

UNDERHILL PLANNING COMMISSION
July 20, 2011 6:30 PM
Minutes

Present: Chair Dick Albertini, Vice Chair Trevor Squirrell, Pat Lamphere, Irene Linde, Jerry Adams, David Edson, Planning & Zoning Administrator Kari Papelbon

6:30 PM: Call to order

Minutes of the 7/6/11 meeting were accepted with corrections (Trevor Squirrell was incorrectly listed in the list of attendees).

6:41 PM: Road Ordinance

Discussion continued of the very rough draft of the new Road Ordinance. The following items were discussed/suggested:

- Consider changing the phrase “upper base” to “surface” or “finished layer.”
- Reference or include guardrail standards on page 15.
- Should large culverts and bridges be rated to handle more than 35,000 pounds? Kari will research.
- Is road fabric required for all driveways and roads? Should there be leniency in the amount of gravel required if fabric is used? Kari will research.
- Page 18 – Clarify that material means gravel.
- Page 19 - #7, is 8 feet from the shoulder too great of a distance for headwalls? Should the requirement be the same distance as the shoulder? Kari will discuss this with Rod.
- Page 19, (K)(1) – The Planning Commission recommends that the Town maintain responsibility unless fault is established. (K)(3) – Add the phrase “on private property.”
- Page 22, Section 5.1(C) – Replace the date.
- Page 24, #5 – Remove the word “physically.”
- Page 25, (b) – Check for consistency. (3) – Clarify wording. (6) – Change to “driveway.” (c) – Check for consistency. Kari to verify with Rod.
- Page 26, (g) – Clarify wording. (D) – Check for consistency.

Discussion will resume with a revised draft.

Capital Improvement Plan

Kari provided a copy of a draft chart split out into the following categories: Highway Department, Town Hall, Schoolhouse, Post Office, Summary. This will help with identifying capital purchases and projects for the CIP.

Upcoming meetings: August 3 and 17. Kari will send an email to see if an additional meeting on August 31 to keep the working deadline for the CIP is favorable. David will not be available August 3. Pat may not be available August 3.

8:28 PM: David made a motion, seconded by Irene, to adjourn. All were in favor.

Kari Papelbon