

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Monday, March 13, 2017, 6:00 p.m.**

Selectboard: Rick Heh, Kurt Johnson and Pat Sabalis

Town Staff: Brian Bigelow

Public: Ruth Miller (MMCTV), Peter Bennett, Don Tobi, Dan Steinbauer, Paul Ruess, Mike Oman, Deb Moore, Tom Moore, Peter Duval

6:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Rick Heh. No adjustments to agenda.

6:01 p.m. Public Comment Period. None

6:02 p.m. Organizational Meeting:

- Kurt Johnson nominated Rick Heh for Selectboard Chair. Pat Sabalis seconded and the motion passed 3-0.
- Pat Sabalis nominated Kurt Johnson for Selectboard Vice Chair. Rick Heh seconded and the motion passed 3-0.
- Pat Sabalis moved to adopt draft Rules of Procedure. Kurt Johnson seconded and the motion passed 3-0.
- Pat Sabalis moved to adopt the draft 2017-2018 schedule of regular meetings being held every other Tuesday. Kurt Johnson seconded and the motion passed 3-0.

The Selectboard had a conversation with Don Tobi to discuss his interest in serving as Underhill's Tree Warden. Dan Steinbauer joined the conversation related to the threat Emerald Ash Borer and inventories being performed by the Underhill Conservation Committee. Don Tobi confirmed that he planned on volunteering his time but would be recommending budgeting for items like fertilizer and new plantings.

- Kurt Johnson moved to appoint Don Tobi as Tree Warden. Pat Sabalis seconded and the motion passed 3-0.

6:22 p.m. New Business.

Appointments to Town volunteer positions and bodies:

The Selectboard considered reappointments to the Planning Commission, Development Review Board, and Conservation Commission. Peter Bennett, Chair of the Energy Committee asked that appointments and reappointments to that Committee wait until March 28 as they are considering new applicants.

Kurt Johnson moved to make reappointments as follows:

- Jennifer Silpe as Animal Control Officer for a 1 year term expiring in 2018
- Sue Kusserow as Town Service Officer for a 1 year term expiring in 2018
- Patrick Lamphere to the Planning Commission for a 4 year term expiring in 2021
- Andrea Phillips to the Planning Commission for a 4 years term expiring in 2021
- Karen McKnight to the Conservation Commission for a 4 year term expiring in 2021
- Patrick Lamphere to the Conservation Commission for a 4 year term expiring in 2021
- Karen McKnight to the Development Review Board for a 3 year term expiring in 2020
- Mark Greene to the Development Review Board for a 3 year term expiring in 2020

- Shanie Bartlett as Development Review Board alternate for a 1 year term expiring in 2018
- Will Towle as Development Review Board alternate for a 1 year term expiring in 2018

Pat Sabalis seconded and motion passed 3-0.

Dan Steinbauer/CSWD. Town representatives to the Chittenden Solid Waste District (CSWD) Dan Steinbauer and Paul Ruess met with the Selectboard to discuss potential Food Scrap Collection Exemption. CSWD memo of January 18, 2017 reviewed. Without the exemption haulers will be required to offer curbside collection of residential organics by July 1, 2017. Either way residential organics will be banned from the landfill by 2020. Recommendation of Mr. Steinbauer and Mr. Ruess is to not seek the exemption. Consensus of the Selectboard is to not pursue the exemption at this time.

Deputy Health Officer. The Selectboard interviewed Deb Moore for nomination to the State of Vermont Health Commissioner as Deputy Town Health Officer.

Kurt Johnson moved that Deb Moore be recommended to Vermont Department of Health for appointment as Deputy Town Health Officer for the Town of Underhill. Pat Sabalis seconded and motion passed 3-0.

Energy Committee. Peter Bennett, Chair of the Energy Committee and resident Mike Oman met with Selectboard to discuss the status of the Jeffersonville Commuter. The Energy Committee with assistance from Mike Oman is offering to help with the next step of the issue while recognizing that the next step has not been identified and that multiple options may exist. Recognition made of the level of support for the Commuter expressed at Town Meeting. Consensus of the Selectboard is to accept the Energy Committee offer as per their memorandum of March 12, 2017.

FY2018 Vermont Better Roads Grant Program. Staff is completing an application for stormwater improvements on Irish Settlement Road. The deadline for application is before the next Selectboard meeting.

Rick Heh moved that the Town Administrator be authorized to sign the grant application when complete. Pat Sabalis seconded and motion passed 3-0.

By consensus the Selectboard moved on to Old Business and Member Items and will return to discuss key topics for the upcoming year prior to adjournment.

7:42 p.m. Old Business and Member Items

Flats Sidewalk Update, Proposed Amendment #2. Staff advised Selectboard of status of Flats Sidewalk, specifically that draft easements are under review by VTrans personnel. Selectboard and staff reviewed proposed Amendment #2 requested by Lamoureux and Dickinson (L&D) in the amount of \$1,472.00. Consensus of Selectboard that while appropriate in this instance it wasn't necessarily best practice and directed staff to pass that sentiment on to L&D.

Rick Heh moved to approve Amendment #2 as per Lamoureux & Dickinson letter of March 8, 2017. Kurt Johnson seconded and the motion passed 3-0.

- Kurt Johnson updated Board on result of Site Visit to the Chamberlin subdivision with representative of the Underhill Jericho Fire Department and applicant. Applicant Andy Chamberlin will proceed with the original Preliminary Access Approval.

- Town Garage Air Filters quote from February 28 meeting were discussed and the consensus of the Board was to authorize the Road Foreman to make the purchase.
- Lister vacancy status discussed. One known application submitted to date. Application deadline is March 14, 2017. Chief Lister Pam Shover to be invited to an April Selectboard meeting.

8:10 p.m. Warrants and Minutes. By consensus the Board reviewed and signed current warrants. Questions were raised about a late fee, the purchase and hauling of material for mud season and a tow strap. Staff directed to try to locate the previous study of cost comparison between outside contracting for materials hauling or doing it in house.

- Rick Heh moved to approve the minutes of the February 28, 2017 Regular Meeting of the Selectboard. Kurt Johnson seconded and motion passed 2-0-1 (Pat Sabalis abstaining).
- Rick Heh moved to approve the minutes of the February 28, 2017 Special Meeting of the Selectboard. Kurt Johnson seconded and motion passed 2-0-1 (Pat Sabalis abstaining).

8:23 p.m. New Business (continued).

Future Selectboard Topics. Bid Process

General discussion held relating to the following topics:

- Kurt Johnson’s memorandum of topics & subject areas of key interest to the Town. Intention is to prioritize and set discussion dates as necessary.
- Quarterly updates from Finance Director at Selectboard meeting after each quarter has been closed.
- Vermont League of Cities & Towns onsite training with staff and volunteers. Scheduling not finalized, possible date Thursday, April 6
- Exploration of grant opportunities for Town Hall improvements
- Need to identify and draft bid documents in a timely manner with a particular focus on Town roads.

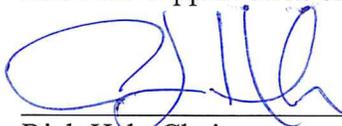
8:22 p.m. Correspondence, Announcements, Schedule: Notice made of the next Regular Selectboard meeting being held on March 28, 2017

Notice made of receipt of FY17 vs FY 18 Tax Rate Calculation (reflecting Town Meeting additions of \$9K Schoolhouse & \$5K GMT, totaling \$14,000), February Budget Status Report and Repa Road PACIF Reimbursement Status, notification of FairPoint sale to Consolidation Communications, and of a ceremony recognizing the awarded Historic Preservation Grant for improvements to Old Schoolhouse #5 - Historical Society advised and hopefully can attend.

8:51 p.m. Adjournment: On a motion made by Kurt Johnson and seconded by Pat Sabalis, the Selectboard voted 3-0 to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended



Rick Heh, Chair

3-28-17

Date