

UNDERHILL PLANNING COMMISSION

Wednesday, February 17, 2016 6:30 PM

Minutes-DRAFT

PC Members Present: Cynthia Seybolt (Chair), Gerry Adams, David Edson, Carolyn Gregson (Secretary), Pat Lamphere, Irene Linde.

DRB members: Charlie Van Winkle (Chair), Mark Hamlin

6:30 pm: Call to order by Chair Cynthia Seybolt.

In response to the Selectboard's request, those in attendance discussed and re-wrote the job descriptions for a full-time Planning Coordinator and a part-time Zoning Administrator that had been provided. The job titles were re-defined as Zoning and Planning Administrator (full-time) and Zoning Assistant (part-time) and the job descriptions included essential job functions, education, and training requirements. It was unanimously agreed that Charlie Van Winkle would refine and edit the descriptions to present to the Selectboard.

8:15pm : The minutes of 2/3/16 were approved on motion by Irene and seconded by Pat.

8:20 pm: New Business: Onion River Coop will send representatives to the 3/16/16 meeting to discuss the future of the Underhill Country Store.

8:25 pm: The next meeting will be Wednesday, March 2nd at 6:30pm.

Motion to adjourn was made by Pat seconded by David .

Respectfully Submitted By:
Carolyn Gregson

The minutes of the February 3, 2016 meeting were accepted this 2nd day of March, 2016.


Cynthia Seybolt, Chair

These minutes are subject to correction by the Underhill Planning Commission. Changes, if any, will be recorded in the minutes of the meeting of the PC.