

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Thursday, March 19, 2020, 6:00 p.m.**

Selectboard: Dan Steinbauer, Bob Stone and Peter Duval

Town Staff: Nate Sullivan

Public: Ruth Miller (MMCTV), Kurt Johnson, Deb Moore, Anton Kelsey, Brad Holden

6:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Dan Steinbauer. Adjustments to agenda: Housing Needs Assessment, Demolition Range, Pat Sabalis – Town Agent authorization.

6:01 p.m. Public Comment Period. Kurt Johnson stated that “These are interesting times that we are in” Dan responded that the Town will persevere and figure out new ways to operate town government.

Road Foreman, Highway Updates: Road Foreman Nate Sullivan met with Selectboard and provided updates on the following: A new fixed rate contract for calcium chloride at a secured price of 93 cents per gallon for 4100 gallons of product, approved and signed by the Board. A new contract with ADA for traffic control for the ensuing year, approved and signed by the Board.

Nate said that the fire inspection was completed for the garage and as a result the detectors will need to be updated. Bob would like estimates from Matt Brewer and others in order to bring the garage back into compliance. Bob also asked Nate to look into safety switches for the overhead doors.

Fuller Road: Nate received a call that a culvert was undermined, Dan and Nate performed a site visit to inspect the situation. Nate installed a large steel plate topped with gravel to address the safety concern. Bob stated that the Board needs to address Class 4 Roads and their continued maintenance in the future.

COVID-19: Bob moved to send the road crew home for the next two weeks due to the fact that we do not have the proper supplies in order to help protect employees from the virus stating the safety of our employees is top priority, Dan seconded, and discussion ensued. Peter asked Nate if, in his opinion, the crew would feel safe if isolated in their own trucks. Nate thought that they would. Dan explained that during the online Emergency Management meeting some towns are allowing their workers to stay home, without using sick time, paid, and by keeping track on those monies there may be a way to recoup those expenses in the future. Bob said towns like South Burlington, Williston, Shelburne, and Bolton are allowing their employees to stay home. Dan asked for Deb Moore’s opinion and she agreed with Bob that the employees need to have the appropriate safety supplies. Various people were concerned about snow plowing and mud season and keeping the roads passable for emergency vehicles. Dan said that he was unsure and unable to make the determination whether employees would be safer at home or at work. If there was no doubt that they were at a greater risk being at work, then at home there would be no question. Peter explained that they would potentially be exposed during an emergency situation anyway. Peter proposed amending the motion to let the employees be involved in the process and proposed granting additional paid time until the next Selectboard meeting, 12 days, and allowing employees that feel at risk to call in, no questions asked and without penalty. Bob seconded the motion, as a good compromise, no further discussion. Motion passed by a vote of 3-0.

Recommendation of Deborah Moore reappointment as Deputy Health Officer,

Coronavirus/COVID-19: Deb Moore met with Selectboard and with full consensus by the Board was reappointed as Deputy Health Officer. Deb discussed the Front Porch Forum press release that will be coming out and her discussion with Sherri Morin, Town Clerk, about a post card mailing to all residents explaining the various resources that are available. Deb was concerned for the people with limited or no internet service and felt that a mailing would be the best way to reach out to those people. The Board agreed and Deb will work with Sherri to accomplish that. Bob stated that we should be keeping track of all COVID-19 related expenses.

Highway Project Updates: Kurt Johnson presented change orders from ECI for the Pleasant Valley Bridge project scheduled to start March 23rd. The change order, as Kurt referenced it, was for \$19,000 and included extra repairs on the Stevensville Bridge, which will happen in conjunction with the Pleasant Valley project. The Board approved and signed the order. Kurt has been in contact with Meg Armstrong, P.E. and Meg will serve as the Town's Inspector at the rate of \$80/hour and anticipates 5-10 hours weekly during the course of the project.

Kurt explained that G.W. Tatro and Dirt Tech have agreed to skim the top layer of gravel from the roads during reconstruction and truck that material to be dumped or gate spread on Class 4 roads, this work would be done at no additional charge to the Town. Bob would like to have Kurt coordinate with the people on the various Class 4 roads and report back to the Board and suggested something in writing so everyone involved knows what to expect. Lastly Kurt informed the Board that the Corbett Road project is ready to be put out to bid sometime in mid-April.

New Business:

Tom Cota, Jericho Underhill Park District Trustee Vacancy. Tom Cota met with the Selectboard to express his interest in being a Trustee. Dan Steinbauer moved to appoint Tom Cota to the Jericho Underhill Park District until the 2021 Town Meeting. Bob Stone seconded, motion passed by a vote of 3-0.

Steve Webster, Conservation Commission. Steve submitted a letter to the Board requesting to continue serving the Conservation Commission. Dan moved to appoint Steve Webster, Bob seconded, motion passed by a vote of 3-0.

Underhill Recreation Committee (URC) Park Street Food Truck Event. URC Chair Anton Kelsey discussed reappointments to the Recreation Committee. Emilie Soisson and Lynne Kemp are interested in filling the two vacancies. Bob moved to appoint them, Dan seconded, motion passed by a vote of 3-0.

Anton is proposing a food truck night for a Friday evening this summer on Park Street. June 26th is a tentative date and he proposed closing the street for the event. Dan expressed his concern about safety and traffic and Bob thought it prudent to get the Jericho Selectboard in on the discussion, this was already on Anton's list and he wanted to start with Underhill first. Anton is also concerned with parking for the event and will be looking into the written agreement that both towns have for the Harvest Market.

Mike Diffendorffer (PV015-b) discussion of off-site parking on Town property. Mike Diffendorffer met with the Board and explained that he is renovating the old “Hen House” which is directly across from his residence. The plan is for the building to be utilized half as some sort of a café and the other half as cooperative work space. Mike feels parking is going to be a concern and is suggesting that he and Town discuss a mutual parking arrangement. This was an informative type discussion and no action was taken.

Town Administrator Vacancy. Brad Holden met with the Selectboard in regards to a March 9 email he had sent offering to step in on an interim basis as Town Administrator. Discussion ensued regarding hours and other details. Bob moved to hire Brad on an interim basis, Dan seconded the motion. Peter suggested that it would be unusual to vote on such a motion without terms. The Board agreed to discuss this in Executive Session and get back to Brad.

Burn Permits. The Town Underhill shall cease all issuance of burn permits in order to better protect its first responders.

Municipal Roads General Permit (MRGP). Bob moved to sign the MRGP Planning Report, Dan seconded and the motion passed by a vote of 3-0. Report signed.

Town Agent. The Selectboard authorized in writing and gave the authority to Pat Sabalis, Underhill’s Town Agent to communicate with Town’s legal counsel. Bob made the motion, Peter seconded, motion passed by a vote of 3-0.

Town Legal Counsel. The Selectboard voted to change law firms and to engage Stitzel, Page & Fletcher as the Town’s new legal counsel. Bob made the motion, seconded by Dan, motion passed by a vote of 3-0.

8:03 p.m. Old Business.

Dumas Road Property FEMA Acquisition (DU012/Gray). No Action

Demolition Range. Bob will reach out to Pat about asking for an extension and have her get back in touch with the Board.

Reappraisal RFP Update. Two firms submitted proposals for the upcoming town wide reappraisal. The Board prefers working with the Vermont Appraisal Company. Bob moved to award them the contract, Dan seconded the motion, motion passed by a vote of 3-0.

Warrants and Minutes. By consensus the Board reviewed and signed current warrants.

Bob Stone moved to approve the minutes of the Underhill Selectboard meeting of March 3, 2020. Dan Steinbauer seconded and the motion passed 2-0-1 with Peter Duval abstaining.

Dan Steinbauer moved to approve the minutes of the Underhill Selectboard Special meeting of March 12, 2020. Bob Stone Seconded and the motion passed 3-0 with Peter Duval abstaining.

8:40 p.m. Member Items, Correspondence, Announcements, and Schedule: Notice made of the next Regular Selectboard Meeting tentatively planned as scheduled for April 7, 2020 subject to the implementation of a remote meeting platform.

8:43 p.m. Executive Session. Dan Steinbauer moved that the Selectboard enter Executive Session under: 1 VSA §313 (a) (3) Appointment or employment or evaluation of a public officer or employee. Bob Stone seconded and the motion passed by a vote of 3-0.

9:55 p.m. The Selectboard exited Executive Session.

Actions taken as result of Executive Session:

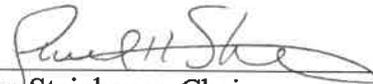
The Board moved to authorize the Chair to make arrangements with Brad Holden and hire him as Interim Town Administrator for up to 24 hours a week, within the agreed upon pay range. Motion passed 3-0.

Dan Steinbauer moved to consult with Brian Bigelow and engage his help in the transition on a per diem basis, as necessary. Bob Stone seconded and the motion passed 3-0.

9:55 p.m. Adjournment: On a motion made by Dan Steinbauer and seconded by Bob Stone, the Selectboard voted 3-0 to adjourn.

Submitted by Brad Holden, Interim Town Administrator

Read and Approved as submitted/amended



Dan Steinbauer, Chair

4/27/2020

Date