

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, December 08, 2015, 6:00 p.m.**

Selectboard: Cliff Peterson, David Rogers and Rick Heh

Town Staff: RaMona Sheppard, Nate Sullivan, Rachel Fifield and Brian Bigelow

Public: Steve Abair, Marcy Gibson, Jim Massingham, Lori Frohock, Mat Champlin, Charlie VanWinkle, Jennifer Desautels, Carla Hochschild, Jean Archibald, Kathie Russell, Peter Duval, Peter Bennett, Ruth Miller (MMCTV)

6:21 p.m. Call to order, adjustments to agenda. Meeting called to order by Chair. One adjustment to agenda; an Executive Session under 1 VSA §313(a)(3) was added after the Albertini agenda item.

6:22 p.m. Public Comment Period: Peter Duval spoke with the Selectboard regarding potential Town participation in the Jericho Market Act 250 appeal process. Consensus of the Board was that no compelling public interest has been expressed.

6:07 p.m. FY2016-2017 Budget Discussions:

Underhill-Jericho Fire Department Chief Mat Champlin distributed the department's FY2014-2015 Annual Report and discussed the proposed budget with the Selectboard. Jericho Underhill Park District Trustees Marcy Gibson and Jim Massingham discussed the District's proposed budget with the Selectboard. Deborah Rawson Memorial Library Trustee Kathie Russell discussed the Library's proposed budget with the Selectboard.

Finance Director RaMona Sheppard updated the Selectboard on effect of changes made at the November 24 meeting on the budget. The current bottom line projection is a 5.8% budget increase. Consensus of Board is to have the December 22 meeting agenda dedicated almost exclusively to budget discussions.

6:35 p.m. Adjustment to Agenda: In keeping with Selectboard practice when a meeting is ahead of schedule, routine business will be performed to allow the opportunity for full public attendance and participation with the next warned agenda item.

Warrants and Minutes: The Selectboard reviewed and signed the current warrants.

- David Rogers moved to approve the minutes of the November 24, 2015 Special Selectboard meeting. Rick Heh seconded and the motion passed 3-0.
- David Rogers moved to approve the minutes of the November 24, 2015 Regular Selectboard meeting. Rick Heh seconded and the motion passed 3-0.
- David Rogers moved to approve the minutes of the November 24, 2015 Emergency Selectboard meeting. Rick Heh seconded and the motion passed 3-0.

6:45 p.m. Albertini Access Permit Application (PV109): Process and submittal questions preceded a presentation by Jennifer Desautels, P.E.. Jennifer Desautels confirmed that input provided by the Development Review Board and independent reviewer Roger Dickinson, P.E. had been incorporated into latest submitted drawings without the benefit of a revision date.

In addition to the Selectboard and Desautels, Peter Bennett, Tom Moore, Peter Duval, Charlie Van Winkle, Carla Hochschild, Jean Archibald and Steve Abair and Nate Sullivan commented at the meeting. Area residents Cynthia Seybolt and Carolyn Gregson provided written comments that were read into the record. Applicant is to return with dated drawings showing revision dates and the detailed list of changes as required by the Road Ordinance.

8:03 p.m. Executive Session: Cliff Peterson moved to enter Executive Session with Rachel Fifield to discuss a Personnel matter under 1 VSA §313(a)(3). Rick Heh seconded and the motion passed 3-0.

At 8:40 p.m. on a motion made by Cliff Peterson, seconded by David Rogers and passing 3-0 the Selectboard exited Executive Session; no action taken or to be taken.

8:41 p.m. Old Business:

Warner Creek Road: Selectboard reviewed December 2, 2015 memorandum from Planning & Zoning Administrator. Selectboard concurs that memo regarding inconsistencies be included in the relevant properties' zoning files, no other action to be initiated at this time.

Certificate of Compliance / 'Bianchi' letters: Selectboard reviewed November 16, 2015 memorandum from Planning & Zoning Administrator regarding the certificates/letters and the cost associated with administrating the service. Selectboard reviewed additional information from the Vermont League of Cities and Towns. Consensus of Board was to have staff forward information to Planning Commission for consideration and input.

Schraffenberger Access Approval (TR004): Update of action taken at November 24, 2015 Emergency Meeting of the Underhill Selectboard. Meeting was held to consider proposal for waterline repair work within the public right-of-way of Timber Ridge Road (TH#58). Residents had arranged for the work to be performed on November 30th and the Selectboard gave conditional approval at the Emergency Meeting. Application was completed and fees received on November 25th. Work has been completed and water service restored. Cliff Peterson moved approval of Access Permit A15-16 for TR004. David Rogers seconded and the motion passed 3-0.

8:47 p.m. New Business:

Structural Engineering Proposal re: Old Schoolhouse #5 Exterior Stairway: Consensus of Board was to table discussion until a decision on grant application is received.

Staff Holiday Party: Town Clerk memorandum of December 3 reviewed and discussed by Board. David Rogers moved to approve staff holiday party with a 'Not to Exceed' limit of \$500. Rick Heh seconded and the motion passed 3-0.

Mount Mansfield Community Television Live Streaming: MMCTV has the capability of providing live coverage of events and meetings at the Town Hall and asked the Selectboard if this format was of interest for their meetings. Discussion ensued. Cliff Peterson moved to proceed with livestreaming of Selectboard meetings on a trial basis. David Rogers seconded and the motion passed 3-0.

Underhill Flats Sidewalk Engineering Contract Amendment: Selectboard reviewed and discussed Town Administrator's December 1, 2015 letter and enclosures to Nicholas Meltzer/VTrans. David

Rogers moved to approve amending the Agreement for Consultant Engineering Services with Lamoureux & Dickinson by \$2,807. Rick Heh seconded and the motion passed 3-0.

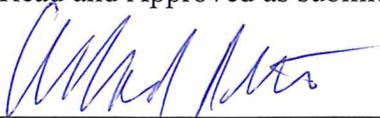
7:14 p.m. Member Items, Correspondence, Announcements, Schedule:

Consensus of the Board that their December 22nd agenda have a primary focus on the budget.

8:58 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

Clifford Peterson, Chair

Date