

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Thursday – March 15, 2012**

Present:

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

Office: Dawna Brisson – Town Administrator, Sherri Morin – Town Clerk/Treasurer, Kari Papelbon – Zoning & Planning Administrator

Public: Helen Wagner

Media: Ruth Miller MMCTV

6:00 p.m. Brad Holden calls the meeting to order. On motion by Steve Owen, Seconded by Seth Friedman, the Selectboard appoints Brad Holden as Chair. The motion passes 3-0.

On motion by Brad Holden, Seconded by Seth Friedman, the Selectboard elects the Selectboard as the fence viewers, inspectors of lumber, shingles, and wood, weighers of coal and tree warden. The motion passes 3-0.

Public Comment: None

Approval of Minutes: On motion by Brad Holden, seconded by Steve Owen, the Selectboard approves the 3/1/12 Selectboard meeting minutes as written. The motion passes 2-0, 1 abstaining.

On motion by Steve Owen, seconded by Brad Holden, the Selectboard approves the 3/1/12 Liquor Control Board Meeting Minutes as written. The motion passes 2-0, 1 abstaining.

On motion by Steve Owen, seconded by Brad Holden, the Selectboard approves the 3/1/12 Public Hearing on Town Meeting Ballot Items Minutes as written. The motion passes 2-0, 1 abstaining.

Announcements: Webinar 3/22/12 from 11-1 on Hot-in-Place Asphalt Recycling.

VLCT Selectboard Institute I being held 3/31/12 in Montpelier, registration deadline is 3/23/12. Seth Friedman asks Dawna Brisson to register him for the seminar.

Planning and Zoning Forum II will be held 4/11/12 in Montpelier, registration deadline is 4/4/12.

Unfinished Business:

Town Meeting Items- MMCTV would like to interview the Selectboard re:Town meeting and interview the new Selectman.

Dates discussed, Brad Holden and Seth Friedman will meet with MMCTV, Dawna Brisson to schedule.

Essex Rescue, UJFD and Jericho would like to meet with a representative of the Underhill Selectboard to discuss the shared rescue employee. It is decided that Brad Holden will meet with them. Dawna Brisson to schedule.

The Town Auditors sent a request that the Selectboard notify them in writing as to when their term of office is over. Selectboard decides they would like to invite the auditors to come to the next Selectboard meeting so they can discuss and also to thank them in person for their service. Dawna Brisson to schedule.

Letter from Town Moderator is presented to the Selectboard. After reading it the Selectboard requests Dawna Brisson to invite the Town Moderator to the next Selectboard to discuss.

Seth Friedman discusses ideas for improving communication at Town meeting. He suggests that introductions be done, that town staff sit together in front row and be utilized for providing any needed information, and promote friendly environment.

Dawna Brisson gave a copy of an email from Helen Wagner to Selectboard and asks how they would like to handle the response. Brad Holden states he would like to meet with Jericho to get a better understanding before responding.

VT Idle-Free Fleets Toolkit – American Lung Association provided additional information regarding the program. Discussion ensued. The Selectboard decides not to pursue.

Gravel Pit Task Force Agenda- Seth Friedman asks questions concerning the putting together of information and about where to find information and when the budgeted monies become available. Discussion ensued regarding that and also regarding Seth Friedman not being able to be on the committee anymore.

Helen Wagner arrives at 6:50pm to speak with the Selectboard regarding her email, she just noticed it on the agenda. She advises that she contacted the Secretary of State's office to see if appropriate process followed on the UJFD budget adjustment from the floor. She states she thinks it's a great idea for the position, but feels the process was wrong. The Selectboard thanks her for coming in and agrees it could have been handled better and will try to do so in the future.

New Business:

Planning & Zoning Items

Morton-439 Cilley Hill Rd proposed subdivision - Kari Papelbon presents Access permit application for Selectboard to sign approving curb cut/driveway. Discussion ensues. Brad Holden recuses himself as he is working on the project. On motion by Steve Owen, seconded by Seth Friedman, the Selectboard approves the access permit. The motion passes 2-0, 1 abstaining.

DRB Reappointments:

Charles Van Winkle-3yrs(term ending 2015)

Chuck Brooks-3yrs(term ending 2015)

Deb Shannon,Alternate-1yr(term ending 2013)

Scott Tobin,Alternate-1yr(term ending 2013)

On motion by Steve Owen, seconded by Brad Holden, the Selectboard approves the above reappointments to the DRB. The motion passes 3-0.

Planning Commission Reappointments:

Cynthia Seybolt-4yrs(term ending 2016)

Jerry Adams-4yrs(term ending 2016)

On motion by Seth Friedman, seconded by Brad Holden, the Selectboard approves the above reappointments to the Planning Commission. The motion passes 3-0.

Contract w/Sharon Murray, AICP: Kari Papelbon explains contract regarding Redistricting Study which is part of the Planning Grant received. Selectboard all in agreement, contract signed.

Active Living Workshop – Kari Papelbon hands out an update on the 4 working groups that have been established as a result of the workshop and reviews what their tasks are and states all groups will be keeping us in the loop as to when meeting, in case you would like to attend. Notes Class 1 Recommendation Group will be meeting 3/29/12 @ 8pm at the Village cup.

Town Fee Update – Kari Papelbon reviews recommended fee changes. Discussion ensues. On motion by Brad Holden, seconded by Steve Owen, the Selectboard approves the fee changes. The motion passes 3-0.

Road Name – Kari Papelbon presents possible road names to the Selectboard for the proposed subdivision on Lower English Settlement Rd. and highlights potential conflicts. On motion by Steve Owen, seconded by Seth Friedman, the Selectboard approves the name of Piney Grove Lane (PY). The motion passes 3-0.

Membership renewal for VCDA – Kari Papelbon explains she has been attending, but running out of time to attend. Selectboard decides not to renew municipality's membership.

Appointments/Reappointments:

Energy Committee- reappoint Tom Moore-3yr(term ending 2015) and Steve Webster-3yr(term ending 2015). On motion by Steve Owen, seconded by Brad Holden, the Selectboard approves the reappointments listed above to the Energy Committee. The motion passes 3-0.

Recreation Committee – reappoint Tom Lee-3yr(term ending 2015). On motion by Brad Holden, seconded by Seth Friedman, the Selectboard approves the reappointment of Tom Lee to the Recreation Committee. The motion passes 3-0.

Trails Committee- reappoint Karen Mcknight-3yr(term ending 2015), Carol Butler-3yr(term ending 2015), Patrick Lamphere-3yr(term ending 2015). On motion by Steve Owen, seconded by Seth Friedman, the Selectboard approves the above reappointments to the Trails committee. The motion passes 3-0.

Conservation Commission- reappoint Barbara Greene-4yr(term ending 2016). On motion by Brad Holden, seconded by Seth Friedman, the Selectboard approves the reappointment of Barbara Greene to the Conservation Commission. The motion passes 3-0.

Animal Control Officer- Reappoint Jennifer Silpe. On motion by Steve Owen, seconded by Seth Friedman, the Selectboard approves Jennifer Silpe as the Animal Control Officer. The motion passes 3-0.

Town Service Officer- Reappoint Suzanne Kusserow. Town Service Officer Appointment for 2012 form from VT Dept for Children and Families completed and signed by all Selectboard members.

Finance Items:

Kari Papelbon and Sherri Morin's salary adjustments- RaMona Sheppard prepared documents for the Selectboard to designate where the adjustment is to be applied and for the Selectboard's signature on the change. Selectboard completes and signs forms.

Pending Agreements – Selectboard reviews the following pending agreements and decides not to pursue. Distillate Cost Plus Agreement and Pyrofax Energy Fixed Price Program.

Updated Budget Information provided and reviewed.

Appoint Vice Chair- The Selectboard decides to appoint a Vice Chair. On motion by Seth Friedman, seconded by Brad Holden, the Selectboard appoints Steve Owen as Vice Chair. The motion passes 2-0.

Warrants and Orders are reviewed, approved and signed.

Steve Owen states he would like to step down for the CCMPO, and asks Brad and Seth if one of them would be willing to take his place. Would need to appoint the replacement soon as a meeting is coming. Discussion ensued. No action taken.

8:30 p.m. On motion by Brad Holden, seconded by Steve Owen, the Selectboard moves to adjourn the meeting. The motion passes 3-0.

Meeting Adjourned.

Respectfully submitted,
Dawna Brisson, Town Administrator

Read and Approved as submitted/amended

Brad Holden, Chair

Date