

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Thursday – April 26, 2012**

Present:

Selectboard: Brad Holden – Chair, Steve Owen-Vice Chair, Seth Friedman

Office: Dawna Brisson-Town Administrator, RaMona Sheppard-Finance/Human Resource, Kari Papelbon-Zoning/Planning Administrator

Public: Atty David Sunshine

Media: Ruth Miller of MMC-TV

5:58 p.m. Brad Holden calls the meeting to order.

5:58 p.m. No Public Comment

5:58 p.m. Atty David Sunshine–Property Tax Sales

Property Tax Sale is next Thur 5/3/12. Three properties left in sale, not redeemed. Atty Sunshine states he usually has very good luck in getting active bidding, but likes to have a fall back if no one bids, otherwise stuck with the parcel and expenses of the sale. Here to ask the Selectboard to approve a town employee to bid, if need be. Atty Sunshine explains the process and that the Town would bid the amount the Town is owed and doesn't have to pay anything until property is sold. At time of bid, only need money to pay the Freepress. Brad Holden asks the Selectboard to entertain a motion to authorize RaMona Sheppard to bid at Tax Sale. On motion by Steve Owen, seconded by Seth Friedman, the Selectboard approves RaMona Sheppard bidding at the Tax Sale. The motion passes 3-0.

6:15 p.m. Atty Sunshine departs.

6:15 p.m. RaMona Sheppard-Finance/Human Resource

Truck Invoice – RaMona reviews the Clark's Truck Service invoice for a 2013 International at \$175,835.00 and asks if the Selectboard would like a more detailed invoice. The Selectboard agrees they would like a more detailed invoice with the Truck specs before approving.

Budget Status Report- Provided to the Selectboard.

Proposal for Preparation of Town Report- Dawna Brisson asks if the Selectboard would entertain a motion to take the item out of order, so that RaMona Sheppard can then be able to leave. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves taking the item out of order. The motion passes 3-0. RaMona Sheppard highlights Town Report costs will now come under either the Selectboard or Administration budget. In regard to the proposal, the Selectboard will need to decide whether to hire as temp employees(not in Town Report) or to hire as independent contractors (need to do a bid process and they wouldn't be able to use Town equipment). RaMona also feels part of the issue is they did a really bad job. Town employees had to spend 4-8 hours each reviewing and giving corrections and

not always made. RaMona states receiving and compiling the Town report fits under Town Administrator. Selectboard feels the current Town employees are very busy and decide to check into contracting out options and ask Dawna to get some additional information on who offers compilation service and approximate costs. Selectboard also discusses keeping the School piece separate.

No action taken by Selectboard on this proposal at this time.

6:30 p.m. RaMona Sheppard departs-

6:30 p.m. Kari Papelbon- Zoning/Planning Administrator

Road/Driveway approval for 2 subdivisions – Access Permit for William and Elaine Morton and Access Permit for Suzanne Kusserow and William Lewis are reviewed by Selectboard, Brad Holden Selectboard Chair recuses himself, and signed by Steve Owen- vice Chair.

Kari also provides the Selectboard with 2 draft access permits, one for Goplen on Lower English Settlement which is an upgrade to a curb cut and the Potvin draft extending access road. Brad Holden states in 2000 a complete drainage study was done with detailed reports and plans on Lower English Settlement and questions if the culvert is consistent with these plans. Kari confirms the DRB had the consultant show how the design coincides with that study.

Bonding Requirement waivers- Kari asks the Selectboard if they would consider waiving the bonding requirements, for Potvin and Kusserow/Lewis, explaining they are hard to obtain and a financial burden for the applicants. She also states bonding requirements have been waived in the past upon conditions, for example – In lieu of bonding, upon completion of construction, certified by letter to Zoning Administrator that it was constructed as designed. Kari also highlights that under the new regulations there is a certificate of compliance for each phase. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves waiving the bonding requirement for Tim and Theresa Potvin. The motion passes 3-0. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves waiving the bonding requirement for Kusserow/Lewis. The motion passes 2-0, 1 abstaining..

Violations-

BE190 is a continuing violation- Kari informs letter has been sent and copy emailed to Selectboard. If no response, next step is to notify Attorney.

Illegal curb cut on North Underhill Station Road- Kari sent an email to the Selectboard regarding this on 4/23/12. Brad Holden spoke with Robert Russin, and will draw up a letter outlining what was agreed to and a time frame for Mr. Russin to complete it by.

MU028- Selectboard approved a permit to move the drive and remove old drive. Back in January Kari noticed and reported that the old drive was still being used, but with the snow couldn't tell for sure if 2 curb cuts. Currently 2 drives- 1st goes to front house and 2nd to the new addition. Also received an email regarding the new parking area on this property questioning if should

have a setback. Kari states doesn't see any requirement for a setback. Could make an argument that the vegetation buffer was thinned, but not convinced within rights to request them to put plantings in. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard agrees to issue a letter/violation notice to remove drive and culvert as per application within 45 days of notice. The motion passes 3-0.

Planning Commission Meeting- Kari schedules with the Selectboard to attend the 5/16/12 Planning Commission meeting at 6:30 pm here at Town Hall to discuss Grant application/budget re:install of new multimodal sidewalk in the flats. Kari states she has also invited RaMona Sheppard-Finance to attend. Kari notes the Planning Commission would like to hear from Road Crew as well.

Walk/Bike Summit- Kari states she did a presentation at this summit.

ECOS- Kari attended steering committee meeting and states a draft report is out and open for public comment from 5/1/12-5/31/12. Kari explains a 1 million dollar grant received for the county to update the regional plan- 3yr project. Our plans have to comply, so stakeholders. Currently in Phase 4 and looking for input on how the county is doing in each category and how to prioritize categories. The more public comment the better the report.

7:15 p.m.

Dawna Brisson- Town Administrator-

Stop Sign Ordinance- The Selectboard agreed to move forward with the stop sign on Sandhill Road northbound traffic at the intersection with Irish Settlement Road at their 12/08/11 meeting. The Selectboard reads and approves An Ordinance Establishing a Stop Sign and Notice of Ordinance Establishing a Stop sign. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves and signs An Ordinance Establishing a Stop Sign. The motion passes 3-0.

Recyclebank- Dawna and Seth Friedman had a conference call with our Recyclebank team. Minutes from that call and a timeline provided to the Selectboard. Dawna highlights the Next Step section of the notes- stating address list emailed 4/25, Town logo emailed 4/24, Historical Baseline report not done yet- still trying to get that info from Clean Green. (Selectboard recommends trying to get figures from CSWD- Dan.), Customer Service Training should be available May 7th-which is basic training for any Town employee to be able to answer basic questions from the public.

Hwy Structure's Grant-Page Road- Dawna updates the Selectboard that since the Hydrology study not complete yet, Vtrans not able to hold the grant option open any longer. However, Brad Holden has also met with Fish & Wildlife on this project.

Approval for 1 Week off in August – Dawna asks the Selectboard for approval to take off 8/7/12 - 8/13/12. Selectboard approves.

Outstanding items – Dawna explains added this section to keep Selectboard aware of outstanding items and their status.

Albertini – land option discussion set for 5/24 Selectboard meeting.

CSWD-Trying to schedule Dan Steinbauer, CSWD, and Mike Weisel to come in either 5/10 or 5/24. Dawna to check with Dan also re:CSWD clean up monies.

Mural- Gave Information to Mary, not available to present tonight.

VYCC- Contact person out last week and on the road this week, but scheduled to talk with them tomorrow am. Brad Holden mentions another possible project would be poison parsnip on Rte 15 by Dodlin Rd intersection.

VTRANS- reminder need to schedule site visit and sign off on reports.

Tech Group computer maintenance contract- Have a call in, waiting for a return call.

CCMPO- Steve's replacement, how to proceed? Dawna to post on Town website looking for someone to be the Underhill Rep with CCRPC, and also check with Mark Maheux.

EOP/ICS training – Dawna states need to get this finished.

Hwy mileage certification/reclass Stevensville- this year.

Narrow banding – Brad Holden has met on this, current radios compatible with software change. Need to test range.

Upper English Settlement Road project- Dawna to get list affected and timing from Rod Fuller.

Doherty project – letter sent stating complete by 8/30/12.

TH26- continues.

Website improvements/updates – as needed and time allows. Anything Selectboard wants posted to website should be given to Dawna to post.

Approval of 4/6/12 Selectboard Meeting Minutes- On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves the minutes as written. The motion passes 2-0, 1 abstaining.

Approval of 4/12/12 Liquor Control Board Meeting Minutes- On motion by Seth Friedman, seconded by Brad Holden, the Selectboard approves the minutes as written. The motion passes 2-0, 1 abstaining.

Approval of 4/12/12 Selectboard Meeting Minutes- On motion by Seth Friedman, seconded by Brad Holden, the Selectboard approves the minutes as written. The motion passes 2-0, 1 abstaining.

Approval of 4/16/12 Selectboard Meeting Minutes- On motion by Seth Friedman, seconded by Steve Owen, the Selectboard approves the minutes as written. The motion passes 3-0.

Warrants – Selectboard reviews and signs

Announcements-

Selectboard will meet 5/4/12 at 8:00 am at Underhill Town Hall re: Review Policies and Job Descriptions

8:00 p.m. On motion by Seth Friedman, seconded by Steve Owen, the Selectboard concludes the public portion of the meeting and enters executive session with Kari Papelbon regarding a personnel issue. The motion passes 3-0.

9:00 p.m. Board comes out of executive session- On motion by Steve Owen, seconded by Seth Friedman, the Selectboard instructs the Chair to contact VLCT regarding a personnel issue and adjourn the meeting. The motion passes 3-0.

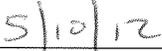
9:00 p.m. Meeting Adjourned

Dawna Brisson, Town Administrator

Read and Approved as submitted/amended



Brad Holden, Chair



Date