

**TOWN OF UNDERHILL  
SELECTBOARD SPECIAL MEETING MINUTES  
Underhill Town Hall  
Wednesday, September 6, 2017, 3:00 p.m.**

**Selectboard:** Rick Heh, Kurt Johnson and Pat Sabalis

**Town Staff:** Nate Sullivan, Brian Bigelow, RaMona Sheppard, Sherri Morin and Andrew Strmiste

**Public:** EJ Blondin (J. Hutchins) and Chris Jarvis (Pike)

**3:05 p.m. Call to order, adjustments to agenda.** Meeting called to order by Rick Heh. Assignment of funds from Unassigned Highway Fund Balance added to New Business.

**3:06 p.m. Public Comment Period.** None

**3:07 p.m. 2017 Paving Projects.** General discussion with Selectboard, staff and representatives from paving companies Pike and J. Hutchins. Consensus of Selectboard is to do both projects this fiscal year. Consensus of Selectboard to defer the award of the Pleasant Valley Road until the next meeting when town will have additional information about the depth of pavement in project area.

Consensus of Selectboard to adjust agenda and have Unassigned Highway Fund Balance discussion prior to resuming Poker Hill paving bid consideration to confirm ability to full fund the project this year.

**3:50 p.m. Assignment of Unassigned Highway Balance**

Rick Heh moved the Selectboard pass a Resolution to assign \$4,481.16 of the FY 17 Highway Unassigned Fund Balance to a reserve to be used for the replacement of the F-350 Pick Up bed. Kurt Johnson seconded and the motion passed 3-0.

Rick Heh moved the Selectboard pass a Resolution to assign \$16,654.25 of the FY 17 Highway Unassigned Fund Balance to a reserve to be used for infrastructure work on River Road. Kurt Johnson seconded and the motion passed 3-0.

Consensus of Selectboard that \$5,000 for funding of Green Mountain Transit's Jeffersonville Commuter and \$8,700 for renovations to OSH#5 be paid for from Selectboard Contingency funds. Kurt Johnson seconded and the motion passed 3-0.

Rick Heh moved the Selectboard pass a Resolution to utilize \$20,000 from the Highway Capital Reserve towards the Poker Hill Road Repaving Project. Kurt Johnson seconded and the motion passed 3-0.

Rick Heh moved the Selectboard pass a Resolution to utilize \$20,000 from the Gravel Reconstruction Capitalization line item towards the Poker Hill Road Repaving Project. Kurt Johnson seconded and the motion passed 3-0.

Rick Heh moved the Selectboard pass a Resolution to utilize an amount not to exceed \$80,000 from FY 17 Highway Unassigned Fund Balance towards the Poker Hill Road Repaving Project. Kurt Johnson seconded and the motion passed 3-0.

With Selectboard consensus to move forward with the project this fiscal year and the identification funding options; the Poker Hill Road paving bids were readdressed. The total bid amounts of J. Hutchins (\$111,163.00) and Pike (\$111,302.20) were very competitive. Discussion ensued about effectiveness of bidding out specific town provided tonnages versus having contractors provide estimates. Discussion about the components of the two bids ensued. The J. Hutchins estimate of amount of shim material (450 tons) at a unit cost of \$65.00 when compared to Pike's (579 tons at \$61.40 per ton) was the most marked difference. Staff recommend accepting the Pike bid.

Rick Heh moved that the Town accept the Pike bid for repaving Poker Hill Road to include the shim and overlay quantities of 579 tons and 1,144 tons respectively. Kurt Johnson seconded and the motion passed 3-0.

**4:15 p.m. Old Business:**

**FY18-19 Budget Schedule.** 2019 Budget schedule and responsibilities distributed and reviewed. Capital Improvement Program information should be available and submitted to the Selectboard by October 1, 2017. Discussion ensued about the benefit of scheduling Special Meetings to include presentation by Department Heads and the concept agreed upon, no dates scheduled.

**Personnel Policy.** Due to limited time only highway vacancy discussed.

Rick Heh moved that the Town post the Highway Department opening using the materials used for the last vacancy. Kurt Johnson seconded and the motion passed 3-0.

**4:33 p.m. Member Items, Correspondence, Announcements, Schedule,** The next regularly scheduled Selectboard meeting will be September 12, 2017. Selectboard noted the need to reschedule the November 7<sup>th</sup> meeting due to quorum issues. Road Foreman communicated the need for progress with Class 4 Road policy and for a process to contact property owners whose driveways were adversely affecting town roads due to stormwater. Town Administrator to draft letter.

**4:38 p.m. Adjournment:** On a motion made by Rick Heh and seconded by Kurt Johnson the Selectboard voted unanimously to adjourn the Special Meeting.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended

  
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Rick Heh, Chair

9-12-17  
\_\_\_\_\_  
Date