

**TOWN OF UNDERHILL
SELECTBOARD REGULAR MEETING MINUTES**

Underhill Town Hall – Remote Meeting

Thursday, May 21, 2020, 6:00 p.m.

Selectboard: Dan Steinbauer, Bob Stone, Peter Duval

Town Staff: Brad Holden, Jennifer Silpe-Katz, Sherri Morin, Laurie Graham

Committee Members: Anton Kelsey, Kurt Johnson

Public: MMCTV, Kassandra Bean

6:00 p.m. Call Selectboard Meeting to Order/Adjustments to Agenda Dan Steinbauer calls the remote meeting to order. Meeting is recorded by MMCTV.

Additions to the Agenda: Peter Duval suggests increasing frequency of regular meetings due to the long agenda. Bob Stone adds to agenda brief discussion on public works appreciation week.

6:01 p.m. Public Comment Period

Kassandra Bean of Dumas Road discusses Chittenden County Regional Planning Commission meeting that Brad Holden also attended about moving forward with a deadline to mid-June, FEMA buyout papers needed to be submitted for 12 Dumas Road. Asking that the town agrees to a minimum of \$700 fee to cover costs of pre-mitigation funds and review of the riverbank. Previous deadlines were missed but there will be a new deadline in November, Stephanie Smith of the State Hazard Mitigation Officer will provide more information when available. Brad Holden will be in touch with state and continue to copy Kassandra Bean in emails.

Anton Kelsey - Recreation Committee: Asks Selectboard what needs to be considered for opening and restrictions of the Town Pond and food truck nights scheduled in Moore Park. Dan Steinbauer would like information from the Recreation Committee on how it might look with state guidelines in place. Bob Stone asks the Recreation Committee to also contact the Town Health Officer and return the recommendations to the Selectboard.

Kassandra Bean asks about roads in Underhill being graded by the end of last week, as Dumas Rd. has not yet been graded. Bob Stone discusses mechanical grader breakdowns and finishing projects currently on Maple Ridge.

Discussion about Dumas Road ensued and a Point of Order was called. Peter Duval and Bob Stone agree this issue should be a continuing agenda item. Bob Stone moves to add Dumas Rd. onto today's agenda. Brad Holden asks for the rest of the week to make contact with those involved in the Dumas Road project. Bob Stone moves to give Brad Holden more time to work on this with the state and report back on Wednesday, May 27. Kassandra Bean reminds that there are 2 separate projects, the FEMA buyout of 12 Dumas Road and the riverbank flooding Dumas Road and Meadow Lane. Kassandra Bean would like to know if the town is waiting for the FEMA buyout. Bob Stone would like an email update report and brief from Brad Holden on Wednesday. Dan Steinbauer suggests Brad sends an email update rather than meeting.

6:06 p.m. Covid-19 Update on Town Hall Operations - Sherri Morin

The Selectboard was presented with the Town Hall Reopening Plan following Governor guidelines for Town Hall opening Tuesday, May 26, 2020. Peter Duval suggests signing or official letterhead and comments on the Burlington guidelines on masks and retail and reminds about setting a good example legislatively within the town. Dan Steinbauer would like the message to come from Sherri Morin. Bob Stone suggests a combination between Town Clerk and Selectboard in support of each other, both signed. Sherri Morin suggests no letterhead but the document can be signed in accordance with the Selectboard.

Bob Stone suggests additional future protocols including a camera for Town Hall door, similar to schools, that the doorbell rings and video pops up and temperatures with touch free device. Peter Duval suggests supply of clean masks, outdoor hygiene hand washing stations and sanitizer. Peter Duval also suggests art competition for hand washing stations and community involvement.

Dan Steinbauer suggests putting this on the next agenda, after checking in with other Town Halls and their re-opening protocols. Sherri Morin confirms that most Town Halls are operating by appointment only- with masks, handwashing and sanitize before doing Town Hall work.

Peter Duval has included a video that the Selectboard will review.

Town Garage is open for road crew or technicians only, not the public. Nate Sullivan has a sign requiring masks and following protocols.

6:15 p.m. Budget/Property Tax Status - Sherri Morin & Jennifer Silpe-Katz

Jennifer Silpe-Katz reports that Underhill tax payments came in mostly as expected. Concern is what will happen with payment 1 for the next fiscal year.

Sherri Morin discusses that the Education Department won't release Education Rate until the end of August which will delay billing for September- this may change to July but it is uncertain. Bob Stone considers a split municipal rate, defer education part when rates are set. Sherri Morin prefers 1 bill for taxpayer simplicity. Sherri Morin advises cautious spending at this time. Jennifer Silpe-Katz suggests waiting to make billing decisions at the next Selectboard meeting.

Jennifer Silpe-Katz is concerned about going forward with any highway projects that use grant money. Suggests a detailed update with the Highway Committee where we can take a look at current projects with contracts that we are committed to, without relying heavily on grants or loans. Make a decision to go forward based on safety and necessity.

Borrowing rate is 1.5-2% interest depending on the project. Must be paid back in 1 year. Kurt Johnson confirms 3%.

Peter Duval asks for clarification grants from the state. Jennifer Silpe-Katz does not have specifics but concerns about grant applications.

Kurt Johnson replies about current Highway Infrastructure Committee grants including the Pleasant Valley Paving Project which is a \$175,000 paving grant that has not yet been issued; if we don't receive the grant the project may not move forward. The Town does have some grants already in-hand, including the Sidewalk Project and Mountain Road Bridge Design grants. The only other grant the town is waiting on is \$25,000 for the design of Bridge 7 near Dean Road on Pleasant Valley.

Bob Stone comments on the need for Dean Road bridge repair, considers it to be a safety concern. Jennifer Silpe-Katz replies that safety issue projects can go through but reiterates that projects must be thoughtful and need to be in communication about projects that require a grant or loan.

7:06 p.m. Highway Projects - 2021 paving, Kurt Johnson.

Kurt Johnson reminds that many loan payments will not be a fiscal year 21 expense, and will start payments fiscal year 22. Reiterates need for culvert work, but could pause paving projects that won't get grant money. Dan Steinbauer suggests a list about what needs to be done, what can be postponed and what is grant dependent. Kurt confirms the big grant dependent project is paving on Pleasant Valley Rd. project. Other projects are dependent on securing loans to pay for them, already awarded contracts are on Irish Settlement and Poker Hill.

Peter Duval believes there may be more grants available than in the past and suggests a global budget of spending and considers the possibility of a labor program. Kurt Johnson replied about the 10 year CIP, that shows we are well-postured to take on labor-type projects if money from the government gives more grants. Many projects are not likely candidates for grant money, which is why some require loans. Some projects are not likely for grants, which is why they are moving on to loans. Peter Duval asks what stage the projects are in, Dan Steinbauer mentions a previous document from the Highway Infrastructure Committee that Kurt Johnson will forward to Selectboard.

Dan Steinbauer calls a Point of Order question about the combination of Finances and Projects and reminds about an item from Jennifer Silpe-Katz that has to do with delinquent taxes and requires a motion.

7:14 p.m. Bottom Line of Act Document from Jennifer Silpe-Katz

Jennifer Silpe-Katz and Sherri Morin looked at delinquent taxes for Payment Number 4 for Fiscal Year 2020, and found that we are only about \$30,000 behind. Jennifer Silpe-Katz makes the recommendation to the Selectboard the town waive any interest on penalty on taxes due in Payment Number 4 for Fiscal Year 2020 until June 30th.

Dan Steinbauer makes a motion to recommend not to assess any interest or penalty on taxes due from Payment 4 until June 30, 2020 due to the Covid-19 epidemic. Bob Stone seconds. Discussion follows as Bob Stone worries about precedents that may be set, but supports this until June 30, but reminds that the Selectboard does not want people to wait until the end of June. Sherri Morin believes many people forgot. The town usually receives between \$3,000-7,000 dollars in delinquencies, averaging about \$4,000 each quarter. Selectboard votes on the motion. Motion passes 3-0.

They will receive a delinquent notice with no interest or penalty charged for only the most recent quarter.

7:21 p.m. Continuing Old Business: Highway Projects - Corbett Road bid results. Irish Settlement Road gravel disposal, 2021 paving, Class 4 Road Approval - Kurt Johnson. Review contract for reappraisal between the Town and Vermont Appraisal Company.

Corbett Road bid results:

Corbett Bridge project dates back to 2014, troubled bridges in town. Bids are now in for the project and Tremblay Construction. Kurt Johnson requests a motion of approval to proceed on the project, accept the bid and move forward with the starting date of August 1st with completion by October. Peter Duval makes the motion to accept the bid from Tremblay Construction and award the project to them for \$219,000, approve getting a loan to cover the expenses of construction as well as engineering oversight, which was approved up to \$250,000 during the Town Meeting of 2019. Dan Steinbauer seconds.

Discussion: Bob Stone asks for clarification on the scope of the project. Kurt replies with remove existing culvert, install temporary bridge while the new one is put in place; the bridge will be mounted on top of concrete abutment. Cost covers full construction, other than engineering oversight that will be under \$10,000. Labor, materials, equipment is fully under contract with no help from town resources.

Motion passes 3-0.

7:27pm Class 4 Road Approval

Kurt Johnson has begun giving landowners the updated documentation provided by Pat Sabalis from the attorney to Dean, Fuller and Butler Road. Kurt would like to continue to use the legal documents as he has been using. Bob Stone approves the form. Bob Stone has had conversation with Nate Sullivan about the quality of the material that will be used on the roads and is concerned about Nate's time with the contractor and if it is clear with Nate that if it is not able to be easily spread, who will spread the material. Material may be great for fill, but not for roads.

Kurt Johnson discusses that out of the 6,000 cubic yards of material, about 4,500-5,000 will go to private landowners for disposal sites. Primarily it will be going to Nikita Salmon and Kurt Johnson will be speaking with Nikita Salmon about this. The remaining 1,000 cubic yards will be split between Butler & Fuller Road for landowners to spread, not road crew. Just in case we can't use 1,000 cubic yards on the road, a backup site may be needed. Site where residents of Class 4 roads can. Material will be brought to the road where it will be spread by landowners. Material will not be delivered if it is not being spread. Kurt will be checking on a daily basis on site. Road crew may be needed at Nikita Salmon's disposal site if the weather is bad, Kurt Johnson will be in touch with Nikita Salmon about his excavation equipment as well as Nate Sullivan. Bob Stone suggests an additional disposal site he knows of on Doon Road, and will be in contact with Kurt Johnson. Moving forward to the first week of June.

7:40 p.m. Paving Projects

Brad Holden has applied for a 2021 paving grant through the state of Vermont for paving from 443 Pleasant Valley Road running north to the town line. Waiting to hear from the state on the grant. Kurt Johnson requests bids for estimates of another section that wouldn't need grant money. Discussion refers back to conversation about paving put on hold if we won't get grant money. Kurt Johnson would like to have something in place if we don't get the grant for safety issues of our paved roads. Paving will be an agenda item for the next meeting.

7:45p.m. Energy Commission Appointment from Peter Bennett Bob Stone moves to accept an appointment of Ravi Parikh to the empty spot on the Energy Commission. Peter Duval seconds. Discussion follows and Peter Duval suggests interviews or testimonies for appointments. Bob Stone suggests a process in place within the committee and they do the interviewing and we take the recommendation from the committee. Brad considers reappointment vs. new appointment, and will invite new appointments to Selectboard meetings in the future. Motion passes 3-0.

7:48pm Vermont Appraisal Company

Vermont Appraisal Company's proposal was chosen at a previous meeting for the town-wide reappraisal. The contract is presented. The work is to start July 1. There is time to make recommendations on the contract.

Bob Stone moves to have Pat Sabalis, as Town Agent, review the contract document. If there are no major changes, we authorize Dan Steinbauer as the Chair to sign the contract. Dan Steinbauer seconds. Discussion follows as Peter Duval would like to see the Town Attorney review the document instead of the Town Agent. Bob Stone believes this is the role of the Town Agent and the town will save in legal review fees by using the Town Agent. Town Agent is liaison to the Town Attorney, and Pat Sabalis would forward to them if needed. Motion passes 3-0.

7:53 Warrants and Minutes

Bob Stone motions to approve the warrants and Peter Duval seconds. Discussion includes Peter Duval noticing late fee on Quadrient, postage, bill. There's a similar issue in the Comcast bill has a previous balance of payment and the current payment is unpaid. Another late payment is posted on credit card from People's United Bank. Brad Holden will ask Jennifer Silpe-Katz or Sherri Morin about the late fees for Quadrient, Comcast and People's United Bank. Bob Stone considers adding credit to these companies to stay ahead of late fees. All in favor of approving warrants notified to be checked on, motion passes 3-0.

Peter Duval moves to approve minutes of the May 5, 2020 Regular Meeting of the Selectboard as presented. Discussion: none. Dan Steinbauer seconds and motion is passed 3-0.

8:07pm Bob Stone had to leave the meeting.

Peter Duval motions to approve the May 8, 2020 Special Meeting of the Selectboard minutes, then withdraws this motion, and these minutes will be tabled for edit and a second draft will be presented for approval at the next meeting.

8:13 p.m. Member Items, Correspondence, Announcements, Schedule, The next regularly scheduled Selectboard meeting will be Tuesday June 2, 2020 at 4:00 p.m.

Peter Duval discusses the Burlington resolution of required masks in retail and would like to continue this discussion at the next meeting with a draft for Underhill that compares with Burlington's guidelines. Peter Duval suggests designating the Mountain Gazette as the official newsletter with Seven Days as back up.

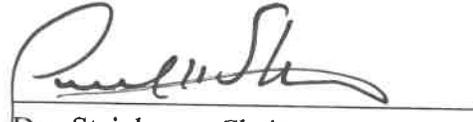
8:16 p.m. Executive Session per Title 1 V.S.A. § 313 to discuss the appointment or employment or evaluation of a public officer or employee. Dan Steinbauer moves to enter the Executive Session, Peter seconds.

9:11 p.m. Executive Session Ends: No action taken.

Selectboard Meeting Adjourned at 9:12 p.m.

Submitted by Laurie Graham, Record Keeper.

Read and approved as submitted/amended:



Dan Steinbauer, Chair
7/14/2020

6/2/2020 Approved

Date