

Town of Bristol
PLANNING COMMISSION MEETING
HYBRID Public Meeting
Tuesday, March 1, 2022
Meeting Minutes

Planning Commission Members Present:

In Person: Kevin Hanson, Lloyd Dike, Chain Hill

Remote: Jeff Lunstead, Melissa Hernandez, Robert Rooker, Tom Wallace

Absent:

Jason Hurd

Visitors in Attendance: Jim Quaglinio (*remote*)

Others Present: Zoning Administrator Kris Perlee, Peggy Connor (Recording Secretary)

Call to Order: PC Chair Kevin Hanson called the meeting to order at 7:07 p.m.

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

None.

Administrative Matters

a) Approval of Minutes: 2/1/2022

Rob Rooker moved to approve meeting minutes for February 1, 2022; Melissa Hernandez seconded.
SO VOTED (7-0). MOTION PASSED UNANIMOUSLY. Minutes approved as presented.

b) Discussion: Zoning Administrator Report

None.

c) ARPA Advisory Committee

The Bristol Selectboard is seeking individuals interested in serving on a 9-member committee to review and assess proposals for Bristol's allocation of the American Rescue Plan Act (ARPA) funding. The Town is slated to receive almost \$1.2 million over the next two years, to be spent on various areas including pandemic response, lost revenue, water, sewer, and broadband infrastructure. In addition to residents, the Town has requested a single representative from the Planning Commission, Conservation Commission, and Energy Committee. Planning Commission member Rob Rooker has volunteered to serve on the committee which is scheduled to hold its first meeting on Monday, March 7th.

d) Miscellaneous Correspondence

- Bristol Pedestrian Advisory Committee (BPAC) meets the 3rd Thursday of each month. Kevin has shared two sets of BPAC meeting minutes for review.
- Bristol Democratic Committee will host a remote climate change forum on March 13th at 7:00 p.m. Kevin Hanson will attend on behalf of the Planning Commission.
- Selectboard agreed to continue hybrid meetings at its February 21st meeting.
- In consultation with ZA Kris Perlee, Kevin Hanson shared his response to an inquiry regarding the Planning Commission's role regarding trails on private land.
- Booklets on "Enabling Better Places: A Zoning Guide for Vermont Neighborhoods" are available at the Town Offices and mailed upon request
- Conservation Committee has submitted a draft management plan for Memorial Forest Park for review and approval by the Selectboard
- Downtown Transportation Fund Grant approved by Selectboard: Kevin Hanson signed a

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resolution on behalf of the Planning Commission and if successful, the grant will be used toward the reconstruction of Basin Street.

III. Continuing Business

a) Discussion: UVM Intern- Next Steps

Kevin advised that because of some miscommunication with Meg Little Reilly who oversees the Local Democracy Towns Internship Program at UVM, the window of opportunity has closed for a UVM intern match for the Town; however, the Commission may consider revisiting the UVM Internship during the fall semester.

b) Discussion: By-Law Modernization Grant Activity

i) RFP Proposals Due March 9th, Additional Meeting March 15th to Review

Kevin reported that the deadline for receiving Requests for Proposals (RFPs) for Bylaw Review and Updates to Address Appropriate and Affordable Housing has been moved up to March 9th. He suggested that the Planning Commission meet the 3rd Tuesday this month on March 15th to review submissions focusing on 1) qualifications and 2) price. Also, regarding the match forgiveness for the submittal of an adopted Bylaw at closeout, grant administrator Jennifer Lavoie agreed in her email dated February 8th to delay submittal of the closeout until one month after Town Meeting Day.

IV. New Business: Prepare for Organizational Meeting

a) Discussion: Review PC Policies and Procedures

Kevin noted that in addition to electing officers at its upcoming April organizational meeting, the Planning Commission will have an opportunity to propose procedural and policy changes, including the scheduling of meetings.

V. Public Comment

None.

VI. Adjournment

Rob Rooker moved to adjourn; Melissa Hernandez seconded. **SO VOTED. (7-0) MOTION PASSED UNANIMOUSLY.** Meeting adjourned at 7:33 p.m.

The next Planning Commission meeting is scheduled for Tuesday, March 15th at 7:00 p.m.

Respectfully submitted,
Peggy Connor, Recording Secretary