

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, February 2, 2016, 6:00 p.m.**

Selectboard: Cliff Peterson, David Rogers and Rick Heh

Town Staff: Brian Bigelow

Public: Peter Duval, Bill Wilson, Harland Blodgett, Roger Koniuto, Douglas Keith, Mathew Champlin, Phil Jacobs, Jan Robinson, Doug Henson, Curt Belton, Randy Clark, Gretchen Daly and Moses Daly.

6:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Chair. Adjustment to agenda: add an Executive Session after Member Items to discuss information received from counsel.

6:01 p.m. Public Comment Period. Peter Duval requested that the Selectboard become involved in the Act 250 appeal of the Jericho Market. The consensus of Selectboard is to continue to remain neutral.

6:05 p.m. Bill Wilson, Town Moderator. Selectboard and Moderator discussed upcoming Town Meeting. Invitations to attend have been sent to new residents, Australian Ballot items can be discussed from the floor under Article 5 'To transact any other business thought proper when met'. Town Report has been delivered to printers. Proof to be available later this week.

6:22 p.m. Due to the meeting being ahead of schedule and knowing there was public interest in the 6:30 agenda item the consensus of the Board is to continue on to New Business.

New Business:

- **EMS coverage – Essex Rescue and UJFD:** Mat Champlin, Chief UJFD discussed with the Board the interest in having representatives of the Underhill and Jericho Selectboards involved with committee discussions about the best model for providing Emergency Medical Services to the towns. David Rogers expressed his interest in serving in that capacity if there was no objections due to his not running for reelection to the Selectboard should the committee meet past Town Meeting Day. Consensus of Board was to accept David Rogers' offer.

6:28 p.m. Underhill Flats Sidewalk Preliminary Plan. Doug Henson, L.S. Lamoureux & Dickinson present to speak to the Preliminary Plans. Henson reviewed design status and characterized it as 50% complete. Primary change from Conceptual Plan are changes to stormwater facilities. Construction not anticipated until the CY2017 building season. With a goal of being complete prior to the last full weekend of September 2017. Henson and interested parties (Harland Blodgett, Roger Koniuto, Douglas Keith, Mathew Champlin, Phil Jacobs, Jan Robinson, Curt Belton, Randy Clark, Gretchen Daly and Moses Daly) discussed their specific areas of concern while reviewing the plans. After reviewing the plans Peter Duval commented on the absence of Street trees and the accommodation planned for the existing gas pumps within the VT Route 15 right-of-way and the effect on the sidewalk layout.

7:34 p.m. Old Business:

- **Hill (VT485) and Rawson (CH440T) proposed land transfer:** Discussion will take place in Executive Session.
- **Appointment to Recreation Committee:** Previous appointment of Calvin Caswell to the Recreation Committee was in error as the term for that committee is three years not four. Cliff Peterson moved to revoke the four year appointment of Calvin Caswell to the Recreation Committee. Rick Heh seconded and the motion passed 3-0.

David Rogers moved to appoint Calvin Caswell to the Recreation Committee, term to expire in March 2018. Cliff Peterson seconded and the motion passed 3-0.

- **PZA Vacancy / Position Structure:** Cliff Peterson informed the Board of the results of his visits to the Planning and Zoning Departments in Westford and Jericho where he talked to staff about hours and responsibilities. Each Town has a Full time Planner and a part time Zoning Administrator - 54 combined office hours in Westford and 64 hours in Jericho. The consensus of the Board is that the assigned duties in Westford made more sense in Underhill. In Westford the Zoning Administrator is responsible for permitting and enforcement and the Planner staffs both the Planning Commission and the Development Review Board. Additional consensus was to have Human Resource Director readdress draft job description for two separate positions, gather additional information and readdress at a future Selectboard meeting.

8:20 p.m. Warrants and Minutes: The Selectboard reviewed and signed the current warrants.

Cliff Peterson moved to approve the minutes of the January 19, 2016 Regular Selectboard meeting. Rick Heh seconded and the motion passed 3-0.

8:25 p.m. Member Items, Correspondence, Announcements, Schedule: Notice made of the next meeting being held on February 16, 2016.

Letter received advising Selectboard of availability of Humane Society to house animals. Consensus of Selectboard to continue utilizing the local Animal Control Officer. Budget Status Report received from Finance Director. UJFD provided their mid-year report. Notice made of resignation of Jim Gilmartin from the DRB. Staff directed to draft letter of appreciation.

8:25 p.m. Executive Session

Clifford Peterson moved to enter Executive Session under 1 VSA §313 (a)(1)(e and f), to receive advice of counsel and discuss pending or possible litigation, a specific finding that premature general public knowledge would clearly place the Selectboard at a substantial disadvantage in pending or possible civil litigation. David Rogers seconded and the finding and motion passed by a 3-0 vote.

On a motion by Clifford Peterson, seconded by David Rogers the Board came out of Executive Session on a 3-0 vote at 8:37 p.m. No action taken as a result of Executive Session.

In regard to the Rawson/Hill proposed property transfer and specifically the Rawson Town Land Contract, the consensus of the Selectboard was that the proposal as presented is consistent with the intent of the program and with the proposed entrance of the transferred land into the Hill's State Contract is a financial benefit to the Town. Parties can proceed with working towards a mutually agreed upon modification of the Rawson contract for the remaining land contingent upon the acceptance of the transferred property into the State Contract.

8:40 p.m. Adjournment: On a motion made by David Rogers and seconded by Rick Heh the Selectboard voted 3-0 to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended

 2/16/2016

Clifford Peterson, Chair

Date