

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, April 12, 2016, 6:00 p.m.**

Selectboard: Cliff Peterson, Rick Heh and Kurt Johnson

Town Staff: Nate Sullivan and Brian Bigelow

Public: Ruth Miller (MMCTV), Robert Gingras, Thomas Comes, Mike Fullem, George Feulner, Adam Chamberlin, Andy Chamberlin, Paul Chamberlin, Joan Chamberlin, Pam Parshall, John Barbour, Tim Potvin, Theresa Potvin, Karen McKnight, Joan Bowker, Daphne Tanis, Dan Close, Jan Peyser, Janet Herrero, Stephen Herrero, Jennifer Silpe, Georgann Pedrotty, Traudell Frey, Peter Bennett, Caroline Bennett, Seth Friedman, Steve Webster, Jacob Roy, Mike Weisel, Norm Poutre

6:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Chair. No adjustments to Agenda.

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

6:02 p.m. Ethan Allen Firing Range (EAFR): Chair described this agenda item as informational and a time for concerns to be raised. Questions and concerns raised by John Barbour, George Fuelner, Stephen Herrero, Daphne Tanis, Karen McKnight, Pam Parshall, Seth Friedman, Peter Bennett and Mike Fullem.

Primarily concerns were raised about noise from increased number of man days and rounds fired. Questions asked about noise studies commissioned in the 2006-2008 time frame, newer ‘6 series ranges’ and any additional to be built ranges, unavailability of Environmental Assessment in currently planning stage, EAFR conformance with environmental requirements and notification efforts. Support voiced for the overall range mission and traffic improvements on Range Road.

Col Robert Gingras, Major Jacob Roy and First Sergeant Comes responded to questions and provided a handout showing Range usage.

Staff to obtain and post information (handout and noise study) to the Town Website. Chair noted that contact above the local level can be made to state and federal officials.

7:06 p.m. Mike Wiesel, Pleasant Valley Road, Shepherd’s Way: Chair noted that an error had been made when a stop sign at the intersection of Mountain road and Pleasant Valley Road was made a condition of the Shepherd’s Way access permit. The stop signs were intended as a method of addressing area resident concerns but under the MUTCD they are not to be used for speed control. Weisel was thanked by the Board for his well thought out and written submittal on the matter.

Cliff Peterson moved that the Albertini Access approval of February 23, 2106 be amended to strike paragraph 4, the requirement of stop signs on Pleasant Valley Road at its intersection with Mountain Road. Kurt Johnson seconded and the motion passed 3-0.

Staff directed to draft a letter for the Chair to sign. Letter to reference the permit recorded at Vol 218, page 202 and to be recorded on the Town Land records.

7:17 p.m. New Business.

Revised Eldred Work in Right-of-Way/Access permit (LE072). Selectboard reviewed the change to the original proposal.

Cliff Peterson moved to approve revised Access Permit for work within the municipal Right-of-Way (ROW) with the following conditions:

Conduit in trench for 30 feet north from Pole #16, parallel to the centerline of Lower English Settlement Road and no closer to the centerline than Pole #16. At that point a pit for boring shall be dug to allow boring to occur at approximately a 90 degree angle to the road. Boring exit pit to be far enough into the Eldred property to have no impact on the ROW. Minimum depth under the travelled portion of town road to be 4 feet below the surface of the road. Minimum depth below ditch in Town right of way to be 2 feet. Rick Heh seconded and the motion passed 3-0.

Preliminary Access Approval at BE116/Lamphere. Discussion between applicant and Board regarding need for access if Boundary Line Adjustment rather than subdivision review as a deferred lot with the Development Review Board. Applicant withdrew application.

Preliminary Access Approval at RV097/Chamberlin. Discussion between applicant and Board about an additional residential lot off Chamberlin Woods. Chair noted that he is an abutting property owner but at the extreme end of each property. Consensus of Board was that a site visit would be scheduled prior to the next meeting.

Preliminary Access Approval at MO027-LR014/Potvin. Application not fully fleshed out enough to consider at this time. Applicant to gather additional information, to include Fire Department input, regarding the proposed use prior to next meeting and the item will be on the April 26 agenda.

Grant Applications. Staff presented two proposed grant applications.

Cliff Peterson moved that the Selectboard make application for a VTrans Better Roads grant for \$8,000 with a \$2,000 local match (to include in-kind labor) for a Road Erosion Inventory and Capital Budget Planning Project. Rick Heh seconded and the motion passed 3-0.

Cliff Peterson moved that the Selectboard make application for a VTrans FY17 Structures Grant of \$175,000 towards the repair or replacement of the bridge over Harvey Creek on Mountain Road. Rick Heh seconded and the motion passed 3-0.

8:40 p.m. Old Business

By Consensus the Board moved review of the draft Zoning Administrator's Job Description to April 26th meeting.

By consensus of the Board the members signed the Lister's Certification of 'No Appeal or Suit Pending' following the lodging of the Grand List. Staff to forward signed document to Town Clerk.

By consensus of the Board discussion about the Town Administrator's position classification moved to April 26th meeting. By motion made and seconded, Kurt Johnson authorized to work with Town staff on revisions to the Town Administrator's job description.

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

Cliff Peterson moved approval of minutes of the March 29, 2016 Regular Selectboard meeting. Rick Heh seconded and the motion passed 2-0-1, Kurt Johnson abstaining.

8:32 p.m. Member Items, Correspondence, Announcements, Schedule: Notice made of the next Selectboard meeting being held on April 26, 2016.

Discussion about purchasing policies raised. Finance Director to be invited to future meeting.

Selectboard reviewed correspondence related to:

a study of the Seymour River spearheaded by the Lamoille Regional Planning Commission, annual use of CSWD funds on Green Up Day, River Road Speed Study, Quarterly Financial report from Finance Director and annual VTrans forms.

By Consensus the Board signed VTrans forms (TA-60 and Certification of Roads and Bridges Standards).

9:15 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 Crane Brook Trail and Town Highway #26, on a specific finding that premature general public knowledge would clearly place the Town at a substantial disadvantage and to discuss personnel matters under 1 V.S.A. § 313 (a)(3). Rick Heh seconded and the finding and motions passed by a 3-0 vote.

On a motion by the Chair, seconded by Kurt Johnson, the Selectboard came out of Executive Session on a 3-0 vote at 11:36 p.m. As a result of the Executive Session regarding the Planning Coordinator position the Selectboard decided to hold Special Meetings on April 18th and April 19th for a first round of interviews with applicants.

11:37 p.m. Adjournment: On a motion made by the Chair and seconded by Rick Heh the Selectboard voted 3-0 to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended


Clifford Peterson, Chair


Date