

**TOWN OF UNDERHILL  
SELECTBOARD MEETING MINUTES  
Underhill Town Hall  
Tuesday, December 22, 2015, 6:00 p.m.**

**Selectboard:** Cliff Peterson, David Rogers and Rick Heh

**Town Staff:** RaMona Sheppard, Nate Sullivan, Sherri Morin, Pam Shover and Brian Bigelow

**Public:** Ruth Miller (MMCTV), John Pepi, Pat Lamphere, Dawn Hall, Matt Paggi, Karen McKnight, Charlie Van Winkle, Will Towle, Robert Hill, Lisa Hill, Burton Rawson and John Finley.

**6:00 p.m. Call to order, adjustments to agenda.** Meeting called to order by Chair. One adjustment to agenda: add contract with Kermit Blaisdell to New Business.

**6:22 p.m. Public Comment Period:** John Pepi spoke with the Board about access construction efforts at his property at 24 Jacobs Hill. His engineer will provide a letter as part of the Certificate of Occupancy process.

**Lamphere Access Approval (BE116):** Discussion ensued between applicant and Board. Access is proposed for residential purposes. Cliff Peterson moved to approve Application subject to conditions. Conditions to be recorded in Land Records with Permit and Drawing. Conditions summarized: as compliance with submitted drawing and VTrans Standard B-71, future proposed changes to require amendment, utilization of erosion prevention and sedimentation control practices, no culvert required in Town right-of-way, removal of vegetation sufficient to give 360' of sightline to the north. David Rogers seconded and the motion passed 3-0.

**Barred Woods LLC (PH549):** Discussion ensued between applicant and Board. Access is proposed for silvicultural purposes. Cliff Peterson moved to approve Application subject to conditions. Conditions to be recorded in Land Records with Permit and Drawing. Conditions summarized: as compliance with submitted drawing, future proposed changes to require amendment, utilization of erosion prevention and sedimentation control practices, 18" x 40' culvert required in Town right-of-way, northern edge of driveway not to be closer than 25' to DiFranco well house. David Rogers seconded and the motion passed 3-0.

**6:18 p.m. PZA Vacancy / Position Structure:** Chair relayed results of conversation with Planning Commission. Commission is in agreement with concept of splitting the Planning and Zoning functions and contracting out for Planner services as needed. Concern was voiced for clerical help for the position. Development Review Board members Charlie Van Winkle, Will Towle and Karen McKnight, staff and Selectboard discussed expectations and demands of the position. Consensus to continue discussion at the next Selectboard hearing.

**6:43 p.m. Hill (VT485) and Rawson (CH440T) proposed land transfer:** Discussion between property owners, Pam Shover and Selectboard ensued about a proposed boundary line adjustment. Proposed transfer of open land to open land is complicated by each landowner being in a different contract (Hill/Current Use and Rawson/Town). Advice from Chief Lister is to do nothing prior to April 1, 2016. Consensus of Board is in favor of the concept and that further research is required. Chair is authorized to discuss the matter with counsel.

**6:56 p.m. FY2016-2017 Budget Discussions:** Draft budget reviewed by Selectboard and Staff. Consensus of Board to proceed with 3% pay raises. The current bottom line projection is a 3.8% budget

increase with a corresponding tax increase of 5.8%. Consensus of Board is to consider utilizing \$110,000 of highway surplus and \$20,000 of general reserves to lower the tax rate. Impact of proposed budget with reserve and surplus utilization would be a slight decrease in the tax rate from \$0.5031 to \$0.5008 per \$100 of assessed value based on the current working Grand List. Consensus of Board was to finalize budget at the next Selectboard meeting.

**8:47 p.m. New Business:**

- **Appraisal Services Contract:** David Rogers moved to approve contract between the Town and Kermit Blaisdell for appraisal services for CY2016. Rick Heh seconded and the motion passed 3-0. The Board signed contract previously signed by contractor.
- **Final Audit FY14-15:** The FY15 Audit was received from independent auditors A.M. Peisch. Finance Director Mona Sheppard reviewed results with Board and explained that it was a clean audit with no adverse findings.
- **Chittenden County Regional Planning Commission (CCRPC) FY17 Work Program:** Consensus of Board is to express interest in CCRPC performing a Road Erosion Inventory.

**7:41 p.m. Old Business:**

- **Certificate of Compliance / 'Bianchi' letters:** Chair relayed Planning Commission input on the Town of Underhill continuing to provide 'Bianchi' letters. Planning Commission was unanimous in discontinuing the practice. Cliff Peterson moved that pending an examination of the Zoning Regulations that the Town will suspend issuance of Bianchi letters until further notice. David Rogers seconded and the motion passed 3-0. Chair to research the regulations prior to the next meeting.

**7:43 p.m. Warrants and Minutes:** The Selectboard reviewed and signed the current warrants.

- David Rogers moved to approve the minutes of the December 8, 2015 Regular Selectboard meeting. Rick Heh seconded and the motion passed 3-0.
- David Rogers moved to approve the minutes of the December 15, 2015 Special Selectboard meeting. Rick Heh seconded and the motion passed 3-0.

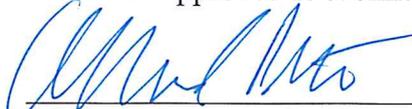
**7:14 p.m. Member Items, Correspondence, Announcements, Schedule:**

Notice made of the next meeting being held on January 5, 2016. Notice made of receipt of letters from Underhill Central School third grade students provided by Deborah Cianca-Mayer. Letters shared results of the student's recent geology experiments with the Selectboard. Staff directed to prepare a letter of appreciation for their thoughtful comments. Notice made of recent actions related to Repa Trail. All documents have been uploaded to the website.

**7:50 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