

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, April 11, 2017, 6:00 p.m.**

Selectboard: Rick Heh, Kurt Johnson and Pat Sabalis

Town Staff: Nate Sullivan, Sherri Morin, RaMona Sheppard, Brian Bigelow

Public: Maria (MMCTV), Bernie Peine, Penny Miller,

6:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Rick Heh. Two adjustments to agenda:

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

6:02 p.m. RaMona Sheppard, Finance Director's Quarterly Report.

Resident Alan Morse spoke with the Board about his thoughts on using contract hauling or in house for winter sand. Staff was unable to find a detailed historical comparison of costs and provided a current assumption based comparison utilizing FEMA based rates. Discussion ensued between Selectboard, staff and Mr. Morse. No final determination made.

6:31 p.m. Listers/ Appraiser Service –data and discussion of options.

Chief Lister Pam Shover and Selectboard discussed the status of the Lister's Board given her impending June 30, 2017 retirement, Lister Lori Forhock's acceptance of an Assessor's position in another town and the third position being vacant. Options on how to staff the Lister's Office in the near future discussed. Pros and cons of utilizing Assessors or Listers discussed. No final determination made.

6:42 p.m. Executive Session. Chair moved to enter into Executive Session with Pam Shover and Penny Miller under 1 VSA §313(a)(3) to discuss the appointment or employment of a public officer or employee. Kurt Johnson seconded and the motion passed 3-0.

7:40 p.m. - On a motion by the Chair, seconded by Kurt Johnson and passing 3-0, the Selectboard exited Executive Session. No decision was made in Executive Session.

7:41 p.m. New Business.

Appointments to Town Volunteer Boards, Committees and Commissions:

Underhill Planning Commission. The Underhill Planning Commission interviewed three candidates and recommended Johnathan Drew and David Glidden. The Selectboard met with both.

Rick Heh moved that David Glidden be appointed to the Underhill Planning Commission and fill the remainder of a four year term that expires in March 2019. Kurt Johnson seconded and the motion passed 3-0.

members, a request to provide swimming lessons at the Town Pond and that Max Gildmeister is interested in coming back as Life Guard for the 2017 season.

Appointments to Town Volunteer Boards, Committees and Commissions: No recommendations for Selectboard consideration at this time.

Road Commission General Discussion: Selectboard and staff reviewed statute, job description and Town history with the position. There hasn't been a full time employee with that job title since the early 1990s (Richard Wells). Local job description is written for a position roughly equivalent to that of Road Foreman. Selectman Brad Holden held the position in 2012 but it was discontinued when Nate Sullivan was promoted to Road Foreman. No final determination made.

Annual VTrans certifications: The Selectboard reviewed and signed VTrans certification forms regarding Annual Financial Plan, Town Road and Bridge Standards and Network Inventory. Staff to forward forms to VTrans.

7: 56 Old Business.

Glebe Lease Land. Notice of Conveyance of Real Estate posted and published on April 8, 2017. Staff provided copy to the attorney for property owners Dan Close and Joan Bowker (HI011). Pat Sabalis to contact VLCT as an initial step to formulating a town policy in preparation to a town vote.

Applications for FY18 VTrans Class 2 Paving and Structures Grants. Rick Heh moved to authorize the Town Administrator to submit VTrans Structures and Class 2 Paving grant applications. Kurt Johnson seconded and the motion passed 3-0.

8:09 p.m. Warrants and Minutes. By consensus the Board reviewed and signed current warrants.

Rick Heh moved to approve the minutes of the March 28, 2017 Regular Meeting of the Selectboard. Kurt Johnson seconded and motion passed 3-0.

Rick Heh moved to approve the minutes of the April 4, 2017 Special Meeting of the Selectboard. Kurt Johnson seconded and motion passed 3-0.

8:49 p.m. Member Items, Correspondence, Announcements, Schedule: Notice made of the next Regular Selectboard meeting being held on April 25, 2017.

Notice made of five gallon beverage spill that occurred during the April 8th Charity Game Dinner in Town Hall. That accident damaged light fixtures in the Town Clerk's office. Repairs, additional clean up and restocking of supplies will be performed and paid for by event organizer Mike Fullem. Finance Director directed to file insurance claim.

Selectboard acknowledge receipt of:

- Budget Status Report dated 4/07/17
- Abutter notification from Planning Director advising of a Development Review Board application for a mixed use property (PV001) adjacent to the Town owned 'Christmas Tree' Green in Underhill Center.

- Discussion about the Town placing a reserve for 600 tons of Road Salt for the 2017-18 winter season.

8:21 p.m. Executive Session. Pat Sabalis has updates from her discussions with Town Attorney regarding ongoing issues to include Repa Trail, Demarest and O'Leary to pass on to the full Board.

Chair moved that the Selectboard find that premature general public knowledge of the attorney-client communications would clearly place the Town at a substantial disadvantage. Kurt Johnson seconded and motion passed 3-0.

Chair moved that the Selectboard enter Executive Session to discuss confidential attorney-client communications made for the purpose of providing professional legal services to the Town under the provisions of Title 1, Section 313(a)(1)(E-F) of the Vermont Statutes.

At 9:20 p.m. Chair moved to exit Executive Session. Kurt Johnson seconded and motion passed 3-0.

No actions taken as a result of Executive Session.

9:25 p.m. Adjournment: On a motion made by Rick Heh and seconded by Kurt Johnson the Selectboard voted 3-0 to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended



Rick Heh, Chair

4.25.17

Date