

**TOWN OF UNDERHILL
SPECIAL SELECTBOARD MEETING MINUTES
6:00 p.m., Tuesday, December 15, 2015**

Selectboard: Clifford Peterson, David Rogers and Rick Heh

Town Staff: Mona Sheppard and Brian Bigelow

Public: Peter Duval

6:00 p.m. Meeting called to order by Chair. Adjustments to agenda added; Contract with Chittenden County Regional Planning Commission (CCRPC) for zoning administrative services, Grand List Errors & Omissions and Letter to Auditors

6:01 p.m. Public Comment – None

6:02 p.m. Appointment of Acting Zoning Administrator: Cliff Peterson moved to appoint Brian Bigelow as Acting Zoning Administrator. David Rogers seconded and the motion passed 3-0.

6:05 p.m. Adjustments to Agenda:

- Cliff Peterson moved to contract with CCRPC for interim zoning services. David Rogers seconded and the motion passed 3-0. Contract signed by Chair.
- Cliff Peterson moved to approve Errors & Omissions as a reduction to the 2015 Grant List in the amount of \$19,600. David Rogers seconded, the motion passed 3-0 and the report was signed by the Board.
- By consensus of the Board the Chair signed the Management Representation letter with municipal auditors A.M. Peisch and Company.

6:10 p.m. Zoning Administrator Position: Discussion ensued about splitting the Planning and Zoning functions of the position. The former is proposed to be filled on an 'as needed' basis by contracted professionals and the latter as an hourly position not to exceed an average of 29 hours per week. Draft Zoning Administrator Job Description reviewed. Cliff Peterson to discuss options with Planning Commission.

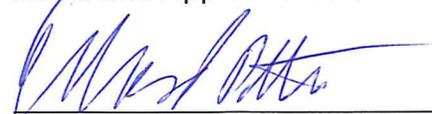
6:30 p.m. Public Comment: Peter Duval spoke with the Selectboard advocating that the town take an active role in the appeal process of the Jericho Market's Act 250 approval based primarily on potential adverse traffic impacts. Consensus of Board remains to not get involved.

6:35 p.m. Adjournment:

On a motion made by David Rogers, seconded by Rick Heh and passed 3-0; the Board adjourned.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended.



Clifford Peterson, Chair



Date