 p.m. Second Public Comment Period. None.

4:44 p.m. Executive Session. Pat Sabalis moved that the Selectboard enter Executive Session with the Road Foreman under: 1 VSA §313 (a)(3) Appointment or employment or evaluation of a public officer or employee. Dan Steinbauer seconded and the motion passed by a vote of 3-0.

At 6:00 p.m. the Selectboard exited Executive Session. Actions taken as result of Executive Session:

Pat Sabalis to contact Finance Officer in near future

Dan Steinbauer will speak with the preferred applicant and based on that conversation may offer a regular full-time position on the Road Crew.

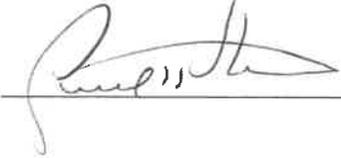
6:02 p.m. Warrants and Minutes. By consensus the Board reviewed and signed current warrants.

Pat Sabalis moved to approve the minutes of the February 20, February 25 and February 2, 2020 Special Meetings of the Selectboard. Bob Stone seconded and the motion passed by a vote of 3-0.

6:04 p.m. Adjournment: On a motion made by Pat Sabalis and seconded by Dan Steinbauer the Selectboard voted 3-0 to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended


_____, Chair 3/19/2020
Date