

**TOWN OF UNDERHILL  
SELECTBOARD SPECIAL MEETING MINUTES  
Underhill Town Hall  
Tuesday, October 17, 2017, 7:00 a.m.**

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

**Town Staff:** Mona Sheppard, Nate Sullivan Andrew Strniste, Sherri Morin and Brian Bigelow

**Public:** None

**7:05 a.m. Call to order, adjustments to agenda.** Meeting called to order by Rick Heh. Additions made to agenda were to add Class 4 Road information and have an Executive Session on personnel issues.

**7:07 a.m. Public Comment Period.** None.

**7:08 a.m. Review of Highway Department FY17-18 Budget.** Selectboard and staff reviewed the FY17-18 budget request of the Highway Departments line by line. The exercise was to review the past process and to aid in forecasting for the upcoming FY18-19 budget.

Outcomes that arose as a result of discussions:

- Consensus of the Selectboard was to discontinue the practice of residents being able to access the sand pile to obtain sand for private driveways. Per Highway Department on some days the amount of residents interfered with operations and was unsafe.
- Consensus of Selectboard was to paint fog lines and centerline on Poker Hill Road and Pleasant Valley Road. Staff to contact VTrans to see if they would be out to do centerline on Pleasant Valley Road and Park Street.
- Staff to contact Freshcoat to determine how much crack sealing was left as a potential spring project.
- Staff to contact roofing contractor for suggestions on the Town Garage roof

**9:35 a.m. Consideration of Calendar Year Insurance Renewals.** Selectboard and staff reviewed memorandum and information prepared by Human Resources Manager. Discussion ensued regarding carriers, plans, costs, current and past practices.

**10:33 a.m. Consideration of Zoning Bylaw Public Hearing Schedule.** Selectboard and staff reviewed Planning Director's October 10, 2017 memorandum. Based on anticipated sequences and scheduling the Selectboard will warn public hearings for December 5<sup>th</sup> and December 12<sup>th</sup>.

**10:56 a.m. Class 4 Road Policy.** Selectboard directed staff to provide a matrix to facilitate consideration of the twelve Class 4 roads in Underhill.

**11:01 a.m. Town Hall Roof.** Selectboard and staff went outside to observe the start of the Town Hall Roof replacement. Contractor (Frank Lossmann) will submit a plan for snow and ice guards above heat pumps and will visit the Town Garage to appraise roof.

**11:10 a.m. Executive Session 1 VSA §313(a)(3) the appointment, employment or evaluation of a public officer or employee.**

Chair moved that the Selectboard enter Executive Session to discuss the appointment, employment or evaluation of a public officer or employee under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes. Kurt Johnson seconded and the motion passed 3-0.

At 12:25 a.m. the Chair moved to exit Executive Session. Kurt Johnson seconded and the motion passed 3-0.

Two actions were taken as a result of Executive Session.

- Accept draft offer letter to Jed Abair for Highway Department position. Chair to sign.
- Continue the current insurance coverage and opt out level

**12:26 a.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

10-24-17  
Date