

UNDERHILL PLANNING COMMISSION

May 6, 2015 6:30 PM

Minutes

PC Members Present: Cynthia Seybolt (Chair), Gerry Adams, Dave Edson, Pat Lamphere, Irene Linde

Staff Present: Sarah McShane

6:30 PM: Call to order by Chair C.Seybolt.

6:30 PM: There were no public comments. Members agreed to adjust the agenda items to discuss old business first.

Members reviewed the minutes of April 1, 2015. P.Lamphere made a motion, seconded by D. Edson, to accept the minutes as written.

S.McShane reminded Commission members that the Selectboard will be holding two public hearings in association with adopting the updated Town Plan. The meetings are scheduled for May 12th and May 20th.

Members discussed filling the Planning & Zoning Administrator's position and reviewed the job description. S.McShane stated that she will remain employed by the town on a temporary part-time basis until her replacement is found. Members reviewed the job advertisement and decided to revise the job descriptions to make the qualifications less restrictive.

Action item: C.Seybolt will make minor amendments to the job positing and description and will forward the revisions to the Planning Commission and the Selectboard for their approval.

Action item: S.McShane will reserve time on the next agenda to generate a list of items the Commission would like to discuss with the Selectboard (i.e. personnel policies, participating in the annual budget process, hosting quarterly meetings, structure of town government, funding special projects, etc.)

7:30 PM: Commission members continued discussion of generating a work program for the coming year. C.Seybolt reminded the Commission to ask community members if they are interested in serving on the Planning Commission.

S.McShane stated that the Planning Commission will reserve a portion of their two June meetings to reviewing and prioritizing CIP projects. G.Adams stated that he recently met with an individual from Underhill Flats to discuss the flooding along Roaring Brook and the possibility of the town installing a berm along the edge of the stream. Members felt that it was an appropriate project for the CIP and that it would further the goals listed in the Town Plan.

Action Item: S.McShane will gather information and make sure the project is addressed during the CIP meetings.

Members discussed the solar siting issue and a recent email from the Vermont League of Cities and Towns urging individuals to contact their representatives to support an amendment that would allow municipalities to develop setback and screening regulations for solar installations. Members agreed it was important. I.Linde made a motion, seconded by P. Lamphere, for the Commission to put a notice on Front Porch Forum encouraging residents to support the amendment which would allow municipalities to adopt setback and screening measures for solar facilities. The motion passed by all members present.

~~Action Item: C.Seybolt will place the appropriate message on Front Porch Forum on behalf of the Planning Commission.~~

8:10 PM: D.Edson made a motion, seconded by I.Linde, to adjourn the meeting. The motion passed by all members present.

Meeting adjourned at 8:10 PM

Respectfully Submitted By:

Sarah McShane

These minutes of the May 6, 2015 meeting were accepted

This 20th day of May, 2015



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.