

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
Underhill Town Hall  
Tuesday, March 15, 2016, 6:00 p.m.**

**Selectboard:** Cliff Peterson, Rick Heh and Kurt Johnson

**Town Staff:** RaMona Sheppard and Brian Bigelow

**Public:** Ruth Miller (MMCTV), Peter Hiskes, Daphne Tanis, Robert & Lisa Hill, Burton Rawson and Joe Flynn

**6:00 p.m. Call to order, adjustments to agenda.** Meeting called to order by Chair. Agenda adjusted to include an Executive Session to receive advice from counsel re: TH# 26 and Piney Grove.

**6:01 p.m. Public Comment Period.** No comments.

**6:02 p.m. Organizational Meeting:**

- Cliff Peterson nominated Rick Heh for Selectboard Vice Chair. Kurt Johnson seconded and the motion passed 3-0.
- Rick Heh nominated Cliff Peterson for Selectboard Chair. Kurt Johnson seconded and the motion passed 3-0.
- Cliff Peterson moved to adopt Rules of Procedure and the 2016-2017 schedule of regular meetings being held every other Tuesday. Rick Heh seconded and the motion passed 3-0.
- Cliff Peterson moved to appoint the Selectboard to serve as: fence viewers, weighers of coal, and inspectors of lumber, shingles and wood. Rick Heh seconded and the motion passed 3-0.

**6:09 p.m. New Business.**

**Appointments to Town volunteer positions and bodies:** The Selectboard interviewed Peter Hiskes and Daphne Tanis for vacancies on the Conservation Commission. In addition the Selectboard reviewed documents submitted by Laurie Graham regarding her interest in the Conservation Commission.

Cliff Peterson moved to make the appointments and reappointments as follows:

- Jennifer Silpe as Animal Control Officer for a 1 year term expiring in 2017
- Sue Kusserow as Town Service Officer for a 1 year term expiring in 2017
- Cynthia Seybolt to the Planning Commission for a 4 year term expiring in 2020
- Gerard Adams to the Planning Commission for a 4 years term expiring in 2020
- Gerard Adams to the Energy Committee for a 3 years term expiring in 2019
- April Desclos to the Energy Committee for a 3 year term expiring in 2019
- Dan Steinbauer to the Conservation Commission for a 4 year term expiring in 2020
- Matt Chapek to the Development Review Board for a 3 year term expiring in 2019
- Penny Miller to the Development Review Board for a 3 year term expiring in 2019
- Shanie Bartlett as an alternate on to the Development Review Board for a 1 year term expiring in 2017
- Mark Green to the Development Review Board for the remainder of a 4 year term expiring in 2017
- Peter Hiskes to the Conservation Commission for the remainder of a 4 year term expiring in 2019
- Laurie Graham to the Conservation Commission for the remainder of a 4 year term expiring in 2019
- Daphne Tanis to the Conservation Commission for a 4 year term expiring in 2020

Rick Heh seconded and motion passed 3-0.

**Review of redrafted Town Contract:** Draft Contract not yet available. Anticipated to be available later in the week.

**6:35 p.m. Old Business**

**Hill (VT485) and Rawson (CH440T) proposed Boundary Line Adjustment between properties in Town Contract and Current Use Contracts:** Discussion among Selectboard and Burton Rawson, Robert and Lisa Hill, and Joe Flynn L.S. The Hills and Rawson were provided copies of draft agreement to amend the existing contract to review prior to finalization. Applicants to make contact with Listers regarding timing and tax implications.

Cliff Peterson moved that subject to the final survey for 'Exhibit A' The Selectboard approves the agreement to amend the existing contract with Burton and Bonnie Rawson and that the Chair is authorized to sign the amendment when finalized. Rick Heh seconded and the motion passed 3-0.

**PZA Position Vacancy Status/Update:** Determination was made to focus on the Planning Coordinator Job Description and save the Zoning Administrator Job Description for the March 29<sup>th</sup> meeting. Selectboard and staff edited the final draft, taking account of input from Cynthia Seybolt and Charlie van Winkle. Consensus of the Selectboard was that the Chair would put the edited draft into final form and the Chair and Human Resource Manager would finalize an advertisement as soon as possible.

**8:18 p.m.** General discussion arose over Highway Department time sheets related to hours worked on Town Meeting Day. Consensus of Board was that Kurt Johnson and Human Resource Manager would have additional discussions with staff.

**8:28 p.m. Warrants and Minutes:** The Selectboard reviewed and signed the current warrants.

Discussion of minutes of the March 1, 2016 Regular Selectboard meeting. Staff to insert clarifying language offered by Rick Heh. Draft minutes to be reviewed and voted on at March 29, 2016 meeting.

Cliff Peterson moved approval of minutes of the February 23, 2016 Special Selectboard meeting. Kurt Johnson seconded and the motion passed 3-0.

**8:32 p.m. Member Items, Correspondence, Announcements, Schedule:** Notice made of the next Selectboard meeting being held on March 29, 2016.

Notice made of additional stone purchases being made to deal with mud season; line item is still under budget. Notice also made of the over-budget status of the Salaries: Part Time line item. Highway Budget status to be included on the March 29<sup>th</sup> agenda. Road Foreman to attend.

**8:38 p.m. Executive Session**

Clifford Peterson moved to enter Executive Session under 1 VSA § 313 (a)(1)(F), to receive advice of counsel related to Town Highway #26 and Piney Grove Subdivision, on a specific finding that premature general public knowledge would clearly place the Town at a substantial disadvantage. Rick Heh seconded and the finding and motion passed by a 3-0 vote.

On a motion by Rick Heh, seconded by Cliff Peterson the Selectboard came out of Executive Session on a 3-0 vote at 9:40 p.m. No action taken as a result of Executive Session.

**9:41 p.m. Adjournment:** On a motion made by Rick Heh and seconded by Kurt Johnson the Selectboard voted 3-0 to adjourn.

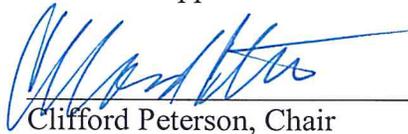
**9:42 p.m.** The Liquor Control Board convened to discuss annual licensing applications. By votes of 3-0 the Board endorsed the Liquor License applications of Jacob's Market and Wells Country Store.

Both license applications were signed by the Liquor Control Board.

**9:46 p.m. Adjournment:** Cliff Peterson moved to adjourn the Liquor Control Board. Rick Heh seconded and the motion passed 3-0.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended

 3/29/2016  
Clifford Peterson, Chair Date