

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
6:00 p.m., Tuesday, June 10, 2014**

**Selectboard:** Seth Friedman, David Rogers and Cliff Peterson

**Town Staff:** Brian Bigelow, Nate Sullivan, Sherri Morin

**Public:** Ruth Miller (MMCTV), Joe & Kris Thomas, Gael Boardman, Ron & Luana Nedich, Steve Exler, Rick Heh, Scott Tower, Randy & Kelly Jewell, Philip & Linda Lewellen, Aaron Brillhart, Tobin Clough, David Edson, Cynthia Seybolt, Jason Ferreira, Teresa Bogsczyk, David and Dori Richiede, Bob Covey, Isaac Cowan, Sue Spear, Art Bristol and Stephen Shuma

**6:00 p.m.** Meeting called to order. Meeting had originally convened at a 4:00 p.m. Site Visit at Jackson Hill Road followed by a Site Visit at Harvest Run and Jacobs Hill Road.

**6:04 p.m. Public Comment** – Jon & Kris Thomas addressed concerns with the Access Permit issued 12/19/2013 to Dale Walker at 53 Tupper Road. Concerns include process, utilization of a Class 4 road, ditching/water and subsequent building permit. Thomas to contact Zoning Administrator regarding appeal process.

David Edson questioned the Town's policy on accepting private roads. By consensus the Board thought this would be addressed during the 6:10 and 6:40 agenda items.

Gael Boardman requested that the Selectboard consider these questions:

- Who owns the Old Schoolhouse #5 building? Who owns the land it sits on?
- What is the actual size of the Lot?
- Does the Town have legal responsibilities with the Historical Society?
- Who owns the 'Historical' artifacts and records now in the Town Vault?
- What is the status of those items? Do they have to be moved? When? By whom? Where to?
- What are the insurance requirements? On items? On building? On events?
- What is the status of the Old Schoolhouse #5 Committee? Should that group combine with the Historical Society?

Sherri Morin said that the vault needs to be empty in preparation for the renovation project by the end of August. Scott Tower, President of the Underhill Historical Society said the Society is prepared to move papers to Old Schoolhouse #5 and provide insurance at that location. In addition; the Society and the Task Force have been cooperating and sharing documents.

**6:30 p.m. Public Hearing re: Jackson Hill Road** Notice made of Site Visit. Seth Friedman abstaining due to having an interest in Jackson Hill Road property. Selectboard discussion with petitioners ensued about the general Town policy of not accepting private roads and the specific characteristics of Jackson Hill Road to include previous applications, road construction and maintenance. Additional discussion with

residents took place regarding tax policy, local Road Policy, and expectations of purchasers on private and public roads.

Cliff Peterson moved to deny the petition of Jackson Hill homeowners. David Rogers seconded and the motion to deny passed 2-0 (Seth Friedman abstained).

**6:50 p.m. Public Hearing re: Harvest Run and Jacobs Hill Road.** Notice made of Site Visit. Selectboard discussions with area residents were similar to the Jackson Hill Hearing with the added considerations of the potential for future development and the non residential uses of the Underhill Flats Post Office and Harvest Market parking.

David Rogers moved to deny the petition of Phil Jacobs for the acceptance of Harvest Run and Jacobs Hill Road as Town roads. Cliff Peterson seconded and the motion passed 3-0.

**7:05 p.m. Access Permit Application of Isaac Cowan (PH108).** Cliff Peterson moved that the pending application of Isaac Cowan, dated February 17, 2014 for an Access Permit for the property bearing tax parcel number PH108 be granted subject to the following conditions, which shall be noted on the Access Permit:

1. The driveway shall be built to the standards set out in the Underhill Road Policy, including Standard B-71, and shall follow the alignment shown on Sheet S1 dated 5-23-2014 submitted by the applicant.
2. The driveway shall extend for no more than 300 feet from the edge of the Town right-of-way.
3. Extension of the driveway shall require an amendment by the Selectboard to this Access Permit.

David Rogers seconded and the motion passed 3-0.

**7:15 p.m. Old Business**

**Town Hall Interior Renovations** Sherri Morin, Town Clerk, discussed a proposed change to the configuration of the Town Clerk's Office. By consensus the Board agreed to a 10 minute recess for a Site Visit.

David Rogers moved to return from recess. Cliff Peterson seconded and the motion passed 3-0. Site Visit was summarized as relocating the Zoning Administrator's work station and a proposal to reconfiguring the island.

Cliff Peterson moved to accept the Time and Materials Agreement of X-L Building & Design Inc. not to exceed \$2,000.00 but striking out the word 'local' in the fifth paragraph. David Rogers seconded and the motion passed 3-0.

Town Administrator reviewed pending projects: Town Garage Roof bid schedule reviewed. Project advertised with bids due by June 24<sup>th</sup> and a mandatory walk through of the facility on June 12<sup>th</sup>. No submittals received from the Cloverdale/Beaver Brook homeowners. Staff still collecting information for a proposed River Road sidewalk grant application. Underhill Center signage was looked at by Town Administrator and Sai

Sarepelli, CCRPC Senior Transportation Planner. A document with suggestions will be forthcoming. Pavement markings will need to be addressed.

Arthur Bristol (SU047) discussed the water situation on his property. The Board's consensus was to direct Nate to clean out the inlets of both transverse culverts and eliminate the check dam at the inlet of the access culvert of SU050. Area to be watched for impacts.

Stephen Shuma and Susan Spear met with the Board to discuss activities at the Town Pond. After hours use consisting of graffiti, littering and drug use, to include hypodermic syringes being left on the ground are of concern with area residents and the Recreation Committee. Tom Lee, Committee Chair offered to fund the purchase of a gate from the Northeast corner of the pond fence across the road connecting the two parking areas. Also discussed was means for securing and unlocking the gate, signage prohibiting use 'Dusk to Dawn' and potential impact on UJFD. The consensus of the Board was that they would like to defer action to the next meeting and allow for greater public participation. Town Administrator to warn for next meeting and contact contractors for estimate of installation.

Discussion took place about the need for Town Primary and Alternate appointments to the Chittenden County Regional Planning Commission. Town Administrator willing to continue to serve in lieu of an interested party.

David Rogers moved to appoint Brian Bigelow as the Primary Town of Underhill Representative to the CCRPC. Cliff Peterson seconded and the motion passed 3-0.

Cliff Peterson moved to appoint David Rogers as the Alternate Town of Underhill Representative to the CCRPC. Seth Friedman seconded and the motion passed 2-0.

Chair signed letter formalizing the appointments to the Chittenden County Regional Planning Commission.

Road Policy rewrite revisited. Cliff Peterson offered to preliminarily review the draft. Subsequent reviews for technical and legal merit will be required.

Town Planner, Sarah McShane and the Planning Commission have started the Capital Improvement Program process, no requests received to date.

For compliance with the final revision of H.497; requirement for designation of public posting locations, Cliff Peterson proposes a resolution designating the Underhill Flats (05489) and Underhill Center (05490) Post Offices as the additional public posting locations, along with the Town Clerk's Office. David Rogers seconded and the motion passed 3-0.

**8:28 p.m. New Business** – Notice made of letter received from Jeff Moulton regarding Crane Brook Trail. Town Administrator directed to warn on next meeting agenda.

Notice made of request of Carolyn Gregson related to landscaping not completed from Pleasant Valley Road reconstruction project from 2004-05. Town Administrator to research project and contact nursery re: costs.

8:45 p.m. By consensus the Board had the Chair sign the Letter of Agreement for Computer Assisted Mass Appraisal (CAMA) Cost Tables service in the amount of \$238.81.

Seth Friedman moved to sign the resolution prepared by the Town Finance Officer terminating the Town of Underhill Flexible Benefit Plan and adopting the Town of Underhill Cafeteria Plan. David Rogers seconded and the motion passed 3-0.

David Rogers moved to sign Mike Wiesel invoices for Roaring Brook, Range Road and Town Hall in the total amount of \$525. Cliff Peterson seconded and the motion passed 3-0.

**8:55 p.m. Warrants and Minutes.**

Review of 05/27/14 Minutes. David Rogers moved to approve the minutes of 05/27/2014. Cliff Peterson seconded and the motion passed 3-0.

Current Warrants reviewed and signed.

**9:02 p.m. Announcements/Schedule.**

Due to a lack of a quorum there will be no meeting on June 24<sup>th</sup>. July 1<sup>st</sup> scheduled to be the next meeting.

**9:05 p.m. Adjournment.**

Cliff Peterson moved to adjourn. David Rogers seconded and the motion passed 3-0.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended.

\_\_\_\_\_  
Seth Friedman, Chair

\_\_\_\_\_  
Date

6.30.14

# Underhill Selectboard Meeting

June 10th 2014

	Name	Address
1	Jon Thomas	65 Maple RD
2	Kris "	"
3	Nate Sullivan	91 River Road
4	TRACY T. SPARJANIN	U.S. ROAD
5	Luana NEDICH	29 JACKSON HILL RD
6	Ron Nedich	29 Jackson Hill Rd
7	Steve Exler	35 JACKSON Hill Rd
8	Rick HEH	52 Kelley Rd.
9	Scott Tower	73 River Rd.
10	RANDY JEWELL	14 JACOBS HILL RD.
11	KELLEY JEWELL	" " " "
12	Linda Lewellen	13 Jackson Hill Rd
13	Philip Lewellen	" " "
14	AARON BRUCHART	Jacobs Hill Rd
15	Tobin Clough	18 Jacobs Hill Rd
16	David Edson	15 CHADS ROAD
17	Cynthia Seybolts	95 PVR
18	Jason Ferreira	22 Jacobs Hill
19	Teresa Bogaczyk	10 Harvest Run
20	David & Dori Richiardi	12 Harvest Run
21	Bob Covey	14 Harvest Run
22	Paul Conson	108 Poken Hill
23	Sue Spear	19 Stevensville Rd Underhill
24	ART BRISTOL	47 SUGAR HILL RD.
25	Stephen Shuma	28 Stevensville Rd.