

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, April 25, 2017, 6:00 p.m.**

Selectboard: Rick Heh, Kurt Johnson and Pat Sabalis

Town Staff: Nate Sullivan, Pam Shover, RaMona Sheppard, Brian Bigelow

Public: Marie Thomas (MMCTV), Bernie Peine, Stacy Turkos, Linda Parent, Amanda Bosley, John Drew, David Glidden, Michael Oman, Peter Bennett

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. Stacy Turkos inquired about status of speed limit signs on Pleasant Valley Road. Road Foreman advised they would be installed next week. Stacy Turkos inquired about contributions made by Pat Sabalis since Town Meeting election, a brief synopsis was provided in response.

6:02 p.m. RaMona Sheppard, Finance Director's Quarterly Report. Finance Director, staff and Selectboard discussed Unassigned Fund Balance and Estimated Major Budget Variances reports provided by Finance Director. Currently the Town has a 19.9% Unassigned Fund Balance - in excess of the 15% of budget recommended by policy.

Finance Director will return in two weeks for a line-by-line review of the April Budget Summary Report with the Selectboard.

6:24 p.m. Listers/ Appraiser Service - data and discussion of options. Selectboard, staff and guest Linda Parent (Richmond Town Clerk, former Lister) discussed the status of the Underhill Board of Listers and Richmond's experience with conversion from elected Listers to hired Assessors (NEMRC) three years ago. Current assessment is that Richmond is pleased with the transition but that a local presence is invaluable. Information was reviewed regarding other towns that utilize NEMRC. Chief Lister Pam Shover provided a copy of the history of hours and expenses for the Listers' office. Training opportunities exist for new Listers/Assessors: formal courses, peers, State District Advisors and Pam Shover offered to be available.

7:01 p.m. Executive Session. Chair moved to enter into Executive Session with Pam Shover, RaMona Shepard and Amanda Bosley 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.

7:37 p.m. - On a motion by the Chair, seconded by Kurt Johnson and passing 3-0, the Selectboard exited Executive Session.

Chair noted that the Executive Session is being continued until 5:00 p.m. on Wednesday, April 26.

7:38 p.m. Energy Committee: GMT Jeffersonville Commuter. Michael Oman and Peter Bennett updated the Selectboard on recent developments and questions:

- Ad hoc regional group representing all three towns attended a GMT Board meeting on March 21, 2017, Cambridge joined Jericho in fully funding the route until June 30, 2018,
- Results of UEC ridership survey (200+ responses to date) will be available soon,
- Concern that it would be easier and less expensive to retain and change the current service then to try to bring something new in if Route 36 was to be discontinued,

- Would the Town be able to contribute additional funds,
- Options to increase ridership.

8:40 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 for Selectboard appointment. Johnathan Drew and David Glidden discussed their interests and visions with the Selectboard.

Rick Heh moved that Johnathan Drew be appointed to the Underhill Planning Commission to fill the remainder of a four year term that expires in March 2020 and that David Glidden be appointed to the Underhill Planning Commission to fill the remainder of a four year term that expires in March 2019. Kurt Johnson seconded and the motion passed 3-0.

Chittenden Solid Waste District. Underhill's 2015 appointments of Dan Steinbauer as Board Representative and Paul Ruess as Board Alternate to the Chittenden Solid Waste District Board of Commissioners will expire on May 31, 2017. Both individuals have expressed a willingness to continue to serve in the positions.

Rick Heh moved that Dan Steinbauer be reappointed as Underhill's representative and that Paul Ruess be reappointed as Underhill's alternative representative to the Chittenden Solid Waste District Board of Commissioners. Both appointments for two year terms that expire May 31, 2019. Kurt Johnson seconded and the motion passed 3-0.

By consensus the Selectboard adjusted the agenda to speak with Bernie Peine, Chair of the Recreation Committee, moving the agenda item up from Old Business.

Bernie Peine, Chair, Underhill Recreation Committee: Bernie Peine met with the Selectboard and reviewed the results of the Committee's Town Meeting Survey, Selectboard consensus to have the individual interested in providing swimming lessons at the Town Pond attend a future meeting.

New Business (continued)

2017 Green Up Day Funds. By consensus the Selectboard authorized the request and anticipated acceptance of CSWD Funds towards Green Up Day (May 6, 2017) expenses.

2017 Local Emergency Operations Plan (LEOP). Staff and Selectboard reviewed draft 2017 LEOP. Vermont Electric Co-Op contact numbers added to the Mutual Aid List. Staff to forward information about training opportunities to Selectboard.

Rick Heh moved that Town Administrator Brian Bigelow be authorized to sign the 2017 Town of Underhill Emergency Operations Plan. Kurt Johnson seconded and the motion passed 3-0.

Underhill Conservation Commission. Selectboard and Staff discussed memorandum from Conservation Commission Chair Karen McKnight regarding UCC spending for the remainder of FY16-17 and a request to have the Road Crew install brook signs purchased by the Commission. Consensus of Selectboard to authorize the requests.

2107 PACIF Safety Equipment Grant. Selectboard authorized Town Administrator to sign grant application. Grant amount would be for 50% reimbursement of cost of welding mask and traffic barricades.

OSH#5 Environmental. Selectboard reviewed email received from Clay Point Associates. That email was a quote for asbestos and lead-based paint inspection activities as part of the upcoming renovations at Old Schoolhouse #5.

Rick Heh moved to accept the quote from Clay Point Associates in the amount of \$475 for the environmental review of the 2017 Old Schoolhouse renovations. Kurt Johnson seconded and the motion passed 3-0.

9:01 Old Business:

Winter Sand Hauling. Discussion ensued. Consensus was to proceed as planned and budgeted by utilizing in-house hauling for 2017.

9:08 p.m. Warrants and Minutes. By consensus the Board reviewed and signed current warrants.

Rick Heh moved to approve the minutes of the April 11, 2017 Regular Meeting of the Selectboard with correction of typo on page one. 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 May 9, 2017 and the continuation of the Executive Session to April 26, 2017 at 5:00 P.m.

Selectboard acknowledge receipt of:

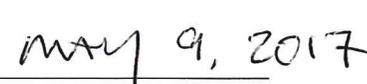
- Recommended Generator specifications (38KW) received from Brook Field Service. Staff to prepare RFQ based on specifications.
- Selectboard reviewed request for reimbursement for mailbox damaged during snow plowing operations. Consensus of Board is to continue to adhere to the policy of not assuming responsibility for damage to objects in the right-of-way.
- Notification from Planning Director advising of a Development Review Board application for a seasonal residential use property (FU023) on the Class IV Fuller Road with a hearing date of May 1, 2017. Access application will be on the May 9, 2017 Selectboard agenda.
- Memorandum from Planning Commission regarding the formation of an Ad Hoc Committee to consider public transportation options. Kurt Johnson will attend the next Planning Commission meeting for additional discussion.

9:34 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


Date