

TOWN OF UNDERHILL
SELECTBOARD SPECIAL MEETING MINUTES
Underhill Town Hall
Tuesday, December 5, 2017, 6:15 p.m.

Selectboard: Rick Heh, Kurt Johnson and Pat Sabalis

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

Public: Ruth Miller (MMCTV), Peter Duval, Kyle Hibbard, Stacy Turkos, Briana Cronin, Susan Cromwell, Tom Pedrotty, Jon Boyson, Richard & Anne Hawley

6:15 p.m. Call to order, adjustments to agenda. Meeting called to order by Chair. Adjustments to Agenda: Add an Executive Session to discuss Glebe/Lease land to right before adjournment, add streetlights and Personnel policy to Old Business and add Town Moderator vacancy to New Business.

6:16 p.m. Public Comment Period. Richard and Anne Hawley were in attendance to ask about proposed policy on glebe or lease land issues. The Selectboard confirmed that there would be discussion at the meeting but as they would discuss communications received from the Town Attorney it would likely be in Executive Session. The goal remains to enact a legal process to facilitate transfers by resolving the issue town wide as opposed to individually as transactions identified the need.

Peter Duval provided comments on streetlights and the zoning bylaw changes: suggesting the recent replacement of older streetlight fixtures with LED fixtures was not in accordance with Energy Committee votes, local bylaws or Efficiency Vermont recommendations and that the proposed creation of the Underhill Center Village District was an unfortunate shift away from the Town's historic geologic based zoning.

6:29 p.m. Access Permit: Poker Hill School (PH216). Kyle Hibbard and Briana Cronin in attendance to speak to the application. Educational staffing requirements have increased and more school dropoffs are occurring on Poker Hill Road. The school has purchased the lot north of their school property and are proposing a 7 space staff parking lot with two access points. A walkway will connect the parking lot and school. Applicant, Selectboard and staff reviewed the application to include revised sketch (dated 12/05/2017).

Rick Heh moved to approve the application with the five standard conditions and the following conditions: 6) That the Selectboard affirmatively grants the two access proposal to increase vehicular and pedestrian safety; and 7) Changes to the parking lot configuration resultant from Development Review Board approval that do not impact the access points may be reviewed administratively by staff. Kurt Johnson seconded and the motion passed 3-0,

6:42 p.m. New Business

Poker Hill School Winter Parking Waiver. Kyle Hibbard reviewed the annual request for a winter parking waiver during Poker Hill School's Winter Solstice Celebration on December 21 and 22nd from 3:00 – 5:30PM with the Selectboard. Consensus of Selectboard is to approve the waiver request with the standard conditions:

Waiver is weather contingent. If snow removal operations are required during the time frame then the waiver will be rescinded. The Town will contact applicant prior to 1:00PM on Thursday, December 21st. If school is closed during the day the waiver is also rescinded. Parking only on the east side of Poker Hill Road. Applicant to explain to all guests the importance of not blocking area driveways to include not interfering with the sightlines of neighbors to safely enter Poker Hill Road: leave at least one car's length open on either side of driveways.

Town Moderator Discussion. Outgoing Town Moderator Bill Wilson has offered to be a contact point for individuals who are interested in serving as Town Moderator. There is a training opportunity before Town Meeting Day that would be of value to anyone considering seeking the position. Staff to make note of position vacancy on Town Website and schedule Bill Wilson to attend the Selectboard's December 19 meeting.

Draft Town Meeting Articles. Draft articles as prepared by Town Clerk reviewed. Articles related to Maple Leaf Farm tax exemption, Zoning bylaw amendment, eliminate office of elected Listers and appoint an Assessor, Town Garage Generator, appointment of miscellaneous, archaic municipal positions rather than elected and Green Mountain Transit funding request discussed. Town Clerk to finalize Articles.

7:02 p.m. Old Business.

Draft Glebe and Lease Land Conveyance Policy. Susan Cromwell, Tim Pedrotty and Jon Boysin in attendance for this agenda item and inquired on the proposed process to resolve the Glebe or Lease land situation. Selectboard received their comments and advised them that it would be the topic of additional Selectboard conversation in Executive Session later in the evening.

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. Consensus of the Selectboard is to designate Chittenden County Regional Planning Commission (CCRPC) to perform the task and Chair is authorized to sign the registration Form.

Streetlights. Chair reviewed results of Site Visits and contacts with area residents. Additional shielding to be requested at the light at Well's store. Other residents have declined shielding.

Personnel Policy. Selectboard to provide their comments on the draft to Human Resource Manager. Selectboard to schedule a Special Meeting on Monday, December 11th at 2:00 to allow for attendance by Road Crew.

7:29 p.m. Road Foreman, General Highway Items. Road Foreman Nate Sullivan and Selectboard discussed highway items. Quotes received for tires were reviewed by Selectboard.

Rick Heh moved to accept the quote from Rouse Tires to purchase four tires for the Pick Up in the amount of \$814 and to recap as many as sixteen tires at \$175.27 per tire (NTE \$2,804.32). Kurt Johnson seconded and the motion passed 3-0.

Final decision about the over spray onto the rims of the new truck deferred. Quotes include \$300 to clean rims. Option include seeking a deduction from the painting bill. Additional discussion to occur when the invoice has been received.

7:39 p.m. FY18-19 Budget Second Pass. Second Pass starts with a 1.64% increase in General Property Taxes, a 7.45% increase in Highway Property Taxes, and 4.47% increase in the Sidewalk taxes for a combined increase of 4.7%. Selectboard and staff reviewed line items. Corrections, additional information received and estimates noted. Some outstanding information will be forthcoming before the next meeting. Proposed cuts identified and Finance Director will make changes prior to the Third Pass on December 19, 2017 meeting. Consensus of Selectboard to prepare the Third Pass draft budget with a 1.0% salary increase for full time staff with a goal of no more than a 3% budget increase.

Discussion about printing cost lead to consensus of Selectboard to have Town Clerk draft ballot language to reduce printing and mailing costs associated with the distribution of Town Report.

Method to budget for Lister and Assessor with the unknown result of the ballot item vote discussed, Decision to show both amounts at this point.

Discussion of the Town Hall Maintenance line item diverted to a proposed preventative filter installation and janitorial services. Consensus of Selectboard was to have Town Clerk retain a plumber to install a filter on the main water line of the Town Hall and to solicit janitorial bids.

10:06 p.m. Warrants and Minutes. Board reviewed and signed current warrants.

Rick Heh moved that the minutes of November 21, 2017 be approved as written. Kurt Johnson seconded and the motion passed 3-0.

10:11 p.m. Member Items, Correspondence, Announcements, Schedule. Notice made of the next 2017 Regular Selectboard Meeting being December 19, 2017. Notice made of Special meeting schedule for Monday December 11 at 2:00. Notice made of Public Hearings for Zoning Bylaw updates on December 12 (6:00p.m) . Consensus of Selectboard to hold additional Special Meeting on December 12, 2017 after the Public Hearing.

Correspondence. Selectboard acknowledged receipt of:

- Draft Cowan Easement Deed at UE012.
- District 5 recommendation for extension of Structures Engineering Grant.
- Historic Preservation Grant Agreement received; by consensus the Chair was authorized to sign. Staff to return for final execution.
- Memorandum from Town Clerk for authorization to use Town Credit Card for staff Holiday Luncheon. Consensus of Board to authorize expenditure as proposed.
- Management Plan for Mills Riverside Park prepared by Jericho Underhill Park District.
- Humane Society proposed contract. Jennifer Silpe consulted and she is amenable to continue to provide intake services. Staff directed to reply to Humane Society that service is covered.

- By Consensus the Chair was authorized to sign the quote for CY2018 Water Quality Testing by Ross Engineering Associates.
- Pleasant Valley Road Speed study received. Recommendation is to leave at 45mph.

10:25 p.m. Executive Session.

To facilitate discussion about the Town Attorney's input about Glebe/ lease land resolution Rick Heh 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. Kurt Johnson seconded and the motion passed 3-0.

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

At 10:48 p.m. Rick Heh moved to exit Executive Session. Kurt Johnson seconded and the motion passed 3-0.

As a result of Executive Session, the consensus of the Selectboard is to propose a change to the Town Charter that will authorize the Selectboard to convey a Quit Claim Deed on lease or glebe land as a ballot item for own meeting.

10:52 p.m. Adjournment: On a motion made by Rick Heh 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

12/12/17
Date