

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
6:00 p.m., Tuesday, April 29, 2014**

**Selectboard:** David Rogers and Cliff Peterson

**Town Staff:** Brian Bigelow

**Public:** Ruth Miller (MMCTV), Janet Herrero, Stephen Herrero, Pam Parshall, David Crane, Rolfe Eastman, Barbara Greene, Marie O'Grady, Trevor Squirrell, Rod Bruner, Kathy Schneider, Marcy Gibson, Kane Smart (Downs Rachlin Martin, attorney o/b/o David Demarest and Jeff Moulton), Kevin Gibson, Nancy Shera, Betsy Beck, Karen McKnight, Carol Butler, Jeff Moulton, Jeff Sprout, Laura Dipietro

**6:00 p.m.** Meeting called to order.

**6:01 p.m. Public Comment** – None

**6:02 p.m. Town Trail Ordinance / Crane Brook/TH#26**– Area residents and/or property owners Marcy Gibson, Nancy Shera, Jeff Moulton, Carol Butler, Jeff Sprout, Kevin Gibson spoke to the topic as did Town residents and Conservation Commission Chair Trevor Squirrel and Trails Committee member Nancy McKnight. In addition Kane Smart spoke to the topic on behalf of David Demarest and Jeff Moulton. Subsequent meetings will be held and interested parties advised of schedules when determined.

**6:45 p.m. Repa Road/Trail** – Rolfe Eastman and David Crane met with the Selectboard to discuss the status of the Eastman Trust lot in Westford. Historically Repa Road continued into Westford (known there as Goodrich Road) as a thru road. Currently Repa Road and Goodrich Road are both trails. Property owners and Realtor will explore easement options with abutting property owner.

**7:05 p.m. Cloverdale Hazard Mitigation Grant** – Laura Dipietro identified issues with a pending grant award from 2010. Conflicts between FEMA's need for the Town to act in a ministerial manner for the grant, the Town's requirement to not be financially liable for improvements to private infrastructure, and the local homeowners not being 100% in agreement have resulted in a compressed schedule which needs the improvements to be in place by August 20, 2014. Barbara Green contributed input on the historical and current status of the Cloverdale Road Association. Laura Dipietro will contact Ray Doherty, State Hazard Mitigation Officer. The Board will table until May 13, 2014.

**7:45 p.m. Melissa Durbrow Lawson/Lister Vacancy** – Peter Brooks has resigned from the Underhill Board of Listers. Melissa Durbrow Lawson and Chief Lister Pam Shover were on agenda to meet with the Selectboard regarding Melissa's interest in be appointed until the next election. The Board recessed to confirm that Chair Seth Friedman had requested that the item be tabled for consideration of the full Board.

**7:55 p.m.** The Selectboard reconvened and Cliff Peterson moved to table the discussion until May 13, 2014. David Rogers seconded and the motion passed 2-0.

**7:56 pm. Volunteer Boards/membership.** – At their meeting of April 22, 2014 the Trails Committee voted to request that the Selectboard dissolve the Underhill Trails Committee.

David Rogers moved to dissolve the Trails Committee. Cliff Peterson seconded and the motion passed 2-0.

James Beebe-Woodard's letter of resignation from the Underhill Conservation Commission was received by the Board.

The Selectboard recognizes and thanks Peter Brooks, James Beebe-Woodard, Carol Butler, Natalie Coughlin, Pat Lamphere, Karen McKnight, Nancy and Howard McRae for their service to the Town of Underhill in those positions.

**8:05 p.m. Old Business**

**Town Garage**

Town Administrator reviewed status of the bid proposal process for the Town Garage Roof. The consensus of the Selectboard was that a scissored lift should be rented rather than utilizing scaffolding to investigate the removal of the closed cell foam insulation.

**8:10 p.m. New Business**

Town Administrator reported on the upcoming kick off meeting regarding the Underhill Flats Route 15 Sidewalk scheduled for 8:00 a.m. Wednesday, April 30, 2014.

David Rogers moved to retain X-L Building & Design with a Time & Materials contract not to exceed \$25,000 for renovations to the exterior of the Town Hall with relevant Michael Weisel drawings attached as part of the contract. Cliff Peterson seconded and the motion passed 2-0.

David Rogers moved to authorize the Town Administrator to complete and sign the annual revised Local Emergency Operations Plan. Cliff Peterson seconded and the motion passed 2-0.

Cliff Peterson moved that the Town Administrator and Road Foreman be directed to apply for a Better Back Roads Program Grant. David Rogers seconded and the motion passed 2-0.

The Selectboard summarized the closing of McClellan Farm Road that prompted the Emergency meeting held on April 28<sup>th</sup>. A beaver pond above the culvert failed. Water washed around culvert and undermined the road. Fill obtained from Beartown Road site. Due to excellent work by the Road Crew, the road was reopened later that evening.

**8:20 p.m. Warrants and Minutes.**

Review of 04/15/14 Minutes. Cliff Peterson moved to approve the minutes of 04/15/2014. David Rogers seconded and the motion passed 2-0.

Review of 04/23/14 Minutes. Cliff Peterson moved to approve the minutes of 04/23/2014. David Rogers seconded and the motion passed 2-0.

Review of 04/28/14 Minutes. Cliff Peterson moved to approve the minutes of 04/28/2014 with corrections. David Rogers seconded and the motion passed 2-0.

Current Warrants reviewed and signed.

**8:24 p.m. Announcements/Schedule.**

Announcement made of next regular Selectboard Meeting scheduled for May 13, 2014 at 6:00 PM.

**8:36 p.m. Adjournment.**

Cliff Peterson moved to adjourn. David Rogers seconded and the motion passed 2-0.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended.

  
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David Roger, Vice Chair

  
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Date