

UNDERHILL PLANNING COMMISSION

Wednesday, September 28, 2016 6:30 PM

Minutes

Planning Commissioners Present: Cynthia Seybolt, Irene Linde, Carolyn Gregson, David Edson, Nancy Bergersen, Catherine Kearns

Staff/Municipal Representatives Present: Andrew Strniste, Planning Director

[6:33] Call to order by Chair C. Seybolt.

[6:33] No public comments were provided.

[6:34] **Chair C. Seybolt asked for a motion to approve the minutes from the September 7th meeting.** Commissioner Edson moved to accept the minutes as written and Commissioner Linde seconded the motion. The motion was approved unanimously.

[6:35] **Chair C. Seybolt asked for a motion to approve the minutes from the September 21st meeting.** A brief discussion ensued about the wording of some of the items covered. Commissioner Edson moved to accept the minutes as written and Commissioner Linde seconded the motion. The motion was approved unanimously.

[6:37] **Chair C. Seybolt began the meeting by stating that the special meeting was called in order to finalize the Capital Improvement Plan recommendations, which is to be submitted to the Selectboard.** Chair C. Seybolt stated that the Planning Commission should recommend an adequate and realistic budget, specifically mentioning that the Highway Department should receive the budget necessary to meet their total goals for paving. A discussion ensued about maintenance of gravel roads. Chair C. Seybolt suggested that efficiencies should be researched, especially possible solutions that would allow the stockpiling of gravel. Vice Chair C. Gregson stated that at one-point Highway was able to roll over their budget from year to year, and did not know if this practice was discontinued.

[6:46] **Chair C. Seybolt recommended that the Selectboard should be funding the reserve funds, as she believes they have done so only once in the last five years.**

[6:47] **Chair C. Seybolt began a discussion about the Town Plan's requirements, specifically maintaining infrastructure.** A discussion ensued about the possibility of raising taxes, and how to explain the rationale to the residents.

[6:50] A brief discussion resumed about creating efficiencies within the Highway Department, specifically regarding stockpiling and contracting out services.

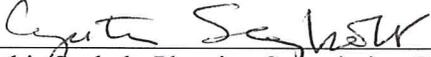
[6:53] **Chair C. Seybolt provided an overview of what the Commission should submit to the Selectboard.** She continued by stating that the document should begin by providing general recommendations, followed by specifics from the different boards, commissions, and committees.

[6:54] **Staff Member Strniste provided an overview/summary of the requests** from the Development Review Board and the Conservation Commission, which he gave his opinion that the requests likely did not rise to the level to qualify for the CIP; however, at the time, quotes have not been provided. He informed the Commission that there **has been a discussion** from Underhill Staff **about creating an informal committee to help organize CIP materials.**

- [6:56] A discussion ensued about the Schoolhouse funds, as well as an explanation regarding the associated line items in the past Capital Improvement Plans.
- [7:00] Staff Member Strniste proceeded to provide an explanation of the “Current Taxes” line item in the various Capital Improvement Plans.
- [7:03] The Planning Commission came to a consensus that the funds for the Historical Society was satisfactory, and then a discussion began about the tennis courts. Some Commissioners believed that the tennis courts should not be “let go,” and that money should be put aside in the upcoming fiscal year to allow for the reconstruction in Fiscal Year 18-19. Other Commissioners expressed their view that they would prefer to see money put into the tennis courts rather than the Schoolhouse since there is a lack of infrastructure in the Schoolhouse. Commissioner Kearns summarized the various viewpoints by stating that a “Band-Aid” fix of the tennis courts would be a waste of taxpayer dollars, and rather obtaining more data (e.g. the cost of removing the tennis courts completely v. replacing the tennis courts) would be beneficial for a better analysis. Staff Member Strniste stated another possible solution is to let the tennis courts deteriorate in the short term, which would allow the town to put money aside, and then bring the courts back in the future. Commissioner Kearns reiterated that the tennis courts cannot continued to be ignored. Staff Member Strniste stated that the Town Plan does contain a specific section about the tennis courts, and therefore, the issue regarding them will have to be addressed.
- [7:17] The Commission asked Staff Member Strniste to draft a two- to three-page memorandum to the Selectboard. He will then email the memo to the Commission for them to provide feedback. Final comments will be provided at the Commission’s next meeting on October 5th. Chair C. Seybolt recommended that the memorandum should contain language that any changes to the Highway Department’s budget should align with the Road Foreman’s Recommendations. A brief discussion ensued regarding the renovation of the upstairs in Underhill Town Hall, followed by a brief discussion that entailed the prioritization of the Recreation Committee’s “wish list.”
- [7:37] A majority of the Commission asked Staff Member Strniste to reach out to the Recreation Committee to inform/encourage them to ask the Selectboard to increase their budget to achieve and complete some of the less expensive projects on their list.
- [7:41] Staff Member Strniste asked the Planning Commission what they would like to see in the upcoming Bylaw Revisions. The Planning Commission clarified that they were looking to correct inconsistencies within the Regulations rather than inconsistencies between the Town Plan and the Regulations. A brief discussion ensued on whether October 12th was the best date to meet with the Development Review Board, which was determined that it was. The Planning Commission then informed Staff Member Strniste that they wished to clarify a lot of the issues that the Development Review Board has encountered. The Commission determined that fixing grammatical mistakes this round of revisions should not be a priority as it may complicate public hearings. Lastly, the Commission suggested that Staff Member Strniste keep track of grammatical changes separately from substantial changes using different methods in Microsoft Word or making the changes in separate Word documents.
- [7:58] Chair C. Seybolt asked for a motion to adjourn. Commissioner Edson moved to accept the motion and Commissioner Kearns seconded the motion. The motion was approved unanimously.

Respectfully Submitted By:
Andrew Strniste, Planning Director

The minutes of the September 29, 2016 meeting were accepted this 2nd day of Nov, 2016.



Cynthia Seybolt, Planning Commission Chair