

UNDERHILL PLANNING COMMISSION

June 15, 2011 6:30 pm

Minutes

Present: Dick Albertini, chair, Jerry Adams, David Edson, Sandy Gillim, Carolyn Gregson, Irene Linde, Cynthia Seybolt; Planning & Zoning Administrator Kari Papelbon

I. Minutes of 6/1/11 meeting were accepted as written.

II. Kari reported on AARP grant application:

- The primary focus will be on transportation, including biking and walking as well as cars and public transport.
- Because the grant is for an AARP-coordinated training session, seniors and an aging population will also be a focus.
- Kari presented a draft letter of support for the grant, which was edited by the PC and signed by the Chair.

III. It was unanimously agreed to nominate Sharon Murray for the Vermont Planners Association Professional Planner of the Year Award. Kari will draft award nomination documents.

IV. Preliminary discussion of Capital Improvement Planning/Budgeting:

- Goal is to create a 6-year plan. The first year will be the current budget year with a 5-year outlook.
- Current plan was written in 2009 and has not been updated.
- A functioning CIP is needed in order to include in the budget the two reserve funds the PC and Town Plan recommend.
- PC agreed to use Vermont Statutes as basis of discussion:
 - o discussion of rationale for CIP
 - o discussion of what should be included
- Clarification: Capital Plan is a 5-year projection. Capital Projects are assigned to a particular year.
- Kari passed around CIPs from Hinesburg and Richmond and will email copies to PC members along with the section on Capital Improvement Programs from the *Vermont Land Use Planning Implementation Manual*.
- All members present agreed to the following procedure:
 - o Plan should be developed from bottom up, with input from all parties responsible for capital expenditures.
 - o Threshold for capital items should be \$5000.

- All discussion should relate to fiscal year, not calendar year.
- Goal is to present draft CIP to Select Board in October.

Kari will assemble current inventory information for town buildings and as accurate information as possible for town road equipment.

Kari will scan and email previous CIPs from ca. 2000. Everyone will review compared with the 2009 CIP for guidance on improvements.

Kari will ask Select Board to confirm that PC's proposed procedure meets with their approval.

V. Kari presented information about the availability of Municipal Education Grants, and PC agreed to have Kari look into applying for one to help with redistricting.

VI. Section 3.7 language update from Kari: both Sharon Murray and the town attorney find it acceptable. However, the attorney is concerned that the DRB is now able to waive any provision they choose to in Section 8.6. Kari will forward his email so PC can discuss this at 7/6 meeting.

VII. Kari gave update on Road Ordinance:

- Last section taken directly from Cambridge ordinance.
- It all needs more work.
- PC members should prepare to discuss sections 1-5 at 7/6 meeting.

VIII. July meetings will be held on July 6 and July 20.

IX. Meeting adjourned at 8:11 pm.

Cynthia Seybolt, with input from Kari Papelbom