

**TOWN OF UNDERHILL
SELECTBOARD SPECIAL MEETING MINUTES
Underhill Town Hall
Tuesday, June 18, 2019, 4:00 p.m.**

Selectboard: Pat Sabalis, Dan Steinbauer and Bob Stone

Town Staff: Brian Bigelow and Nate Sullivan

Public: Ruth Miller (MMCTV), Kurt Johnson, Jean Archibald, Scott Hicks, Roger Frey, Frank & Linda Moser, Lee Whelan, Sue Cromwell, Karen Neeson, Jim Neeson, Chris Whelan, Phyllis Van Horn, Archer Whelan, Jon Boyson, Susan Lassiter, Scott Tower, Karen McKnight, Nancy Berry, Ron Berry, Trudi Frey, Peter Danforth, Elliot Danforth, Georgia Pedrotty, Tim Pedrotty, Francine Mellott, Michael Mellott, Mike Kramer, Ann Hawley, Richard Hawley, Peter Bennett, Susan Thomas, Brian Monroe, Audrey Monroe, Kate Yeh, Tony Julianelle, Laura Litchfield, Bruce Eccleston,

4:02 p.m. Call to order, adjustments to agenda. Meeting called to order by Pat Sabalis. Highways Infrastructure & Equipment Committee (HIEC) requests additional discussion about Bridge #8. Item to be added to New Business after Paving and Cracksealing Bids.

4:03 p.m. Public Comment Period. None.

4:04 p.m. Town Policy Review. Review of Draft Public Records Policy and Review of Facilities Rental Policy, Selectboard Rules of Procedure. Selectboard and staff reviewed proposed changes to Facility Use Policy and by consensus approved suggestions. Staff to modify and prepare for signature. Draft Public Records policy consisting of suggested modifications to Vermont League of Cities and Towns (VLCT) template reviewed by Selectboard and staff. By consensus the proposal was approved. Chair to modify and prepare for signature. Draft amendments to 2019 Selectboard Rules of Procedure reviewed by Selectboard and staff. Amendments would include language from current Rules of Procedure and VLCT Template as modified. By consensus the proposed amendments were approved. Staff to modify and prepare for signature.

4:19 p.m. New Business:

Harvey Road. Jean Archibald and Scott Hicks from Harvey Road in attendance to speak with Selectboard about the intersection of Harvey and Pleasant Valley Roads. Hump in Pleasant Valley Road south of the intersection reduces visibility. Anecdotally speeding is an issue and enforcement identified as a component. Additional signage and mirrors discussed as well.

Kurt Johnson offered for the Highways Infrastructure & Equipment Committee (HIEC) to look into intersection improvements in general to include Harvey Road.

Peter Booth, VT413 Tax Stabilization. Peter Booth not in attendance. Consensus to move on with agenda and return to the item later if Booth arrives.

Paving and Cracksealing Bid results. Selectboard and staff reviewed bid results. Paving Bids were received from FW Whitcomb (\$86,589.75), ST Paving (\$106,600.00), Pike (\$118,623.20) and J. Hutchins (\$86,347.50). Freshcoat was the sole bidder for cracksealing at \$18,750.00. Kurt Johnson relayed the HIEC recommendation to award the paving bid to FW Whitcomb as their bid included 1,175 total tons at \$70.41/ton versus the J. Hutchins bid for 1,087 tons at \$75.00/ton.

Bob Stone moved to award the paving contract to FW Whitcomb for a total not to exceed \$86,589.75. Pat Sabalis seconded and the motion passed by a vote of 3-0.

Pat Sabalis moved to award the cracksealing contract to Freshcoat at \$3,750 per day for a five day total of \$18,750 with the possibly to extend. Bob Stone seconded and the motion passed by a vote of 3-0.

Draft RFP for Bridge #8 Engineering. Kurt Johnson relayed HIEC's recommendation to proceed with the Design Build bid of Engineer's Construction Incorporated (ECI) rather than put out a new bid for engineering services to be followed by a construction bid with an eye for construction in 2020. HIEC to confirm with ECI if the fall 2019 construction is possible. Consensus of Selectboard to have HIEC contact ECI and schedule a Special Meeting if appropriate.

VLCT BRS Association Health Plans. June 1, 2019 email from VLCT related to the 12/31/2019 termination of Association Health Plans was noted. Additional information to be forthcoming. Potential impact on budget noted.

Audit Engagement Letter with AM Peisch. Selectboard reviewed engagement letter from A.M. Peisch & Company for upcoming audit of Fiscal Year ending June 30, 2019. By consensus Chair authorized to sign the letter.

\$:52 p.m. Old Business.

Underhill Center Post Office Floor. One quote received for replacement of lobby floor at Underhill Center Post Office from Main Street Flooring. Warranty for Vinyl Plank flooring received and reviewed.

Pat Sabalis moved to accept the quote from Main Street Flooring in an amount not to exceed \$1,259.07. Bob Stone seconded and the motion passed by a vote of 3-0.

PV032X Boundary Question. Selectboard reviewed letter and map provided by Land Surveyor Brad Holden. Property is bounded by the Browns River, Pleasant Valley Road, Stevensville Road and the Town Pond property.

Chittenden County Sheriff's Department (CCSD) FY19-20 Contract. Selectboard reviewed contract for law enforcement services July 1, 2019 – June 30, 2020. Hourly rate increase from \$48.50 to \$51.00 and unchanged budget line of \$16,800 noted. Chair notes that the contract doesn't prohibit requesting additional coverage if needed.

Pat Sabalis moved to authorize the Chair to sign the FY20 contract with Chittenden County Sheriff's Department. Bob Stone seconded and the motion passed by a vote of 3-0.

5:00 p.m. Beartown Road Neighbors, Gravel Pit Discussion. Chair reviewed Selectboard Rules of Procedure related to public participation. Area residents spoke to their concerns about the investigations into reopening the former Town and Lamphere gravel pits. Areas of concern identified were: residential aspect of the neighborhood, increased truck traffic, impact on property values, adherence to local zoning bylaw, environmental impacts, inconsistency with Town Plan, quality of life, economic and technical unknowns and noise. Jim Neeson provided a handout related to impacts on property in the area of

quarries. HIEC handout from their meeting of the previous evening distributed. Two June 12, 2019 emails from Roger Frey had been provided for review prior to meeting.

Chair described next steps as review and consideration of materials and testimony received to date and from the next HIEC meeting on July 15, 2019.

5:31 p.m. New Business (con't)

Municipal Roads Grant in Aid, Selectboard reviewed information packet related to Department of Environment Conservation grant program to address Stormwater Management. Grants administered through the Northwest Regional Planning Commission (NWRPC)

Pat Sabalis moved that the Selectboard sign the Letter of Intent for the FY20 Grants in Aid program. Bob Stone seconded and the motion passed by a vote of 3-0.

Selectboard signed letter. Staff to forward to NWRPC.

5:38 p.m. Warrants and Minutes. By consensus the Board reviewed and signed current warrants.

Pat Sabalis moved to approve the minutes of the June 4, 2019 Regular Meeting of the Selectboard. Bob Stone 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 scheduled for July 2, 2019.

Correspondence. Notice made of receipt of:

- David Demarest email of related to June 12 suggesting diverting traffic around future Corbett Road bridge replacement site to Deane Road as opposed to building a temporary bypass adjacent to the structure to be replaced. Condition of the Class 4 portions of the two roads, especially Corbett Road, make that concept unfeasible.
- Spring 2019 results of ground water monitoring received from Ross Environmental Associates. Copy of results sent to Department of Environmental Conservation.
- Response from Senator Leahy staff related to the investigation of possible federal payment in lieu of taxes for the Ethan Allen Firing Range (EAFR). Response cited a U.S. Army Corps of Engineers' determination where EAFR is designated in a manner that does not qualify for payments (31 USC Chapter 69). Chair volunteered to do additional research.
- Appointment letter from Vermont Department of Health for Pat Lamphere as the Town Health Officer for a three year term expiring June 1, 2022.

6:16 p.m. Second Public Comment Period. None.

6:17 p.m. Executive Sessions.

Pat Sabalis moved that the Selectboard enter Executive Session with Town Administrator under: 1 VSA §313 (a)(3) Appointment or employment or evaluation of a public officer or employee. Bob Stone seconded and the motion passed by a vote of 3-0.

Pat Sabalis moved that the Selectboard find that premature general public knowledge of the review of proposed contract between the Town of Underhill and Green Lantern Group would clearly place the Town at a substantial disadvantage in negotiations. Bob Stone seconded and the motion passed by a vote of 3-0.

Pat Sabalis moved that the Selectboard enter Executive Session with the Town Administrator to discuss the proposed Solar Array contract under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes. Bob Stone seconded and the motion passed by a vote of 3-0.

At 6:52 a.m. Pat Sabalis moved to exit the Executive Sessions. Dan Steinbauer seconded and the motion passed 3-0.

As a result of the Executive Sessions:

Consensus of Selectboard that the Town will fund Town Administrator's family's Health Insurance through a combination of TriCare (Retired Reserve) and/or Blue Cross/Blue Shield rather than go on the Town's provided insurance at an average monthly cost of approximately \$1,500, not to exceed \$20,000 per year. This represents an approximate anticipated annual savings of \$5,357.

Town Assessor to be invited to the July 2, 2019 Selectboard meeting.

The Selectboard will further discuss the proposed contract for the solar array with the Town Attorney on July 2, 2019.

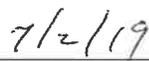
6:56 p.m. Adjournment: On a motion made by Pat Sabalis and seconded by Bob Stone the Selectboard voted 3-0 to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended



Pat Sabalis, Chair



Date