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Town of Bristol
PLANNING COMMISSION MEETING
REMOTE Public Meeting
Tuesday, May 18, 2021
Meeting Minutes
DRAFT

Planning Commission Members Present: Chair Kevin Hanson, Vice Chair Jeff Lundstead, Tom Wallace, Robert Rooker, Melissa Hernandez, John Kromer, Bill Sayre (joined meeting at 7:20 p.m.).

Absent: Lloyd Dike

Others Present: Peggy Connor (Recording Secretary), Jim Quaglino

Call to Order: Chair Kevin Hanson called the meeting to order at 7:05 p.m.

I. Review Agenda for Additions, Removal, or Adjustment of any Items per 1 V.S.A. §312(d)(3)(A)

None.

II. Administrative Matters

a) Approval of Minutes: 4/20/2021

Tom Wallace moved to accept PC meeting minutes for April 20, 2021. **SO VOTED. (6-0) MOTION PASSED UNANIMOUSLY.**

b) Discussion: Zoning Administrator Report

Kevin Hanson advised Zoning Administrator Kris Perlee will present a report at the Planning Commission's next meeting, and asked if a report from Kris should be provided quarterly. Members agreed to continue receiving monthly reports from the Zoning Administrator.

c) Discussion: Miscellaneous Correspondence

Kevin Hanson recently received an email regarding a program offered at Middlebury College for students to work with town boards and commissions as part of their studies. Having worked with college students at the United Way, John Kromer described the program as a good resource.

d) Open Position

Kevin noted there remains a vacancy on the Planning Commission.

III. Annual Organizational Meeting

a) Discussion: Review Policies and Procedures for Revisions

Members reviewed Policies and Procedures for the Bristol Planning Commission, and agreed to the following changes:

➤ **Mission:**

Jeff Lundstead to clarify language to coincide with Town Plan's "purpose"

➤ **Responsibilities of Officers:**

Zoning Administrator to attend Planning Commission meetings on "an as-needed basis"

Delete "clerk"

PC organizational meeting to be held following the Selectboard's organizational meeting after

56 Town Meeting Day.

57

58 Delete 2nd paragraph: "In order that the efforts of the chair and vice-chair will be
59 coordinated...."

60

61 ➤ Scheduling of Meetings:

62

63 Add: "If possible, the agenda and all relative documents will be distributed to PC members one
64 week prior to their meeting."

65

66 ➤ Quorum:

67

68 Substitute "full board" for "nine members"

69

70 ➤ Rules:

71

72 Delete "...and are motivated by our desire to learn from and improve upon public meetings
73 over the past two years that focused on our proposed new Town Plan."

74

75 Substitute "a records book of all relevant communications" with "meeting minutes"

76

77 ➤ 7.2 Open Meeting Laws:

78

79 All agreed to the proposed highlighted changes to allow for greater flexibility for public comment.

80

81 ➤ 7.3 Suspension of Agenda

82

83 All agreed to retain wording. Bill Sayre explained that the provision is an example of *Robert's Rules of*
84 *Order* used in extraordinary circumstances (i.e., an emergency, point of order)

85

86 ➤ 7.5 Records:

87

88 Substitute "A record" with "Meeting minutes"

89

90 ➤ 7.7 Technical Assistance:

91

92 Change last sentence to read: "The Planning Commission will obtain assistance from the Addison
93 Regional Planning Commission as needed."

94

95 ➤ 7.9 Annual Open Retreat:

96

97 Delete entire section.

98

99 **[Jeff Lundstead temporarily left meeting at 8:00]**

100

101 **b) Action: Approve Revisions as Identified**

102

103 Tom Wallace moved to adopt changes to the Policies and Procedures document as discussed; John
104 Kromer seconded. **SO VOTED. (6-0) MOTION PASSED UNANIMOUSLY.**

104

105 **c) Confirm Slate of Officers**

106

107 Tom Wallace moved to approve the PC slate of officers: Kevin Hanson, Chair, and Jeff Lundstead,
Vice Chair; John Kromer seconded. **SO VOTED. (6-0) MOTION PASSED UNANIMOUSLY.**

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d) Discussion: Town’s Conflict of Interest Policy: Acknowledgement per Policy and Procedures

All members acknowledged having reviewed the Town’s Conflict of Interest Policy, with no additional questions or comments.

[Jeff Lundstead rejoined meeting at 8:09]

e) Discussion: Vision for Planning Commission

Kevin Hanson asked members their thoughts on the work to be done by the Planning Commission beyond the Implementation Plan reviewed at their previous meeting. Tom Wallace suggested following the guidelines as laid out in the Policies and Procedures, as well as steps to accomplish tasks outlined in the Implementation Plan. Jeff Lundstead added that the Planning Commission coordinates with the Selectboard’s priorities for the Town. Bill Sayre agreed, noting that the Commission acts as a quasi-independent entity that assists the Selectboard in achieving its goals, while at the same time, maintaining a measure of independence. Rob Rooker suggested that instead of a group meeting with the Selectboard members, the Chairs and Vice-Chairs hold a meeting. All agreed to send the Selectboard the email Kevin Hanson drafted as presented, requesting comprehensive guidance for the Planning Commission going forward.

IV. Continuing Business

a) Discussion: Communication Out of Implementation Plan Action Items

Kevin Hanson advised that the Implementation Plan sent to all respective committees and staff had been well received, noting that the Selectboard reviewed the plan at its recent meeting, with no action taken.

V. New Business:

a) Jeff Lundstead asked if the Town Plan had been approved by the Addison County Regional Planning Commission (ACRPC) . Bill Sayre explained the customary protocol is that once the plan is submitted to ACRPC, the Local Governance Committee holds a public hearing at which testimony is taken to determine if the plan is compatible with the original Town Plan, in accordance with a State law provision passed in 1989. Bill added that it is rare for the general Commission to deem the plan incompatible, but the process typically takes a few weeks.

VI. Public Comment

Jim Quaglino suggested Planning Commission members invite Selectboard liaison Michelle Perlee to an upcoming meeting to coordinate PC goals with those of the Selectboard.

VII. Adjournment

Rob Rooker moved to adjourn; Melissa Hernandez seconded. **SO VOTED. (7-0) MOTION PASSED UNANIMOUSLY.**

Meeting adjourned at 8:34 p.m.

Respectfully submitted,
Peggy Connor, Recording Secretary