

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, November 21, 2017, 6:00 p.m.**

Selectboard: Rick Heh (via telephone), Kurt Johnson and Pat Sabalis

Town Staff: Nate Sullivan, RaMona Sheppard and Brian Bigelow

Public: Ruth Miller (MMCTV), Nancy McRae, Jeanne Hutchins, Betsy Harper, Howard McRae, Seth Friedman and Benjamin Butler

6:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Chair. Adjustments to Agenda: Add an Executive Session to discuss Maple Leaf Farm tax status exempt at 6:45, Add Lossmann quotes for Town Hall and Town Garage roof work and an Executive Session to discuss personnel issues to the end of agenda.

Rick Heh moved to turn the role of Chair over to Kurt Johnson and that of Vice Chair over to Pat Sabalis and that he would participate electronically as long as he was able. Kurt Johnson seconded and the motion passed 3-0 by a roll call vote.

6:01 p.m. Public Comment Period. As part of their budget process, Seth Friedman asked the Selectboard to consider increasing the Recreation Budget enough to have the Town Pond dredged back to its original depth. Historically this work has been performed by the Highway Department every few years as the pond fills in ~1-2 feet. The Selectboard thanked him for his interest.

6: p.m. New Business:

Nancy McRae, Village to Village Network Presentation. Nancy McRae, Jeanne Hutchins and Betsy Harper-Sparks introduced the Mount Mansfield Village Community being initiated as a joint Cambridge - Underhill project to the Selectboard. The Village to Village network is a nonprofit movement initially intended as a tool to facilitate aging in place. Handouts were distributed and reviewed to include results of 2017 Town Meeting Survey. Currently they are working on mission statement, 501c3 application, soliciting ideas and volunteers, etc. Additional conversations to follow.

Benjamin Butler, Request for Private Installation of Culvert on Class 4 portion of Downes Road. Benjamin Butler, Selectboard and staff discussed his proposal to install a 24" x 30" culvert at the location of the water bar below the natural spring approximately 900 feet from the Downes Road intersection with Poker Hill Road. Abutting property owners Wayne and Dottie Norris (DW057) provided an email in support of the installation. In accordance with Section 7.2 of the local Road Ordinance, Selectboard grants permission for private work on Class 4 portion of Downes Road. Town will not be expected to maintain the culvert. Unanimous consensus of the Selectboard to approve culvert and associated fill installed in a manner to ensure that in the event the culvert does freeze, that the area will still serve as a water bar and divert the spring flow out of the road at the current location. Road Foreman to be notified when installation is complete for an inspection.

2020 Census. In preparation for the 2020 census the U.S. Census Bureau offers an opportunity (Local Update of Census Addresses or LUCA) for local governments to review and comment on the Bureau's

list of Underhill's residential addresses or designate a county level of government to do it. Assessing Clerk Amanda Bosley is willing to take on the tasking. CCRPC has offered to do the same.

Consensus of Selectboard is to confirm that the CCRPC offer to be the Town of Underhill's Designated Census Liaison was covered with in the annual dues. If there would not be an additional match/cost required then the consensus would be to utilize CCRPC.

6:42 p.m. Executive Session.

To facilitate discussion about the Town Attorney's input about Maple Leaf Farm Tax Status Kurt Johnson moved that the Selectboard find that premature general public knowledge of pending or probable civil litigation involving the Town would clearly place the Town at a substantial disadvantage. Pat Sabalis seconded and the motion passed by a roll call vote of 3-0.

Kurt Johnson moved that the Selectboard enter Executive Session to discuss pending or probable civil litigation that the Town is a party to under the provisions of Title 1, Section 313(a)(1) of the Vermont Statutes. Pat Sabalis seconded and the motion passed by a roll call vote of 3-0.

At 7:12 p.m. Rick Heh moved to exit Executive Session. Kurt Johnson seconded and the motion passed by a roll call vote of 3-0. No actions taken as a result of Executive Session.

7:15 p.m. FY18-19 Budget First Pass. First Pass starts with a 1.35% (\$12,595) increase in General Property Taxes, a 27.46% (\$283,350) increase in Highway Property Taxes, and 4.47% (\$232) increase in the Sidewalk taxes for a combined increase of 15%. Selectboard and staff reviewed line items. Corrections, additional information received and estimates noted. Some outstanding information will be forthcoming before the next meeting. Finance Director will make changes prior to the Second Pass on December 5, 2017 meeting.

8:47 p.m. Warrants and Minutes. Board reviewed and signed current warrants.

Rick Heh moved that the minutes of October 24, 2017 be approved as written. Pat Sabalis seconded and the motion passed by a roll call vote of 2-0-1, with Kurt Johnson abstaining.

Kurt Johnson moved that the minutes of November 14, 2017 be approved as written. Pat Sabalis seconded and the motion passed by a roll call vote of 2-0-1 with Rick Heh abstaining.

Rick Heh moved that the minutes of October 10, 2017 be approved as written. Kurt Johnson seconded and the motion passed by a roll call vote of 2-0-1, with Pat Sabalis abstaining.

7:39 p.m. Member Items, Correspondence, Announcements, Schedule. Notice made of the next 2017 Regular Selectboard Meeting being December 5, 2017, Notice made of Public Hearings for Zoning Bylaw updates on December 5 (5:30p.m.) and December 12 (6:00p.m)

Consensus of Selectboard is to have Kurt Johnson sign the grant extension request letter to Dick Hosking/VTrans as drafted.

Selectboard reviewed quotes from Frank Lossman LLC. The quote for the Town Garage Ridge Cap is only a verbal at this time (\$1,240). Additional discussion ensued.

Kurt Johnson moved to accept the quote from Frank Lossmann LLC for installation of snow guards at the Town Hall and Town Garage in the amount of \$3,760. Pat Sabalis seconded and the motion passed by a Roll Call vote of 3-0.

Kurt Johnson moved to accept the quote from Frank Lossmann LLC for installation of new ridge cap at the Town Garage in the December timeframe in the amount of \$1,240, pending a written quote. Pat Sabalis seconded and the motion passed by a Roll Call vote of 3-0.

Correspondence. Selectboard acknowledged receipt of:

- Planning Commission Report for Municipal Bylaw Amendments.
- Draft changes to personnel policy related to Earned Sick Leave of Part-Time Employees.
Consensus of Selectboard is that comments will be returned to Human Resource Manager.

8:55 p.m. Executive Session

Kurt Johnson moved the Selectboard enter into Executive Session with Human Resource Director RaMona Sheppard under 1 VSA §313(a)(3) to discuss a personnel matter. Rick Heh seconded and the motion passed by a roll call vote of 3-0. 10:10 p.m. On a motion by Kurt Johnson, seconded by Rick Heh and passing by a roll call vote 3-0, the Selectboard exited Executive Session.

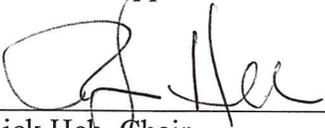
Kurt Johnson moved to change Personnel Policy to reflect change in Overtime Pay Calculation effective January 1, 2018. Pat Sabalis seconded and the motion passed by a Roll Call vote of 3-0.

Kurt Johnson moved to pay On Call Winter Bonus of 10% of wages paid during the months of December, January, February and March, effective December 1, 2017. Pat Sabalis seconded and the motion passed by a Roll Call vote of 3-0.

10:15 p.m. Adjournment: On a motion made by Kurt Johnson and seconded by Pat Sabalis the Selectboard unanimously voted to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended



Rick Heh, Chair

12-5-17
Date