

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, May 23, 2017, 6:00 p.m.**

Selectboard: Rick Heh, Kurt Johnson and Pat Sabalis

Town Staff: RaMona Sheppard, Nate Sullivan, Andrew Strniste, Brian Bigelow

Public: Marie Thomas (MMCTV), Stacy Turkos, John Viggato, Jeff Moulton, Roger Frey, Russ Clark, Ben Butler, Tristan Butler

6:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Rick Heh. Executive Session to discuss legal matters to be added to the agenda at 8:00 p.m.

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

6:02 p.m. Finance Director – Review Budget Status. Finance Director RaMona Sheppard and the Selectboard started a line by line review of the Budget Status Report. At 6:31 p.m. and only four pages in the decision was made to stop and schedule a Special Meeting.

6:32 p.m. Access Permits. Viggato/FU023 and Alexander/MN005

Viggato/FU023: Property owner John Viggato present. Mr. Viggato and Zoning Administrator, Andrew Strniste, discussed the application with Selectboard to include result of site visit with Road Foreman. Area property owner Jeff Moulton also provided comments. Notice made of the 35 mph speed limit for Fuller Road/TH #26.

Rick Heh moved approval of Access Application A17-07 for John Viggato with the standard conditions (#1 - #5) as noted on the application and condition page and that the applicant shall install safety sign: Hidden Drive on the right side and that the turnaround be sized in accordance with UJFD requirement (15'x37.5'). Kurt Johnson seconded and the motion passed 3-0.

Alexander/MN018: Applicant not in attendance. Town Administrator and Zoning Administrator discussed application with Selectboard to include result of site visit with Road Foreman.

Rick Heh moved approval of Access Application A17-08 for Elena Alexander with the standard conditions (#1 - #5) as noted on the application and condition page and that the turnaround be sized in accordance with UJFD requirements (15'x37.5'). Kurt Johnson seconded and the motion passed 3-0.

6:52 p.m. New Business.

Old Schoolhouse #5 RFP: No RFP's submitted. Roger Frey, staff and Selectboard discussed possible causes and potential next steps. Grant is available until December 2018. Underhill Historical Society (UHS) to consider simplifying project by separating grant and non-grant portions. Staff and UHS to contact potential contractors to determine what made it an unattractive project to bid on. Decision to re-advertise to be made after consideration by UHS.

Russell Clark, Clark's Truck Center: Russell Clark had been invited in to discuss the availability for purchase of a monitoring program for town trucks. Discussion with Mr. Clark, Road Foreman and Selectboard ensued. Consensus of the Board was to not subscribe to the monitoring service at this time and to adopt the standard of using the dealer for annual state inspections of the fleet.

Appointments to Town Volunteer Boards: Potential Recreation Committee member Erin Covey not in attendance, staff to contact and confirm interest.

MU099/Default Judgement Order: Consensus of Board was to discuss the requested settlement of the 2010 Superior Court Judgement within the 8:00 Executive Session.

2017 All-Hazards Mitigation Plan: Draft Plan AHMP discussed. Staff to forward minor edits.

Rick Heh moved to adopt the Town of Underhill 2017 All-Hazards Mitigation Plan also known as Annex 16 to the Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan through the draft resolution as presented. Kurt Johnson seconded and the motion passed 3-0. All members signed the resolution.

7:39 Old Business:

RT 15 Culvert Replacement: Update provided by staff to the extent that FEMA review is ongoing.

Downes Road: Ben Butler and Tristan Butler discussed with Selectboard improvements they would like to see on the Class IV portion of Downes Road. Determination of Selectboard was to schedule a Special Meeting on June 6, 2017 at 5:00 p.m. for a Site Visit.

Jeffersonville Commuter/GMT: Update provided by staff to the extent that GMT will provide \$4,000 from their funds to ensure full FY2018 operation of the route.

Municipal Street lighting Initiative: Selectboard reviewed the Incentive Agreement provided by Efficiency Vermont. Consensus of the Selectboard is to authorize the Chair to sign the agreement.

Draft Town Hall Roofing Bid: Draft RFP reviewed by Selectboard. Minor edits made and staff to post. A separate proposal for the Town Garage to be undertaken.

Old Business to be continued after conclusion of Executive Session.

8:04 p.m. Executive Session. The Town has scheduled a teleconference with the Town Attorney regarding Repa Trail.

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 the 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. Kurt Johnson seconded and the motion passed 3-0.

At 8:55 p.m. the Chair moved to exit Executive Session. Kurt Johnson seconded and the motion passed 3-0.

The only action taken as a result of the Executive Session is that Pat Sabalis will draft a response to the request of David Sunshine, attorney for current owner of 99 Mullen Road (MU099) Geordano Henriguez, for the Selectboard Chair's signature.

8:58 p.m. Old Business (continued).

Ad hoc Committee: Staff distributed draft charge for a prospective Transportation Planning Committee. Selectboard to review and comment. Additional discussion to be held June 6, 2107.

9:04 p.m. Warrants and Minutes. By consensus the Board reviewed and signed current warrants.

Rick Heh moved to approve the minutes of the May 9, 2017 Special Meeting of the Selectboard. Kurt Johnson seconded and the motion passed 3-0.

Rick Heh moved to approve the minutes of the May 9, 2017 Regular Meeting of the Selectboard. Kurt Johnson seconded and the motion passed 3-0.

9:09 p.m. Member Items, Correspondence, Announcements, Schedule: Notice made of the next Regular Selectboard meeting being held on June 6, 2017 to include the 5:00 p.m. start to accommodate the site visit at Downes Road.

Selectboard acknowledge receipt of:

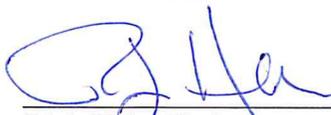
- Abutter Notification of Memorandum from Zoning Administrator re: Subdivision application of Tomasi/PV079 hearing with the Development Review Board on June 5, 2017.
- Request of UHS to share cost of Port-o-Let at OSH#5 reviewed and approved by consensus of the Selectboard with the Town picking up 2/3 of the total cost (\$160/month from P&P Septic) and the UHS picking up the other 1/3.
- Memorandum from Finance Director re: towing bill that is \$350 over the deductible (\$1,000) readdressed. Consensus of Selectboard is to submit to insurance.
- Notice received of VTrans/Better Roads grants and PACIF Safety Equipment grant awards.
- Requests by Stacy Turkos/DRB and David Glidden/UPC to attend VLCT training were approved by the consensus of the Selectboard.
- Request of John Barbour/PV321 for the Selectboard to consider advisory signage in the area between Mountain Road and Harvey Road. Road Foreman to be contacted for recommendations.

Staff and Selectboard discussed an error in the presentation of the cost of parts and installation of a CB radio in the 2018 truck. Consensus of Board is to pay as invoiced by Clark’s Truck Center (invoice #s 386859 and CM386859) for a total of \$647.96

9:27 p.m. Adjournment: On a motion made by Rick Heh and seconded by Kurt Johnson the Selectboard unanimously voted to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended


Rick Heh, Chair

June 6, 2017
Date