

Town of Norwich | Planning Commission Agenda | September 14, 2021 | 6:30pm |

Physical Meeting Location Multi-Purpose Room Tracy Hall. Instructions for access to Tracy Hall are at the link below:
http://norwich.vt.us/wp-content/uploads/2021/06/COVID_Contingency_Emergency_PlansPublicReleaseNo8_1Jun2021.pdf

ZOOM access information:

<https://us02web.zoom.us/j/89339717735>
 888 475 4499 US Toll-free
 877 853 5257 US Toll-free
 Meeting ID: 893 3971 7735

Agenda Item	Action	Packet Materials	Estimated Start/End
1. Approve Agenda	Chair will ask Commission to add/remove/reorder agenda items.		6:30-6:35
2. Public Comment	Public invited to speak to any item not on the agenda		6:35-6:40
3. Presentation: Joanna Whitcomb, Director, Campus Planning		https://www.dartmouth.edu/masterplan/docs/20210316_final_planning_for_possibilities_webview.pdf	6:40-7:10
4. Announcements, Reports, Updates, and Correspondence	Discuss, comments and questions	Correspondence Affordable Housing Sub-Committee Minutes 08/16/2021 Childcare Committee Minutes 08/02/2021 Article 36 Taskforce Minutes 08/26/2021	7:10-7:20
5. Planning Commission By-laws	Consider vote to approve revised draft	Revised PC By-Laws Vision and Guiding Principles Norwich Selectboard 5-24-17	7:20-7:40
6. Approve Minutes of August 10, 2021	Approve minutes. Motion required.	Minutes August 10, 2021	7:40-7:45
7. Other Business	Raise any other topics		7:45-7:50

8. Future Meeting Schedule and Agendas	Review schedule and provide input on upcoming agenda		7:50-7:55
9. Public Comment			7:55-8:00
10. Adjourn	Motion required.		

Future Meetings:

October 12, 2021

November 9, 2021

- Encl: Correspondence
Draft Minutes, August 10, 2021
Affordable Housing Minutes August 16, 2021
Article 36 Taskforce Minutes August 26, 2021
Childcare Committee Draft Minutes August 2, 2021
Selectboard Vision and Guiding Principles, 2017 (previously issued)
Planning Commission Bylaws REVISED DRAFT

Subject: FW: Norwich Upper Loveland
From: Rod Francis <RFrancis@norwich.vt.us>
Date: 8/23/2021, 8:37 PM
To: "norwichvtplanner@gmail.com" <norwichvtplanner@gmail.com>

Planning & Zoning
Town of Norwich, VT

----- Original message -----

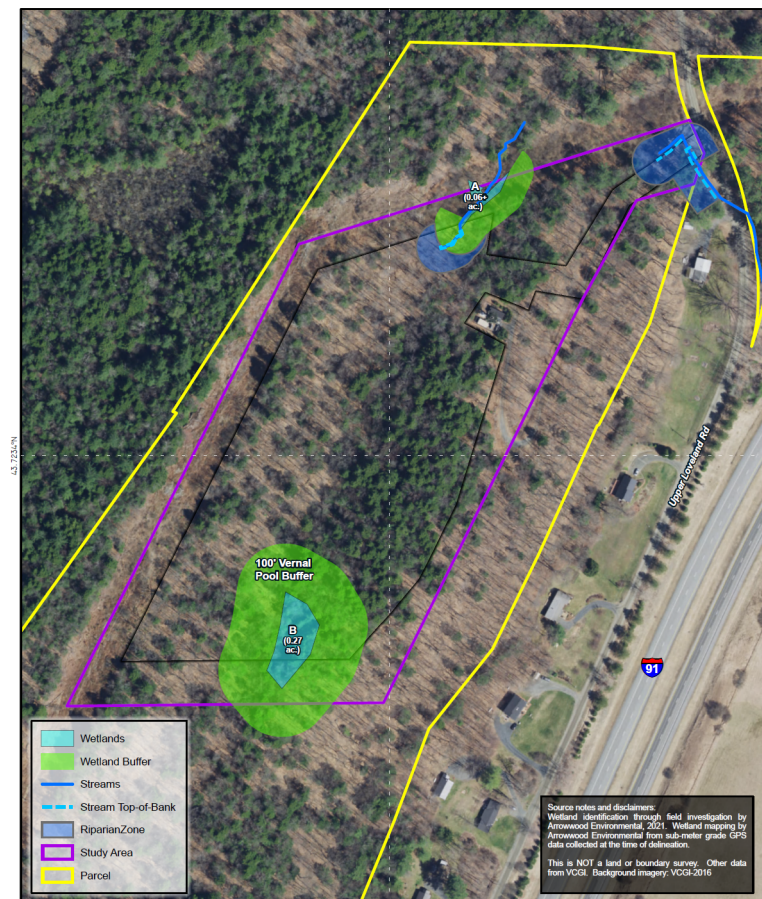
From: Troy McBride <mcbride@norwichtech.com>
Date: 8/23/21 17:51 (GMT-05:00)
To: Rod Francis <RFrancis@norwich.vt.us>
Cc: Martha Staskus <staskus@norwichtsolar.com>, Ryan Darlow <darlow@norwichtsolar.com>
Subject: Norwich Upper Loveland

Hi Rod,

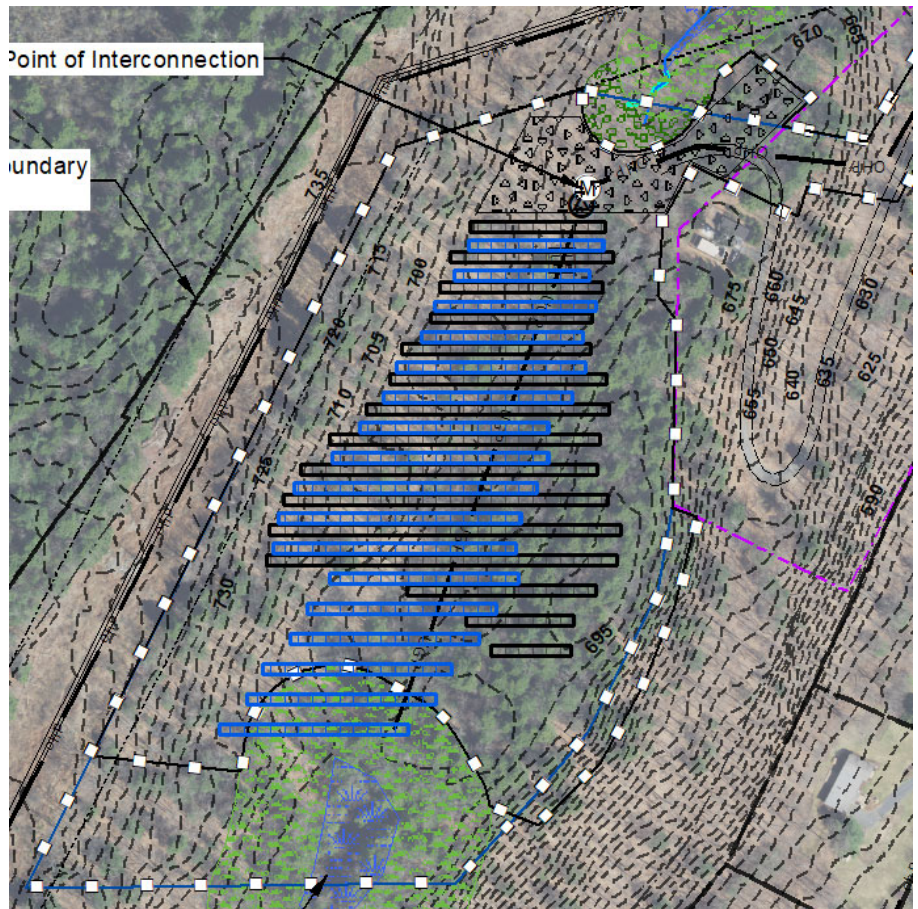
We have the environmental review on Norwich Upper Loveland and are attaching it here for your and the Planning Commission's reference. As we discussed, there is one area that is wet and was determined to be a likely vernal pool. We will observe a 100 foot buffer from that area. There is also a small stream in the north portion of the parcel, we will observe a 50 foot buffer from that area.

The two features don't change our proposed solar project much -- there is a small amount of squishing -- one feature is to the north and one to the south.

We will provide more information in the full filing. We don't see any impact on the visual analysis -- but are confirming the visual analysis as part of the full application. You should see the full application in the next week or so.



Above is the environmental map from Arrowood Environmental and below is a sketch showing the proposed "squishing" of the solar array (black) vs presented at the Planning Commission (blue).



Please send any questions or concerns our way.

Best,
Troy



Troy McBride

| **Norwich Solar Technologies**

| cell: [802-738-8059](tel:802-738-8059)

| email: mcbride@norwichsolar.com

| site: norwichsolar.com

| address: 15 Railroad Row, WRJ, VT 05001



UPCOUNTRY PUBLISHING

1485 UNION VILLAGE ROAD • NORWICH • VERMONT 05055

www.upcountrypublishing.com • email: upcountrypublishing@valley.net
ros. orford@gmail.com

31 August, 2021

To: Jacqueline Allen, Chair
Norwich Planning Commission
Members of the Planning Commission

Is this the moment for Norwich to relax its zoning requirements for siting of large solar arrays (16' high by 22' wide)? Saying that the PUC preempts any regulations Norwich has about solar installations, the Zoning Administrator, Rod Francis is proposing in a letter to me that he is recommending that any regulations about the siting of large solar installations be removed. I believe this is a mistake.

Per a letter to me from Rod Francis "the Norwich Zoning Regulations controls uses and structures in the town."

Page 128 of the Norwich Zoning Regulations the definition of a structure is "An assembly of materials for occupancy or use, including a mobile home, inground swimming pool, tennis court...but not including the following: ...dog run; a swing set; a sandbox;...or solar panels, sheds or playhouses which have a footprint of less than 100 sq ft of floor area, are 12' ft or less high, are not on a permanent foundation and are not within the setbacks". This list of exceptions clearly does not include solar panels that are 16' high x 22' wide.

I am not a disinterested person here, having just had an unsightly industrial structure (aka large solar panel) erected immediately across the road from my house, 20' approx from the roadside, largely obscuring my view to the east and which is a jarring intrusion into an otherwise bucolic area. The neighbor had no legal reason to notify me and did not bother to do so.

Let me be clear that I am not against solar energy, and the urgent need to deal with global warming, indeed looked into it several years ago. I was told I would have to take down several large trees (at a cost of \$thousands), including one that shades the house, and without which I would have to install air-conditioning.

Presently there seems a rush to install solar panels with no planning controls whatsoever. I believe that Norwich should not relinquish any regulations that they now have concerning the siting of large solar panels over 12' high, in the event that in the future the PUC does not preempt local towns, as it does now. In general solar panels should be setback from roads and neighbors (currently the setback is 20') and there should be notification of neighbors

Yours sincerely,
Rosamond Orford



cc: Rod Francis
Members of the Select Board

ROSAMOND ORFORD • TEL/FAX 802-649-1490

Town of Norwich
Affordable Housing Sub-committee
DRAFT
Minutes
August 16, 2021

Location: Tracy Hall multi purpose room and virtual meeting via Zoom

<p>https://us02web.zoom.us/j/81242668798 Meeting ID: 812 4266 8798</p>
--

Members Present: Jeff Lubell (Chair), Jeff Goodrich (both at Tracy Hall) Brian Loeb, Paul Manganiello, Kathleen Shepherd,

Public Present:

Staff: Rod Francis

Meeting called to Order: 6:14pm.

1) **Approve Agenda:** Manganiello moved and Shepherd seconded a motion to approve the agenda as amended by adding “and discussion of draft memo” to the description of item 4a. (below). Motion carried 5 – 0. For: Lubell, Loeb, Manganiello, Shepherd, Goodrich.

2) **Comments from the Public:** none.

3) **Meeting Minutes of 19, 2021:** Manganiello moved and Shepherd seconded a motion to approve the minutes. Motion carried 4 – 0 – 1. For: Lubell, Loeb, Manganiello, Shepherd, Abstain: Goodrich.

4) **Identifying land for affordable housing:** (20-25 minutes)

a) Follow up on publicly owned parcels and discussion of draft memo

Goodrich asked what was the long-term equation that would deliver affordable housing? Was it the Woodstock model which involved i) acquisition ii) construction iii) dealing with wastewater and iv) ongoing management?

Goodrich questioned the need for a consultant, suggesting that the members of the subcommittee possessed the needed skills to identify suitable land already. He suggested that the town Trails Committee as a model that this subcommittee can emulate.

Lubell responded that there were specific reasons to hire a consultant such as the need to research physical conditions at the old dump-site and the sheer size of the major Norwich Fire District site (over 830 acres) that would need a careful assessment of viable house sites.

Loeb expressed reservations that this memo as it stood would be enough for the Selectboard to act on.

Members continued to discuss the specific attribute of sites.

Chair Lubell asked for further comments on the memo to be provided to him no later than the end of August, 2021.

5) **Upcoming meetings:**

September 14: Planning Commission; Joanna Whitcomb Dartmouth Planner

September 20: Revised memo
Next issue to tackle (from housing strategy)

6) **Meeting Adjourned:** 7:10pm.

Respectfully submitted,
Rod Francis

Norwich Childcare Committee
Draft Minutes
August 2, 2021

Persons present: Rebecca Holcombe, Neil Odell, Mary Layton at Tracy Hall; Jamie Rosenfeld (entered approximately 9pm) , Brian Loeb, Linda Cook via Zoom meeting

1. Layton moved, seconded by Odell to **approve the agenda**. Vote: Holcombe, Odell, Layton, Loeb, Yes
2. Odell moved, seconded by Layton, to **approve the minutes** as written. Holcombe, Odell, Layton, Loeb, Yes
3. **Public Comment:** Odell related input from a recent school board meeting in which three families each represented by a parent commented on the Marion Cross School pre-K program that will be offered this fall. The program will change from part time to fulltime. The families spoke in favor of a part day option. There was also concern that the staffing ratio of 9 students to 1 teacher was too high, although the state mandates a 10 to 1 ratio. The families learned of the program change without having enough time to enroll their children in another program. The Childcare Committee discussed what could be done to help this situation. It was decided that Holcombe would create a flyer that showed providers of part time options such as Toddlers Morning Out, and that there is an opportunity for families to switch programs to meet their needs if they are aware of options. Rosenfeld and Holcombe were interviewed by Vermont Public Radio for a segment on childcare needs.
4. **Correspondence:** Layton spoke about her memo which related a conversation with Anne Marie Smith regarding neighborhood networks and resources that can help families with childcare needs. The Committee had observed via the Parent Survey that many families rely in whole or part on this type of support, which also builds community resilience. The Committee is open to hearing about practical solutions from all sectors of the community, and appreciates the input from Anne Marie.
5. **Update on Interim Report:** Holcombe and Layton reported on the presentation of the Interim Report at the July 28th Selectboard Meeting. The breadth and depth of

information was appreciated, and the report was also used to inform a Valley News article about childcare issues in the Upper Valley. Claudette Brochu requested information about different types of family profiles in Norwich. Roger Arnold requested more information about the system of contracts and grants espoused by Taryn Morrissey. Mary Layton wondered about what actions are available and appropriate for the Selectboard to consider to help with childcare needs. The Committee will study and report on all of these requests.

6. **The Committee reviewed the Work Plan** and found that we are meeting our time frame and are starting to develop recommendations and to describe trade-offs that the Selectboard can use in deciding what actions to take. In the present meeting, Brian Loeb wants to know if private companies, nonprofits, and colleges could be more involved in providing childcare for their employees. The Committee will follow up on this idea. In the area of contracts and grants we will use case studies and think about models that might work for providers and the Town. We will be looking at models that do not involve great expense. The Committee discussed the difficulty of doing anything to increase teacher salaries beyond communicating with state representatives. The Selectboard might write and issue a statement to the state legislature in this regard. It was noted that parents have to pay for housing as well as childcare, that the childcare shortage and the housing shortage are linked to the same “fungible wallet.” The upcoming changes in the pupil weighting formula that will cause tax increases in Norwich are also tied to housing and childcare. Creative solutions that address all three needs seem essential. The Committee agreed that creating stability in the market by the use of contracting and grants seems like a promising direction. Layton thinks that development could be proposed that could incorporate different elements such as housing for seniors and young families combined with a new childcare center, or even an immigrant resettlement center, but that the public would have to understand the need in order to feel comfortable supporting it. Odell and Holcombe stressed the need in general to educate the Selectboard and the public about the pros and cons of acting to solve these interrelated problems versus doing nothing.

7. **Review of Vacation Care and Municipal Programs:** The Committee will work with Recreation Director Brie Swenson. Loeb will be the liaison for that conversation. The focus will be on ages 5-8, perhaps up to age 12. The design and regulation of recreation programs is different from childcare programs and these differences will be expressed. Loeb will cross tabulate Recreation offerings data with existing data from the Parent Survey. Opportunities but also limits of the Norwich Public Library to host young patrons will be touched upon. Holcombe will contact Executive Director Lucinda Walker to discuss this.
8. **Legislative updates:** Odell will monitor and report on pertinent legislative updates, which are likely to happen in late fall or into December. Loeb stressed the need to connect legislative action to what can be accomplished locally.
9. **Review Next Action Steps and Agenda:** The Committee assigned tasks for the next month as follows:

Layton will draft a Selectboard statement to the legislature for consideration by the whole board. This could be part of a more regional response. She also will research and summarize efforts by the city of Burlington, Vermont to support childcare through contract and grants. Rebecca provided the link below to facilitate that effort:

o. Burlington: 2 prong approach: a) subsidies to support scholarships and b) grants to providers to expand slots
<https://vermontbiz.com/news/2020/february/20/burlington-double-enrollment-early-learning-initiative>

Odell will track and report on legislative updates.

Loeb will check with Vital Communities regarding employer support of childcare. He also will work with Brie Swenson to research Recreation opportunities and limits for childcare.

Holcombe will contact Sara Koblensky of the Couch Foundation to speak at our next meeting regarding employer based childcare offerings. She will contact Lucinda Walker of the Norwich Public Library about attendance by young patrons. She will create and distribute a one page handout for Marion Cross School and other parents of preschoolers who need information about part time and full time childcare. A request was made by Claudette Brochu for profiles of different types of family need. It is not clear who will address this but it was agreed that we would do so.

Rosenfeld received correspondence from the Director of the Cradle and Crayon Childcare Center that expressed concerns about working with the Norwich Developmental Review Board. The Committee felt it would be appropriate for her to forward this letter to the Selectboard.

10. **Motion to Adjourn:** Loeb moved, seconded by Odell to adjourn. Vote: Holcombe, Odell, Layton, Loeb, Rosenfeld, Yes

Draft minutes Article 36 Task Force, Thurs Aug 26, 2021

Met in person in Tracy Hall (Cushman, Lamperti) and online via Zoom/phone (Gere, Cicotelli)

Also attended by members of the public Linda Gray, Linda Cook, Geoff Martin (regional energy coordinator)

Task force works on consensus basis, without roll call votes.

Previous minutes adopted by consensus.

Changes to agenda: no discussion of possible district geothermal.

Agenda adopted by consensus.

No public comments offered on items not on agenda.

Cushman reported on previous evening's presentation to the Selectboard. Cushman will circulate slide show he presented to the SB on Task Force initial work plan.

Task Force discussed recent updates of our work to Conservation Commission, Energy Committee. Other town bodies will be consulted in weeks ahead to hear their ideas.

Task Force asked SB whether our schedule meshed well with their budgeting and warrant article schedule. The sense he and other TF members received is that the schedules mesh, and SB will continue to work via Gere to make sure our outline meets their needs.

We also did not receive specific instructions how to proceed in weeks ahead to consult with town manager and public works offices under interim leadership. Gere said there is recognition on SB that new TM and DPW must know that climate issues are one of the top issues in the town, "everybody on the Board" holds this view.

Cushman noted recent action by neighboring Hartford's Selectboard on climate change. We will want to draw on lessons from other towns like Hartford and Woodstock, which is undertaking overhaul of their municipal building.

Cushman and Martin have had discussions on working together. Martin said Woodstock also had SB approve developing a climate action plan for Woodstock, and possible

other local towns may be interested in regional climate action plan, to be discussed at a pending meeting.

Cushman also noted that Senator Sanders at a VECAN meeting emphasized climate spending in a huge spending bill working its way through Congress. Norwich should attend closely to availability of federal funds, beyond the million dollars or so already made available to the town through coronavirus relief measures to date.

Cushman emphasized need to have public involvement in our meetings and the committee discussed listserv notices, Google mechanisms, and a second public input session to be scheduled in September. Lamperti supports this and notes it was on our tentative agenda. Consensus developed to prepare for public input sessions in September, and Task Force agreed to this consensus. Gere noted public should get a few weeks of notice of our interest in hearing their ideas. Ciccotelli suggested having input during regular meeting. Linda Gray, member of public, said a committee like this is formed to provide its own expertise, not just public views, based on TF research.

Next regular meeting is 23rd. In September we are to finalize action list and in October to present an initial draft of warrant articles and TF report, which Lamperti said might be optimistic. Analysis of recommendations would take some time.

So September is when our ideas coalesce, October or early November will have analysis and early drafts, said Cushman. We are aiming toward late September, about three weeks before our next regular meeting on the 23rd to beat the drums so people can come forward, give them a full airing at a regular meeting, and perhaps a special meeting to complete our work. Consensus to take this approach.

Gere said TF has been straightforward that public submissions are not a guarantee of acceptance. We need to think about what metrics we use in decision making would be helpful.

Task Force then added various ideas mentioned by public, Selectboard and task force members to the developing action list, which is kept available to the public on read-only Google Docs URL. This list does not represent consensus, but rather is a brainstorming tool under constant revision as new ideas come up. Public can also request copy of this document from any TF member. Link is posted with past agendas and can be cut and pasted into browser.

https://drive.google.com/drive/folders/19jhlhaVpcRAQr_VvRBrN7F4-4YUXa89t

Linda Gray suggested a Google Form for people to submit ideas, Task Force agreed by consensus, Lamperti will arrange that.

Lamperti said that for each action on the list we will try to develop an estimate of reductions that may be achieved by each action. Also technology developments. Then we will come up with recommendations. If the five percent reduction contemplated in the first year under Article 36 were followed for 20 years, that would get us to zero. Cushman noted that Article 36 did not specify a 20 year time line and that 5 percent was the goal for the first year, FY2020. We have a baseline for 2019 and will soon see what 2020 performance actually was.

Cushman said he will be proposing a recommendation to require “climate impact statement” for all significant town actions.

Gray mentioned possible action: adoption of Geoff Martin’s green procurement policy.

Ciccotelli is interested in life cycle analysis of proposed recommendations. He is also interested in conversion land use to forest or other natural sequestration. Cushman said ideas that are not direct consumption of fossil fuels could be added to the list as a subject for later consideration after our work on direct consumption of fossil fuels by the town government.

Cushman raised question of whether our financial support of Advance Transit involved direct use of fossil fuels. Lamperti says TF member Eva Rosenbloom has examined this; she was absent at this meeting. Accounting issues will be accounted in our emissions reporting.

Lamperti emphasized that we need to keep our focus on direct consumption of fossil fuels.

Gray mentioned other broader issues include fuel use in Fire District, library, school — all “back pocket” issues for later discussion.

Ciccotelli said he supports moving forward on the basis of narrow focus, the “pure” Article 36, with broader ideas postponed.

Lamperti said in coming month we will add to action list with new ideas, but we will also get started on filling in “impacts” of each action. We can do that in one to one conversations, groups of no more than two, to put numbers in the column for climate impacts. Members of the public can provide input as well.

Geoff Martin has an “A Fleet Tool” for examining vehicle technology and estimating fuel savings to compare different options while looking to replace a vehicle, and quantifies potential reductions in emissions. He also suggested “telematics” installation in vehicles to track fuel use and assess driver behavior. He also mentioned how some corporations have an “internal carbon market” which encourages fuel conservation within an organization.

Cushman said it is important to recognize the Social Cost of Carbon which economists recommend to get people to recognize the invisible costs incurred when no penalty is imposed for carbon pollution. Lamperti said the first step is just getting the information on consumption.

Gray said the rubric might also consider how quickly something could be implemented, and obviously some sort of estimate of budget impact. Something one could implement quickly, even if it cost more than something else, might weight the scales.

Cushman said we will be driving a process that ultimately will look at every vehicle in town, when it will be replaced, what technology will be available, and what budget would be — by year four, by year twelve, etc. Some things may be delayed up to ten years. It makes for a more orderly and efficient process and satisfies the need for predictability and respect for the tradeoffs that are involved.

You don't want to be locking in the wrong technology, he said.

Gray noted two webinars in September on EV technology for heavy duty equipment, and Cushman said he had registered.

Cushman asked for other comments. There were none. Consensus to adjourn. Meeting adjourned approximately 8:20 pm.

Minutes submitted by Cushman to town clerk on Aug. 31 at 9 a.m.

By-Laws of the Norwich Planning Commission

Adopted 4-12-18

I. General

The purpose, Functions, organization and procedures of this Commission shall be consistent with those established by the Vermont Legislature (VSA Title 24, Chapter 117 and appendices).

II. Duties and Powers as therein defined:

1. Prepare and recommend the Municipal Development Plan (Subchapter 5) and amendments thereto.

2. Prepare and recommend zoning, subdivision and flood hazard area by-laws (Subchapter 6) and amendments thereto.

3. Administer bylaws adopted under this chapter, except to the extent that those functions are performed by a development review board.

4. Make studies and recommendations on land development, urban renewal, transportation, economic and social development, urban beautification, historic and scenic preservation, and conservation, development and protection of natural resources.

5. Prepare and recommend codes and regulations for buildings.

6. Review and comment on Capital Budget prior to Selectboard approval.

7. Hold public meetings for discussion of any of the above recommendations and procedures.

8. Other powers granted to the Commission by VSA T.24, Ch.117, Section 4325, including requiring relevant information from other municipal officers, entering upon land to make surveys and examinations, hiring staff and consultants, participating in regional plans and programs, and in general, acting as an advisory committee to the Selectboard and the community on developments in general within and impinging on the Town of Norwich.

III. Membership.

1. This commission shall consist of between five and nine voting members as determined by the Selectboard. Members shall be appointed for four year terms by the Selectboard, each term to start on May 1st except for appointments to fill a term created by a resignation.

2. In the last year of a member's term, each member is required to notify the Chair and the Selectboard by April 1st whether the member wishes to be considered for another term,

3. At its first meeting after May 1st, the Commission shall elect a Chair, Vice-Chair, and Clerk. The Clerk may or may not be a member of the Commission. The Chair shall normally preside at all meetings, the Vice-Chair presiding in the Chair's absence. When both these officers must be absent from a meeting, the voting members present shall decide who shall preside pro tem. The Chair or the Vice-Chair of the Commission shall sign all decisions made by the Commission. As needed, the voting members present may designate the Chair, ~~or Vice-Chair or another member or designee will to represent the Planning Commission as needed.~~

4. If the Chair, Vice-Chair, or Clerk resigns their office before the end of their term, the Commission shall elect a replacement for that office at its next regular meeting. The new officer will remain in office until the next election of officers.

5. Each year from one Town Meeting Day to the next, each voting member of the Commission is required to attend at least 60% of the scheduled meetings. If in any case this requirement is not met, the Commission shall review the situation and take appropriate action up to and even including a recommendation to the Selectboard that the member be removed for neglect of duty.

6. The Clerk shall provide each new member with copies of the Planning Commission By-laws, the Town of Norwich Conflict of Interest Policy, the Zoning and Subdivision Regulations, the current Town Plan, Title 24, Chapter 117, copies of meeting minutes for the previous six months, and any other pertinent information. If preferred by new member, an online address for these documents may be provided instead of paper copies.

7. Each year at the first meeting after Town Meeting Day, the Clerk shall read the Planning Commission By-laws to the members. This requirement may be waived by a majority vote if all members indicate that they have recently or will soon reread the by-laws.

8. The Chair shall appoint members to subcommittees and to any other committee in response to a request for representatives from the Commission. If challenged, these appointments shall be confirmed by a majority vote of members present.

IV. Organization of Meetings.

1. Vermont law requires that meetings of Planning Commissions be open to the public. It shall be the duty of the clerk to warn regular, special, and emergency meetings in compliance with the Vermont Open Meeting Law (See attached).

2. A special meeting of the Commission may be called at any time by the Chair, or by a majority of the voting members, and it shall be the duty of the Clerk to warn the meeting in compliance with the Open Meeting Law.

~~3. The Clerk shall likewise furnish each voting member with the agenda for the next~~

~~meeting together with minutes of the last meeting and any pertinent documents due for discussion at least 24 hours before the meeting. At each meeting, all members may contribute suggested items for the next agenda. Chair and Clerk will prepare a draft based upon member input and any other pressing business that arises. . The Clerk will furnish each voting member with the agenda for the next meeting together with minutes of the last meeting and any pertinent documents due for discussion at least 3 business days before the meeting.~~

4. The Clerk shall post draft and approved minutes of each meeting of the Commission on the public bulletin board inside Tracy Hall. Copies of the minutes shall be available from the Clerk to anyone requesting them within five days. The Clerk shall deliver a copy of the approved minutes to the Town administrative secretary for distribution and filing with the Town Clerk.

5. Presence of a majority of the voting members of the Commission shall constitute a quorum. All decisions of the Commission shall be made in public meeting by a majority vote of the voting members. Procedural rules may be adopted by a vote of the majority of members present and voting. For the purpose of establishing a quorum for approving minutes, abstentions shall be counted with a majority vote of at least three members. If the vote is a tie, abstentions shall be counted as a vote against the motion.

~~6. The following rules shall regularly apply in all meetings of the Commission:~~

~~—— a) main motions shall be seconded before discussion is called for. This shall apply also to motions for amendment;~~

~~—— b) the Chair may accept no more than two motions to amend at one time, and these shall be acted on in reverse order;~~

~~—— c) call for the question is not debatable but requires majority approval for the question to be voted on immediately;~~

~~—— d) a motion to table a matter requires a second and must be voted without discussion;~~

~~—— e) a motion to take a matter from the table needs a second and may not be discussed;~~

~~—— f) neither a motion to table or to take from the table may be repeated until after other actions have taken place;~~

~~—— g) a motion to close the meeting, adjourn or recess is not debatable;~~

~~—— h) a point of order is privileged and may be discussed before the presiding officer makes a decision;~~

~~—— i) when a motion has been acted upon, a motion to reconsider it is out of order until other business has been transacted;~~

~~j) Δ a proposal to amend these by-laws must be included in the minutes and may not be voted on until the next regular meeting. For it to pass requires a two-thirds majority of the voting membership.~~

Formatted: Indent: Left: 0"

7. At the discretion of the presiding officer or at the request of any voting member at any meeting of the Commission, the proceedings shall be conducted according to the current edition of Robert's Rules of Order Newly Revised. However by agreement of the voting members

present, the meeting may be conducted somewhat less formally if and when this seems desirable.

Attachments:

1. Vermont Open Meeting Law - *T.1 Chapter 5, §310 - §314*
2. Town of Norwich Conflict of Interest Policy – *Revised 8/23/17*

NORWICH PLANNING COMMISSION
Tuesday August 10, 2021, 6:30pm

DRAFT MINUTES

Zoom Meeting:

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

Physical meeting location: multi-purpose room, Tracy Hall

Members Present: Jaci Allen, Brian Loeb, Jeff Lubell, Leah Romano, Melissa Horwitz, Jeff Goodrich,
Ernie Ciccotelli
Public Present: Linda Cook, David Forbes
Staff: Rod Francis

Meeting Opened: 6:32pm

1. Approve Agenda:

Horwitz moved and Loeb seconded a motion to approve the agenda. Motion carried 6 – 0. For: Allen, Loeb, Romano, Horwitz, Ciccotelli, Goodrich.

- 2. Public Comment:** Goodrich asked to be identified as a member of the public. Once recognized he remarked that he observed a pattern in Norwich with regard to retention of Town Managers, and that he was not sure the explanation lay with the conduct of the managers.

3. Discussion with David Forbes, Chair of Thetford Planning Commission:

Lubell introduced David Forbes Chair of the Thetford Planning Commission, to discuss issues of common interest and concern. Forbes outlined the recent work of the Thetford Planning Commission which included the town plan (adopted September 2020), subdivision and special flood hazard area regulations. Thetford planning commission intends to continue work on revisions to the zoning regulations. Discussion ranged across housing supply and affordability, wastewater regulation and its role in housing access, potable water supply and how to facilitate green energy usage.

4. Announcements, Reports, Updates & Correspondence:

Allen thanked Loeb for the Childcare Committee Interim Report. Francis informed the meeting that Joanna Whitcomb, Dartmouth College Planner will present the latest Master Plan developed for the College at the September meeting.

5. Planning Commission By-laws:

Loeb introduced a track changes document that reflected comments and suggestions from commissioners at the previous meeting and some removal of possibly redundant language. Commissioners discussed the suggested changes. A key change in the circulated draft was to make clear that before any one member speaks on behalf of the commission a vote of the commission authorizing the action will be needed. Commissioners discussed the suggested changes. The document will be further revised and brought back to the next meeting.

6. Training on Zoning Regs:

Francis presented a document outlining the role of land use regulations in development, the statutory authority to regulate land development in Vermont and the current zoning districts present in Norwich. Commissioners posed questions in response.

7. Approve Minutes of July 13, 2021:

Loeb moved and Ciccotelli seconded a motion to approve the minutes of July 13, 2021. Motion carried 6 – 0. For: Allen, Loeb, Lubell, Romano, Horwitz, Ciccotelli.

8. Other Business: none

9. Future Meeting Schedule & Agendas:

- Joanna Whitcomb, Dartmouth College Master Plan
- Updates from point people (Ciccotelli – Energy; Horwitz – Conservation and Lubell – Affordable Housing)

10. Comments from the Public: none

11. Adjourn

Romano moved and Ciccotelli seconded a motion to adjourn. Motion carried 6 – 0. For: Allen, Loeb, Lubell, Romano, Horwitz, Ciccotelli.

Meeting adjourned: 8:38pm

Future Meetings:

Tuesday, September 14, 6:30pm Regular Meeting

Tuesday October 12, 6:30pm Regular Meeting

Respectfully submitted,

Rod Francis