

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Thursday, April 18, 2019, 6:00 p.m.**

Selectboard: Pat Sabalis, Dan Steinbauer and Bob Stone

Town Staff: Brian Bigelow

Public: Ruth Miller (MMCTV), Stacy Turkos, Sara Ritter, Lauren Ritter, Ian Ritter, Anton Kelsey and Don Tobi

6:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Pat Sabalis. Two additions to agenda: Human Resources discussion of revising Job Descriptions and Performance Appraisals added to Old Business and add an Executive Session regarding Personnel.

6:01 p.m. Public Comment Period. Anton Kelsey, Chair of the Underhill Recreation Committee (URC) provided updates of URC actions. The ice rink has be removed. Four Food Truck nights are proposed on the third Fridays of the month June thru September. A \$50.00 per vendor per event fee is proposed as a way of have the events be self-funding. Consensus of Selectboard to establish that fee and to have Finance Director and Town Clerk establish revenue and expense accounts similar to those utilized for the Conservation Commission and the their annual Plant Sale.

6:09 p.m. Stacey Turkos Interview for Vacancy on Planning Commission. Stacey Turkos and Selectboard discussed her interest in being appointed to the vacancy on the Planning Commission. The Planning Commission has recommended her appointment. The vacancy is for the remainder of a term expiring 2023. The benefits of having a member common to both bodies to act as a liaison was noted.

Pat Sabalis moved that the Selectboard appoint Stacey Turkos to the Planning Commission for the remainder of a 4-year term expiring in March 2023. Bob Stone seconded and the motion passed by a vote of 3-0.

6:17 p.m. New Business:

Town Park Planting Girl Scout Troop 30108. Sara and Lauren Ritter representing Girl Scout Troop 30108 discussed with Selectboard and Tree Warden Don Tobi their interest in a Troop project centered on plantings at the Town Park in Underhill Flats. The Selectboard appreciates their interest and request that they return with a proposal. Discussion included concerns about existing Ash trees and last year's proposal from Randy Clark for additional trees being planted in that Park.

Additional conversation with Tree Warden regarding a Maple at Town Hall. His recommendation is that it be removed and two trees planted in that area. Staff to contact Road Crew.

Local Emergency Management Plan (LEMP). Selectboard and Staff reviewed revised draft LEMP. Notice made of additions based on meeting with Chair, Town Administrator and Underhill-Jericho Fire Department Chief Mat Champlin and Captain Harry Schoppmann. Discussions ensued about future actions. Red Cross to be contacted to schedule an update survey of designated shelters.

Pat Sabalis moved that the Selectboard adopt the 2019 Local Emergency Management Plan with staff to attach updated maps when available. Dan Steinbauer seconded and the motion passed by a vote of 3-0.

Reappointment of Town Health Officer. Town Health Officer Pat Lamphere's three year term ends May 31, 2019. He is willing to be reappointed. Selectboard reviewed Department of Health Appointment process.

Pat Sabalis moved that the Selectboard recommend Pat Lamphere to the Vermont Department of Health for reappointment as Town Health Officer based on his knowledge and experiences in the areas of town government, septic and water supply systems, construction and housing rentals. Dan Steinbauer seconded and the motion passed by a vote of 3-0.

Underhill Center Post Office. Quote from Handyman Hank for new tiles installed in the Underhill Center Post Office lobby was reviewed. Discussion ensued. Consensus of Selectboard to investigate potential benefits of a single sheetgood vinyl flooring option. Staff to contact Handyman Hank. Dan Steinbauer to research suggestion.

Memorial Day Parade. Selectboard reviewed VTrans application for the portion of the Memorial Day Parade route on VT Route 15.

Pat Sabalis moved that Chair be authorized to sign the VTrans application form for a Hometown Parade on May 27, 2019. Bob Stone seconded and the motion passed by a vote of 3-0.

6:50 p.m. Old Business.

Bridge #8 Request for Proposals (RFP). Town Administrator advised that two contractors attended the Site Visit. Bids are due April 29, 2019. Highway Infrastructure and Equipment Committee will review and offer a recommendation.

Underhill Flats Sidewalk. Town Administrator advised Selectboard of status, still four easements to be finalized and executed.

Human Resources. Notice made of intent to revise job descriptions and performance evaluation process. Chair to meet with Jill Muhr/VLCT. Review of polices to be discussed at a future Selectboard meeting.

7:02 p.m. Warrants and Minutes. By consensus the Board reviewed and signed current warrants.

Pat Sabalis moved to approve the minutes of the April 2, 2019 Special Meeting of the Selectboard. Bob Stone seconded and the motion passed by a vote of 3-0.

Pat Sabalis moved to approve the minutes of the April 2, 2019 Regular Meeting of the Selectboard with minor grammar edit. Dan Steinbauer seconded and the motion passed by a vote of 3-0.

5:46 p.m. Member Items, Correspondence, Announcements, Schedule: Notice made of the next Regular Selectboard meeting being held on May 7, 2019 at 4:00 p.m.

Notice made of receipt of:

- Chittenden Solid Waste District approval to use Community Cleanup Funds to recoup Town costs associated with Green Up Day.

- Mount Mansfield Union High School Day of Service to work at Moore Park with the Conservation Commission and Town Pond with Recreation Committee.
- Green Lantern Group's application to the Vermont Public Utility Commission for the proposed Solar Array at the former Beartown Road Gravel Pit.

7:20 p.m. Executive Sessions.

Pat Sabalis moved that the Selectboard find that premature public knowledge of strategy decisions in pending civil litigation on Crane Brook Trail would clearly place the Town at a substantial disadvantage because there is a risk of disclosing legal advice and litigation strategy if the discussion occurs in open session. Dan Steinbauer seconded and the motion passed 3-0.

Pat Sabalis moved that the Selectboard enter Executive Session with Town Administrator to discuss pending civil litigation involving the Town as a party, under the provisions of Title 1, Section 313(a)(F) of the Vermont Statutes. Dan Steinbauer seconded and the motion passed 3-0.

At 7:37 p.m. Pat Sabalis moved to exit Executive Session regarding litigation. Dan Steinbauer seconded and the motion passed 3-0. No actions taken as result of Executive Session.

Pat Sabalis moved that the Selectboard find that premature public knowledge of contract discussions related to the Underhill Flats sidewalk would clearly place the Town at a substantial disadvantage because there is a risk of disclosing negotiation strategy. Dan Steinbauer seconded and the motion passed 3-0.

Pat Sabalis moved that the Selectboard enter Executive Session with Town Administrator to discuss pending contract negotiations involving the Town as a party, under the provisions of Title 1, Section 313(a)(A) of the Vermont Statutes. Dan Steinbauer seconded and the motion passed 3-0.

At 7:50 p.m. Pat Sabalis moved to exit Executive Session regarding contracts. Bob Stone seconded and the motion passed 3-0. No actions taken as result of Executive Session.

Pat Sabalis moved that the Selectboard enter Executive Session to discuss the evaluation of a public officer or employee under: 1 VSA §313 (a)(3). Dan Steinbauer seconded and the motion passed 3-0.

At 8:15 p.m. Pat Sabalis moved to exit Executive Session. Dan Steinbauer seconded and the motion passed 3-0. No actions taken as result of Executive Session.

8:16 p.m. Adjournment: On a motion made by Pat Sabalis and seconded by Bob Stone, the Selectboard voted 3-0 to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended



 Pat Sabalis, Chair

5/7/19

 Date