

NORWICH PLANNING COMMISSION

Tuesday, January 10, 2023, 7:00pm

MINUTES

Zoom Meeting:

<https://us02web.zoom.us/j/89339717735>
Meeting ID: 893 3971 7735

Members Present: Jaci Allen, Brian Loeb, Ernie Ciccotelli, Marc Aquila, Vince Crow, Melissa Horwitz, Jeff Goodrich

Public Present: Rob Gere, Chris Verges

Meeting Opened: 7:00 pm

1. Approve Agenda: Loeb moved, and Horwitz seconded a motion to approve the agenda. Agenda was amended to include Roles and Responsibilities as Item #5. Motion carried 7-0.
2. Public Comment: None
3. Staffing Progress: Allen reported three responses have been received for the Interim Part-time Zoning Administrator. None had the experience necessary for the job. She is continuing to pursue local options in hopes of finding support. In the meantime, the full-time Planning and Zoning Director position description is being finalized for posting. A discussion ensued on the importance of defining the role, major duties of this position, the relationship with the Planning Commission and Town Manager, and Vermont statutes. Commissioners have an opportunity to provide additional comments by noon on Thursday, Jan 12th.
The interview team to support the Town Manager for this position will include a representative from the Planning Commission, Development Review Board, Norwich Historic Preservation Commission, and Selectboard. Crow moved and Horwitz seconded a motion to select Aquila as the Planning Commission representative for screening candidates. Motion carried 7-0.
4. Updates: Loeb reported the Affordable Housing Sub-committee is considering submitting an application for a Brownfield grant to resolve questions about the condition of the property north of the Transfer Station. Loeb also reported that the Norwich Historic Preservation Commission has a rough draft of recommendations for educating homeowners of historic properties during the permit process. Timing for this intervention is a practical issue that needs to be addressed. Loeb made a suggestion to NHPC that input from DRB members would be helpful.
5. Roles and Responsibilities: The group agreed this agenda item was discussed as part of #3.
6. Approve minutes: Crow moved, and Horwitz seconded a motion to approve the minutes from the December 13, 2022, meeting. Motion carried 6-0.

7. Future Meeting Schedule, and Agenda: The next meeting is scheduled on Tuesday, Feb 14th, 7pm. It will be held in person at a place to be announced.

8. Public Comment: Chris Verges and Rob Gere both thanked the Commission for their efforts.

9. Adjourn: Loeb moved, and Horwitz seconded a motion to adjourn. Motion carried 6-0.

Respectfully submitted,

Jaci Allen

APPROVED 02-06-2023