

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
Underhill Town Hall  
Tuesday, December 20, 2016, 6:00 p.m.**

**Selectboard:** Cliff Peterson, Rick Heh and Kurt Johnson

**Town Staff:** RaMona Sheppard, Nate Sullivan, Brian Bigelow, Lori Frohock and Pam Shover

**Public:** Ruth Miller (MMCTV), Stacy Turkos, Nicole Bourassa, Dwight DeCoster, and Pat Sabalis

**6:00 p.m. Call to order, adjustments to agenda.** Meeting called to order by Chair. No adjustments to the agenda.

**6:01 p.m. Public Comment Period.** No comments.

**6:02 p.m. Executive Session**

Chair moved to enter into Executive Session with Listers Pam Shover and Lori Frohock under 1 VSA §313(a)(3) to discuss a personnel matter. Rick Heh seconded and the motion passed 3-0. 6:55 p.m. - On a motion by the Chair, seconded by Rick Heh and passing 3-0, the Selectboard exited Executive Session.

**6:56 p.m. New Business**

**Energy Committee.** Nicole Bourassa and Dwight DeCoster met with the Selectboard about their mutual interest in the Underhill Energy Committee vacancy. The vacancy is for the remainder of a term expiring in March 2017. Both have interest in serving beyond that date. Board expressed their appreciation for having multiple qualified candidates for a single position. Mr. DeCoster offered to not be considered at this time.

Chair moved to appoint Nicole Bourassa to the Underhill Energy Committee for the remainder of a term expiring in March 2017. Rick Heh seconded and the motion passed 3-0.

**Poker Hill School.** Annual request for municipal approval of 'On street' parking for the school's Winter Solstice Celebration from 3:00pm - 5:30pm on December 21 and 22 was reviewed by Selectboard.

Cliff Peterson moved to approve the Poker Hill School's requested waiver from the Winter Parking Ordinance subject to conditions: parking on the East side of Poker Hill only, not to block area driveway access or visibility, waiver is revoked if snow plowing will be occurring during the requested hours or if school is canceled on either day. Rick Heh seconded and the motion passed 3-0.

**Ross Environmental Engineering (REA).** The fall 2016 semiannual Water Quality test results at the former Landfill and Town Garage were reviewed and are consistent with previous years' results. Results forwarded along to the Vermont ANR/DEC. Contract with REA for 2017 semiannual testing reviewed.

Chair moved to enter into contract with REA for CY2017 in the amount of \$7,840. Rick Heh seconded and the motion passed 3-0. Chair signed work plan and cost estimate. Staff to contact REA.

**FY2016 Audit Management Representation Letter.** Reviewed by Selectboard and Finance Director. Letter approved by consensus of the Selectboard and signed by the Chair.

**Town Garage.** Site visit at Town Garage with Vermont Department of Safety Assistant Fire Marshall Robert Stone, Nate Sullivan and Kurt Johnson was held on December 7, 2016 resulted in a memorandum that was referred to Fire Marshall Chris Boyd. Ceiling is covered with spray foam which doesn't meet requirements. Memo contains an inconsistency between what exactly is required by February 1, 2017. Staff to contact Fire Marshalls to resolve. Nate Sullivan, Brian Bigelow and Kurt Johnson to work on compliance.

**7:15 Third Pass FY2018 Town Budget and Capital Improvement Plan.**

FY18 Budget discussed. Consensus of Board to reopen CIP to include cancelling the January 3, 2017 Public Hearing and to re-advertise for the week of January 9th. Various changes made to both draft budget and CIP.

Finance Director distributed memorandums entitled 'FY 17 Major Budget Variances' and 'Unassigned Fund Balance as a Percent of Budget'. In conjunction these show that FY17 is anticipated to be over budget but not currently by an amount that would bring the Fund Balance below 15%.

Chair moved that 12% pay raises above current hourly rates for Listers Lisa Abair and Lori Frohock be effective July 1, 2017. Rick Heh seconded and the motion passed 3-0.

Modifications to Budget and CIP will be compiled by Staff and prepared for a Special Selectboard meeting on December 27<sup>th</sup> and the CIP Public Hearing.

**8:36 p.m. Warrants and Minutes.** By consensus the Board reviewed and signed current warrants.

Cliff Peterson moved approval of minutes of the December 6, 2016 Regular Selectboard meeting as submitted. Rick Heh seconded and the motion passed 3-0.

**8:38 p.m. Member Items, Correspondence, Announcements, Schedule:** Notice made of the next Regular Selectboard meeting being held on January 3, 2017 with a Special Meeting held December 27, 2016.

- Notice made of receipt of Lister request to correct grand list to reflect impact of Boundary Line Adjustment on Wilcox and Bouchard property on Poker Hill Road. Consensus of Board to have staff gather additional information from Listers and discuss at December 27 Special Meeting.
- Notice made of receipt of proposed contract with Appraiser Kermit Blaisdell. Contract to be redrafted into two contracts: one to finish FY16-17 and the other for FY17-18. Both contracts to include a 'not to exceed' amount.
- Notice made of two appeals (Baslow and Palmer) of the Warner Creek Notice of Violation issued by the Zoning Administrator.
- Notice made of abutter notification for the Gibson (NR050) Subdivision revision and access Administrative Amendment.
- Chair updated the Selectboard on his communications with Lamoureux & Dickinson and Hamlin Engineering. Lamoureux & Dickinson have decline to proceed. Consensus of Board is to have

the Chair continue conversations with Hamlin Engineering for an amount not to exceed \$3,000 to review the Mountain Road stream crossing at Harvey Brook.

**9:02 p.m. Adjournment:** On a motion made by Rick Heh and seconded by Kurt Johnson the Selectboard voted 3-0 to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended

  
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Clifford Peterson, Chair

  
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Date