

Town of Norwich | Planning Commission Agenda | July 13, 2021 | 6:30pm |

Physical Meeting Location Small Conference Room Tracy Hall. Limitations apply (see access instructions 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. Norwich Technologies Upper Loveland Rd solar installation	Vote on a motion that the proposed project conforms to the 'preferred site' standard as described in 2020 Town Plan	Directors Memo Norwich Technologies submission	6:40-7:10
4. Announcements, Reports, Updates, and Correspondence	Discuss, comments and questions	Correspondence Director's Report Childcare Minutes 6/7/2021 Affordable Housing Sub-Committee Minutes 6/21/2021	7:10-7:30
5. Density Study draft RFQ	Comment on draft of RFQ	RFQ for Density Study draft and timeline	7:30-7:40
7. Planning Commissioner Code of Conduct	Update Planning Commission By-laws	Vision and Guiding Principles-Norwich Selectboard 5-24-17 Plus previously circulated materials in May and June packets	7:40-8:10
8. Approve Minutes of May June 8, 2021	Approve minutes. Motion required.	Minutes June 8, 2021	8:10-8:15
10. Other Business	Raise any other topics		8:15-8:20

11. Future Meeting Schedule and Agendas	Review schedule and provide input on upcoming agenda		8:20-8:25
12. Public Comment			8:25-8:30
13. Adjourn	Motion required.		

Future Meetings:

August 10, 2021

September 14, 2021

- Encl: Correspondence
Draft Minutes, 6/8/2021
Director's memo re: Norwich Technologies request for consideration of preferred site status
Norwich Technologies submission for a Solar Generation project in the Ridgeline Protection Overlay District
Director's Report
Childcare Committee Minutes 6/7/2021
Affordable Housing Minutes 6/21/21
Draft RFQ for GIS analysis of rural settlement patterns
Selectboard Vision and Guiding Principles, 2017
Planning Commission Bylaws, including Open Meeting Law statute (previously circulated)
Selectboard Conflict of Interest Policy (previously circulated)
24 VSA §4325, Powers and duties of planning commissions (previously circulated)

TO: Planning Commission
FROM: Rod Francis, Planning Director
RE: Solar Generation Project "Preferred Site" Status review, Upper Loveland RD
DATE: July 3, 2021

Background

The 2020 Town Plan Energy Chapter contains Policy 3.2.h:

For solar generation projects sized from 15kW to 500kW the presumption is that all of Norwich meets the Public Utility Commission definition of 'preferred site', notwithstanding the existing areas of local concern including the Ridgeline Protection Overlay Area and the historic village district as identified in the Norwich Land Use Regulations

The subject site is located in the Ridgeline Protection Overlay Area, and therefore does not automatically qualify as a preferred site.

Process

Under such circumstances the following process is available to applicants:

1. Applicant presents materials for review to the Planning Commission requesting a "letter of support" for the project (effectively a conclusion that the project as described does not pose a material conflict with the purpose of the Ridgeline Protection Overlay District)
2. Planning Commission votes on a motion recommending the Selectboard provide a letter of support
3. Applicant presents to the Selectboard, which votes on a motion to provide a letter of support (drafted by the Planning Director)

Standard of Review:

The Ridgeline Protection Overlay (RPO) District Overlay is described on page 28 of the Norwich Zoning Regulations (NZR) as adopted July 1, 2009.

- (A) **Purpose.** The purpose of the Ridgeline Protection Overlay District is to protect Norwich's rural character and scenic landscape by ensuring that development is located and designed in a manner that protects the uninterrupted skyline and minimizes adverse visual impact on designated ridgelines and adjacent slopes as viewed from public roads (Class 1, 2 and 3 town highways, state highways and interstate highways within the town).

The NZR addresses natural and scenic features in Section 3.13 (page 43). The standard described is "minimize adverse impact of development on significant natural, scenic, and cultural resources" and more specifically:

- (3) **Scenic Resources.** Development shall be *located and configured to avoid undue adverse impacts to scenic resources* identified on maps created in conjunction with the document entitled Inventory of Scenic Resources, prepared by the Scenic Resources Committee of the Norwich Conservation Commission and dated January 2000. (See Map C).

Development within view of scenic roads, as identified in the aforementioned planning documents, shall be designed to avoid undue adverse impact to the identified scenic resources. [emphasis added]

Attached is a map from the ANR Atlas for the subject site. The applicants have provided other materials for review addressing the possibility of visual impact.

Staff Findings:

1. Upper Loveland RD is not a designated 'scenic road'
2. The subject parcel is developed with a telecommunications tower and a high voltage power transmission line
3. There are no mapped wetlands, or other key natural or cultural resources
4. The site has an existing service road for the telecommunications tower, which traverses steep slopes
5. The location for the solar generation project on the parcel is not subject to steep slopes
6. The solar generation project does not cause an undue adverse visual impact to travelers on town, state or interstate highways.

Recommendation

Staff offers the following in the form of a proposed motion:

I move that the Planning Commission recommend to the Selectboard a letter of support be provided to Norwich Technologies for their proposed solar generation project on Upper Loveland Road.

Upper Loveland RD

Write a description for your map.

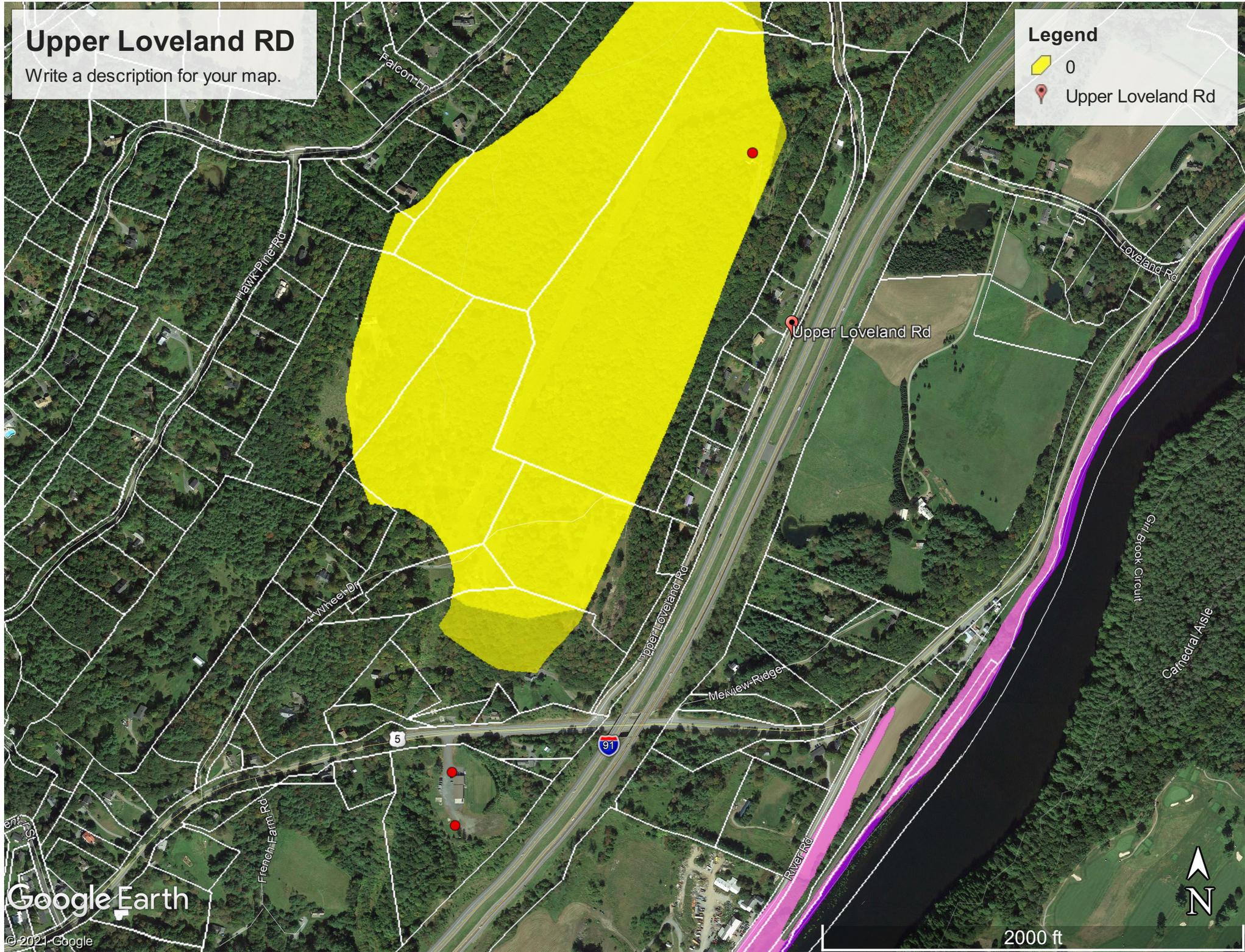
Legend

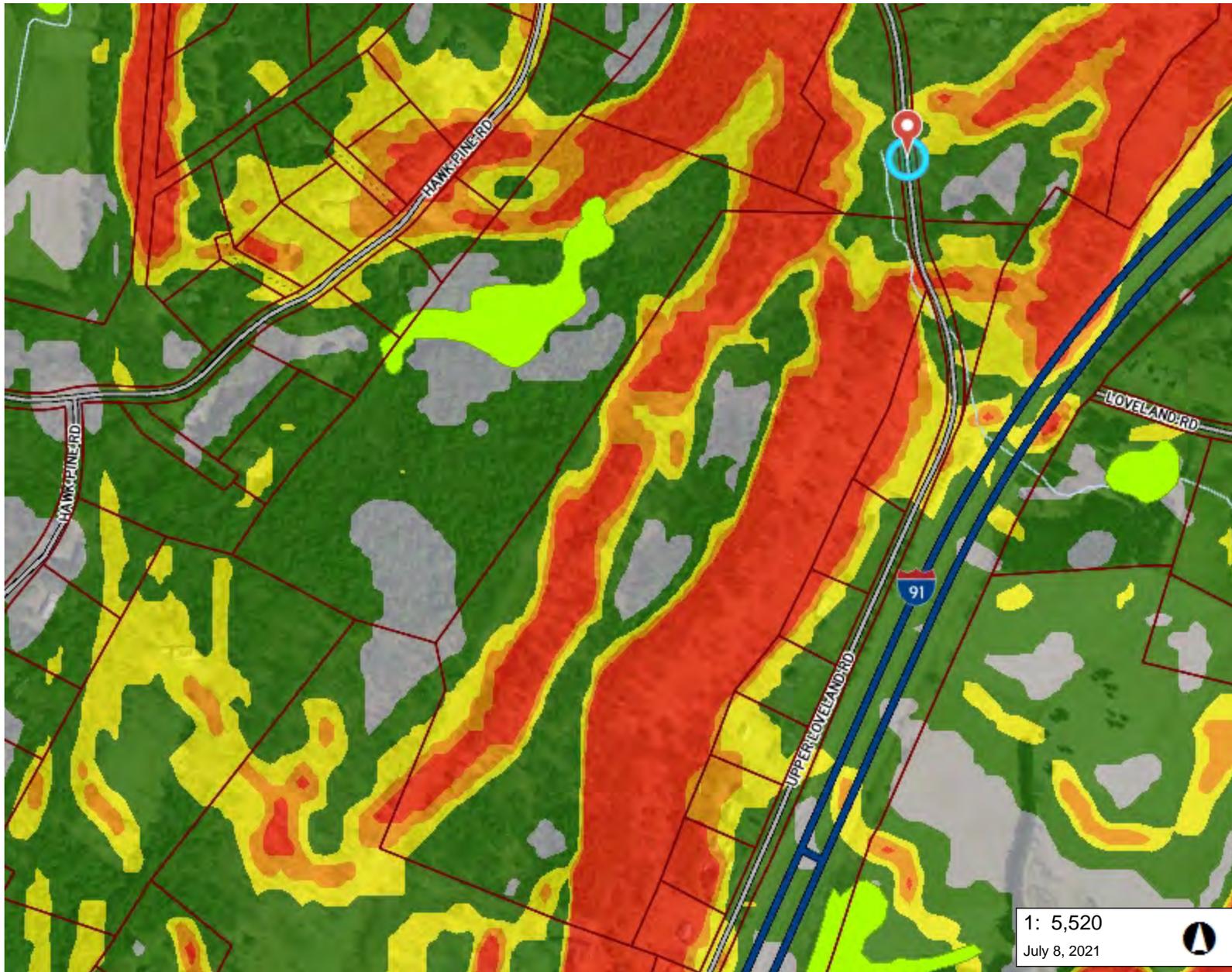
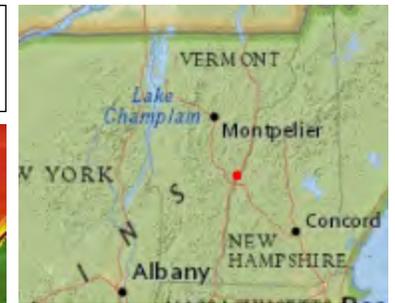


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Upper Loveland Rd





LEGEND

- Wetlands Advisory Layer
- Parcels (standardized)
- Roads
 - Interstate
 - US Highway; 1
 - State Highway
 - Town Highway (Class 1)
 - Town Highway (Class 2,3)
 - Town Highway (Class 4)
 - State Forest Trail
 - National Forest Trail
 - Legal Trail
 - Private Road/Driveway
 - Proposed Roads
- Stream/River
 - Stream
 - Intermittent Stream
- Town Boundary
- Slope
 - <5%
 - 5-15%
 - 15-20%
 - 20-25%
 - >25%

1: 5,520
July 8, 2021

NOTES

Map created using ANR's Natural Resources Atlas

280.0 0 140.00 280.0 Meters
 WGS_1984_Web_Mercator_Auxiliary_Sphere 1" = 460 Ft. 1cm = 55 Meters
 © Vermont Agency of Natural Resources THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

OVERVIEW OF PREFERRED SITING in VERMONT for SOLAR PROJECTS

CURRENT RULES

Starting in 2017, for proposed solar net metering sites in Vermont between 150 kW-AC and 500 kW-AC, the sites must be deemed “preferred” in order to participate in solar net metering. The 2017 Public Utilities Commission rules for net-meter projects are in part a response to public concerns about projects sited in opposition to town planning, so they include requirements for “preferred siting” to encourage projects that towns support, as well as solar projects on existing rooftops, parking lots, brownfields, gravel pits, and sites where 50% of the power is used onsite.

Please note that sites under 15 kW-AC (residential sized projects), the site does not need to be deemed preferred. For projects between 15 kW-AC and 150 kW-AC, projects may proceed without a preferred designation, but there is a steep financial dis-incentive. As such, any solar net metering projects between 15 kW-AC and 500 kW-AC, the site will need to be deemed “preferred” in order to participate in solar net metering.

500 kW-AC generates approximately enough energy to offset the electric bills of ~100 homes.

TOWN ROLE IN PREFERRED SITES

One category of preferred site is "A specific location designated in a duly adopted municipal plan... or identified in a joint letter of support from the municipal legislative body and municipal and regional planning commissions."

Well-sited solar projects in towns like Norwich, help the town achieve its goals for clean energy and contribute its proportionate share to statewide energy goals.

When willing landowners are ready to host such projects, with sites that work well on key factors, the Town will typically support the development.

Public Utilities Commission Rules on Preferred Sites for Net-Metered Solar Arrays

http://puc.vermont.gov/sites/psbnew/files/doc_library/5100-PUC-nm-effective-07-01-2017_0.pdf
http://puc.vermont.gov/sites/psbnew/files/doc_library/5100-PUC-nm-effective-07-01-2017_0.pdf

Rule 5.100 = Public Utilities Commission rule pertaining to construction and operation of net-metering systems

Section 5.103 = Definitions section of Rule 5.100

“Preferred Site” means one of the following:

- (1) A new or existing structure whose primary use is not the generation of electricity or providing support for the placement of equipment that generates electricity;
- (2) A parking lot canopy over a paved parking lot, provided that the location remains in use as a parking lot;
- (3) A tract previously developed for a use other than siting a plant on which a structure or impervious surface was lawfully in existence and use prior to July 1 of the year preceding the year in which an application for a certificate of public good under this Rule is filed. To qualify under this subdivision (3), the limits of disturbance of a proposed net-metering system must include either the existing structure or impervious surface and may not include any headwaters, streams, shorelines, floodways, rare and irreplaceable natural areas, necessary wildlife habitat, wetlands, endangered species, productive forestlands, or primary agricultural soils, all of which are as defined in 10 V.S.A. chapter 151;
- (4) Land certified by the Secretary of Natural Resources to be a brownfield site as defined under 10 V.S.A. § 6642;
- (5) A sanitary landfill as defined in 10 V.S.A. § 6602, provided that the Secretary of Natural Resources certifies that the land constitutes such a landfill and is suitable for the development of the plant;
- (6) The disturbed portion of a gravel pit, quarry, or similar site for the extraction of a mineral resource that was in lawful operation on January 1, 2017, provided that all activities pertaining to site reclamation required by applicable law or permit condition are completed prior to the installation of the plant;
- (7) **A specific location designated in a duly adopted municipal plan** under 24 V.S.A. FINAL PROPOSED RULE Vermont Rule 5.100 16P-062 Public Service Board Page 10 of 58 January 20, 2017 chapter 117 for the siting of a renewable energy plant or specific type or size of renewable energy plant, provided that the plant meets the siting criteria recommended in the plan for the location; **or a specific location that is identified in a joint letter of support from the municipal legislative body and municipal and regional planning commissions in the community where the net-metering system will be located.**
- (8) A site listed on the National Priorities List (NPL) established under the Comprehensive Environmental Response, Compensation, and Liability Act, 42 U.S.C. chapter 103, if the U.S. Environmental Protection Agency or the Agency of Natural Resources confirms each of the following that the site is listed on the NPL;
- (9) On the same parcel as, or directly adjacent to, a customer that has been allocated more than 50 percent of the net-metering system’s electrical output. The allocation to the host customer may not be less than 50 percent during each of the first 10 years of the net-metering system’s operation.

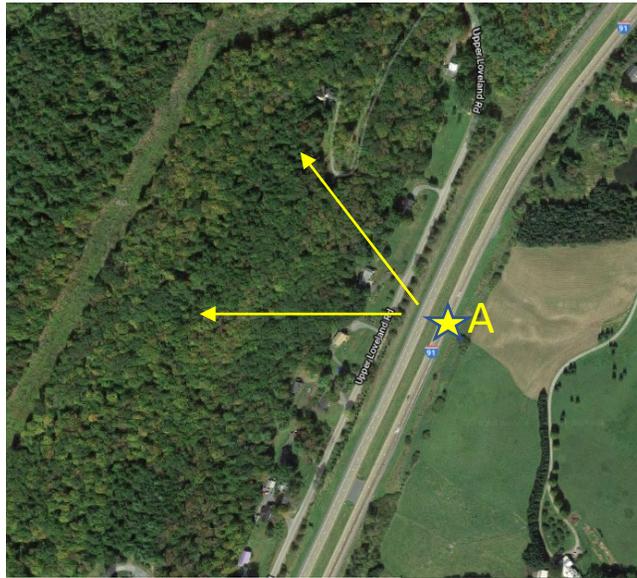
Norwich Upper Loveland Solar Viewshed analysis

Array over the ridge behind these trees – near transmission line corridor



Norwich Upper Loveland Solar Viewshed analysis

Array over the ridge behind these trees – near transmission line corridor



Google

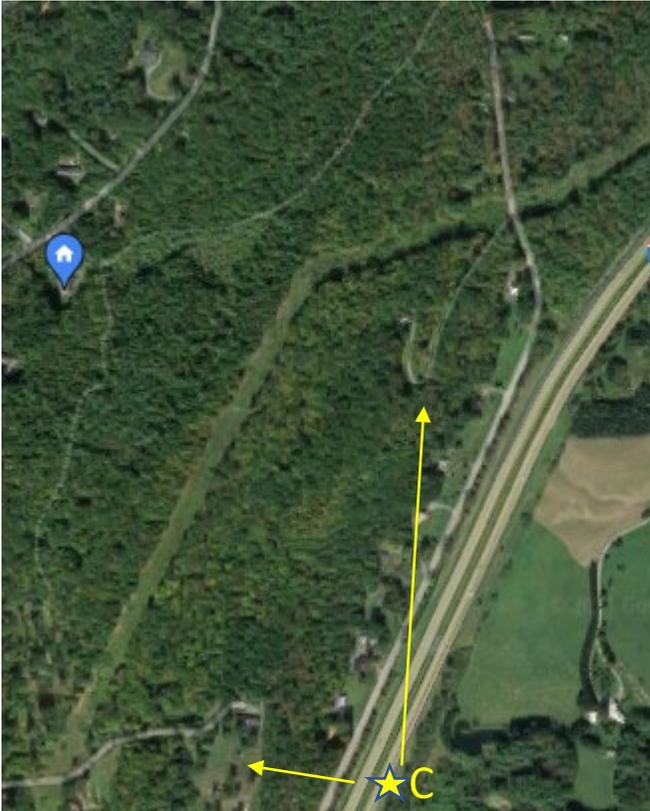
Norwich Upper Loveland Solar Viewshed analysis

Array over the ridge behind these trees – near transmission line corridor



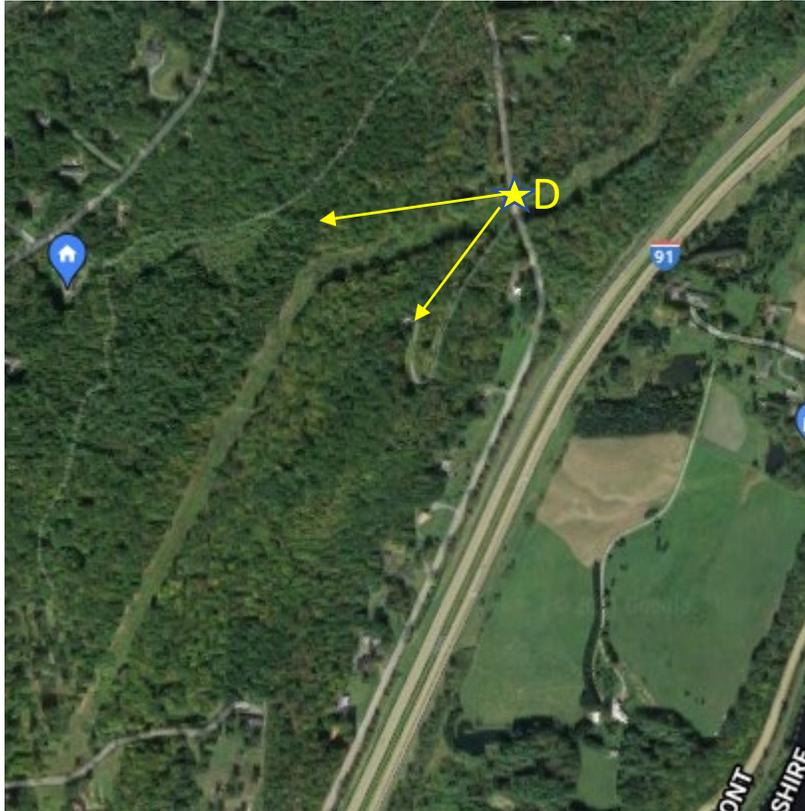
Norwich Upper Loveland Solar Viewshed analysis

Array over the ridge behind these trees – near transmission line corridor



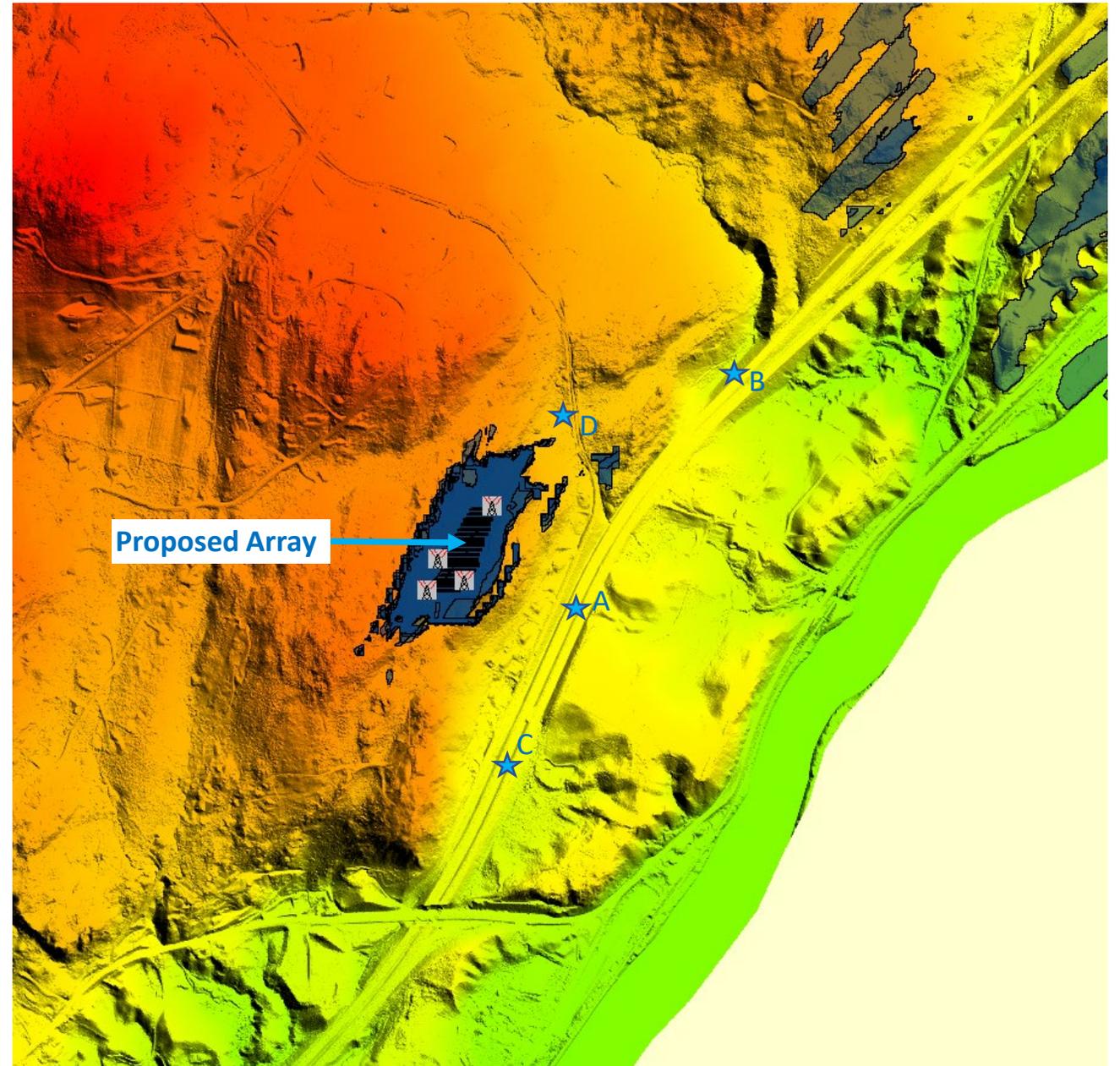
Norwich Upper Loveland Solar Viewshed analysis

Array over the ridge behind these trees – left of transmission line corridor

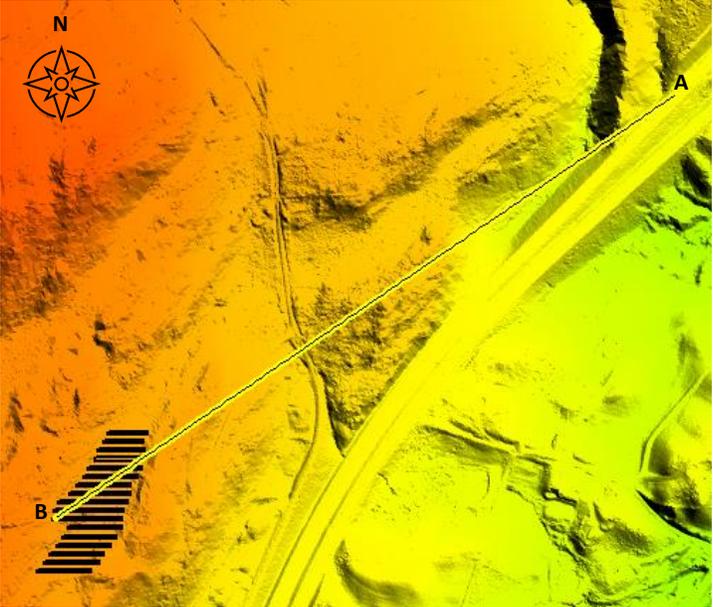


Viewshed Analysis for Norwich Upper Loveland Solar Proposed Project

- Viewshed analysis by Ryan Darlow
- Green/yellow/red colors are the digital elevation
- Blue colors are viewshed from the four corners of the solar project confirming that the viewshed area does not include any surrounding roads (or homes).
- Viewshed analysis includes existing vegetation that will be maintained around the project area
- Viewshed analysis does not include existing vegetation further from the project area (worst case scenario that others remove all other vegetation)



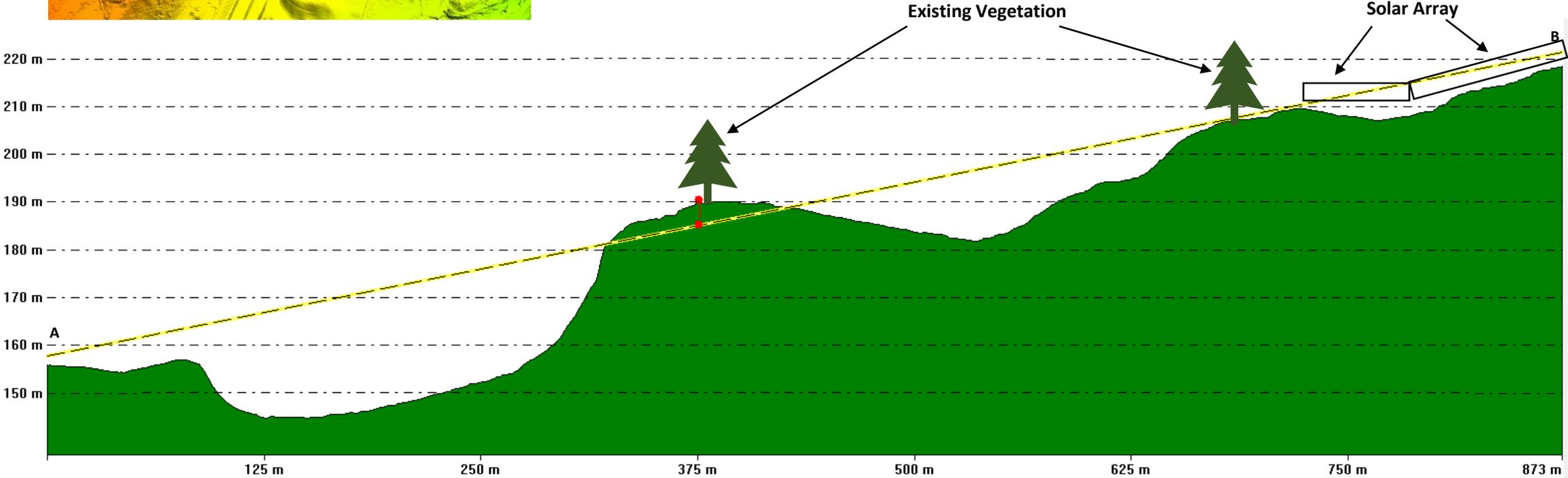
Interstate 91 South



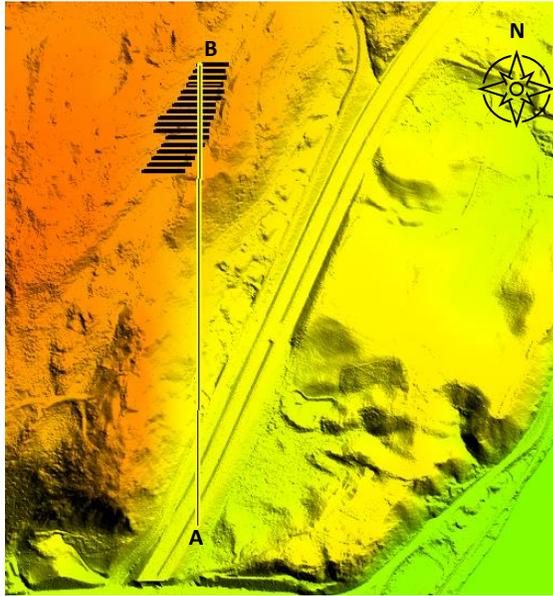
Line of sight (yellow dashed line 6ft above ground level)
From point "A" on named road to point "B" on opposite
end of the solar array conducted on bare earth

Existing vegetation and proposed solar array included
to estimated vertical scale

Top view shows path of line of sight and the array
overlaid on digital elevation model of surrounding area



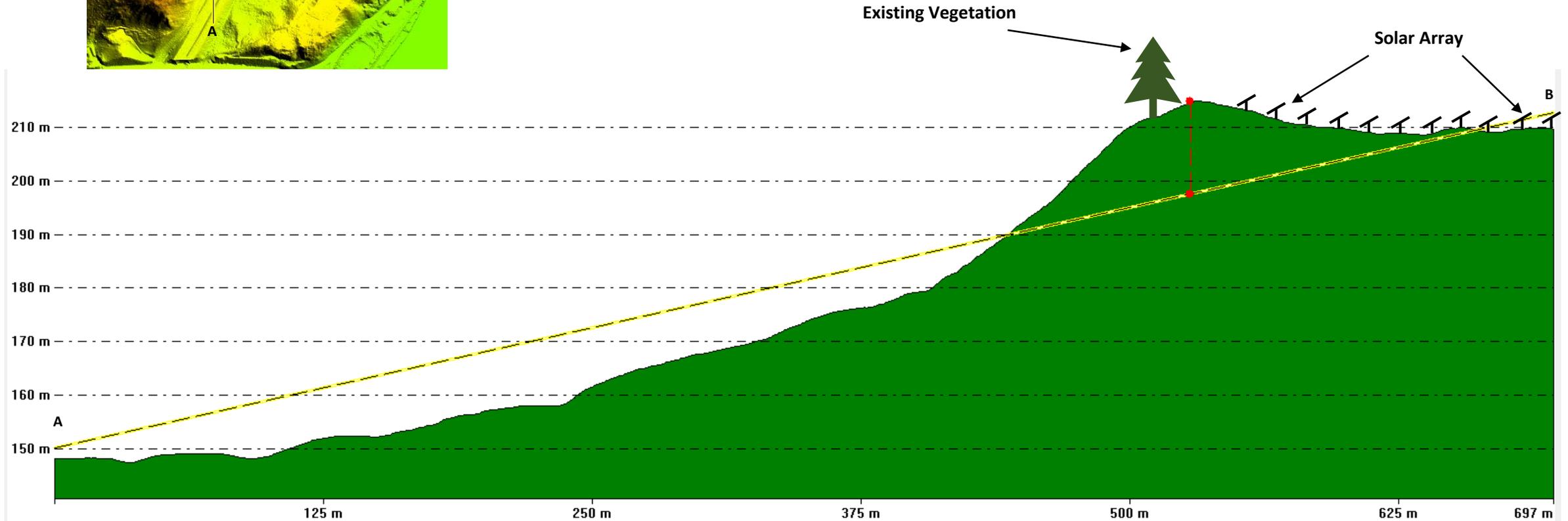
Interstate 91 North



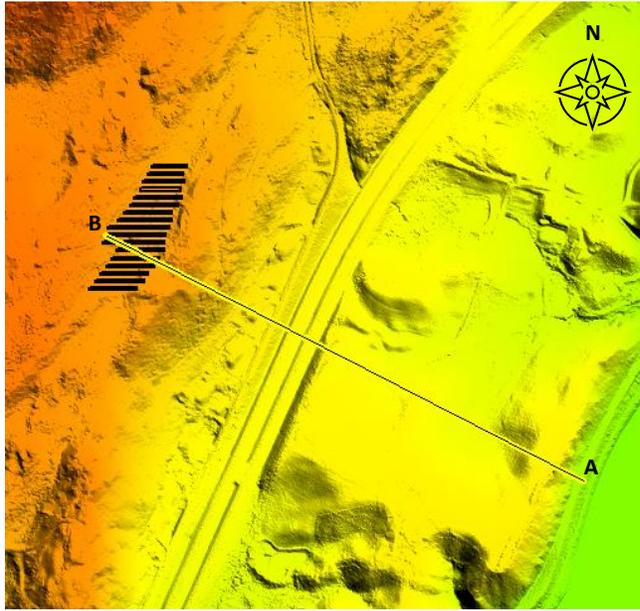
Line of sight (yellow dashed line 6ft above ground level)
From point "A" on named road to point "B" on opposite
end of the solar array conducted on bare earth

Existing vegetation and proposed solar array included
to estimated vertical scale

Top view shows path of line of sight and the array
overlaid on digital elevation model of surrounding area



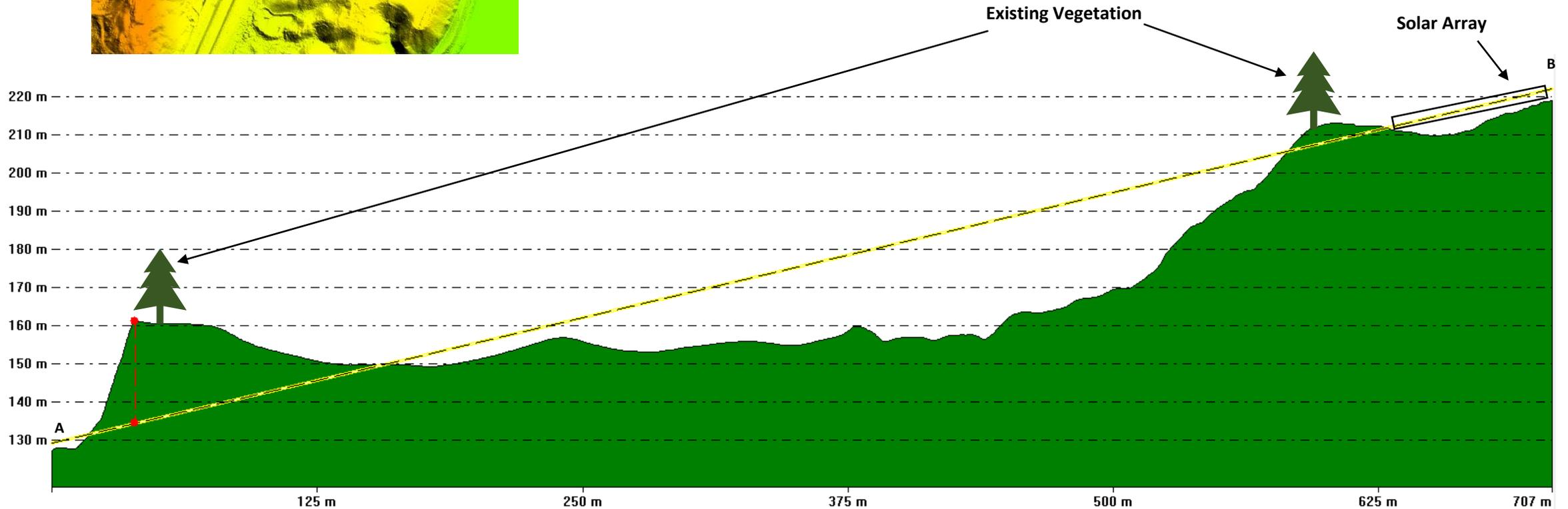
Route 5



Line of sight (yellow dashed line 6ft above ground level)
From point "A" on named road to point "B" on opposite
end of the solar array conducted on bare earth

Existing vegetation and proposed solar array included
to estimated vertical scale

Top view shows path of line of sight and the array
overlaid on digital elevation model of surrounding area

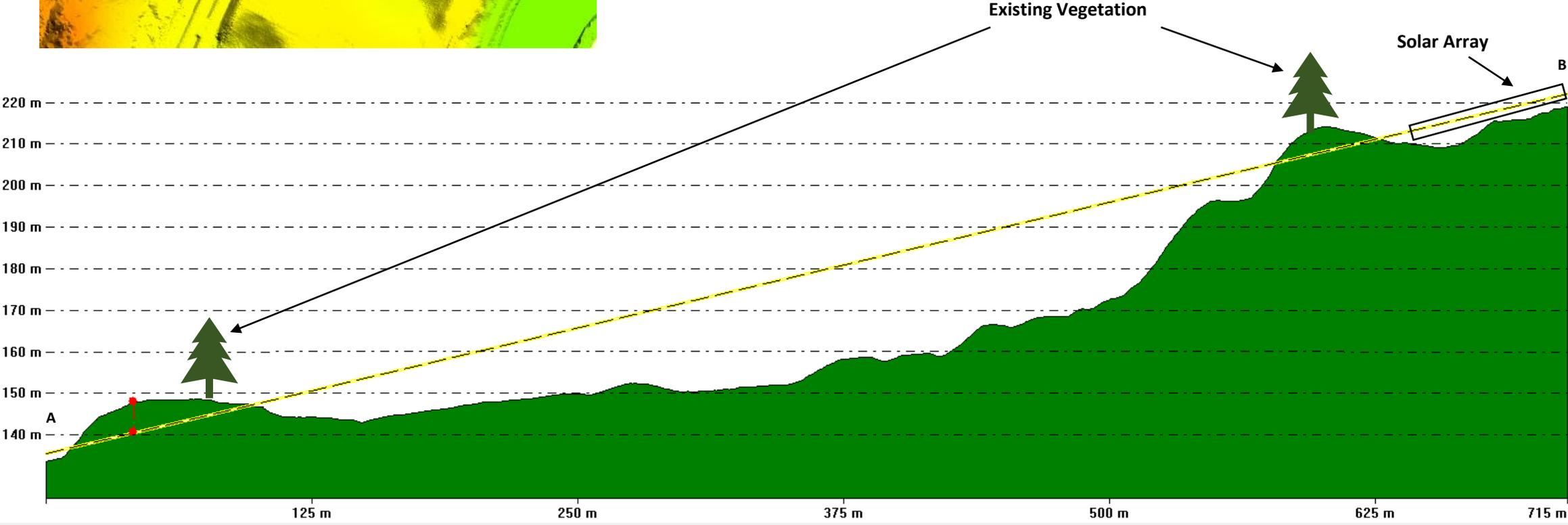
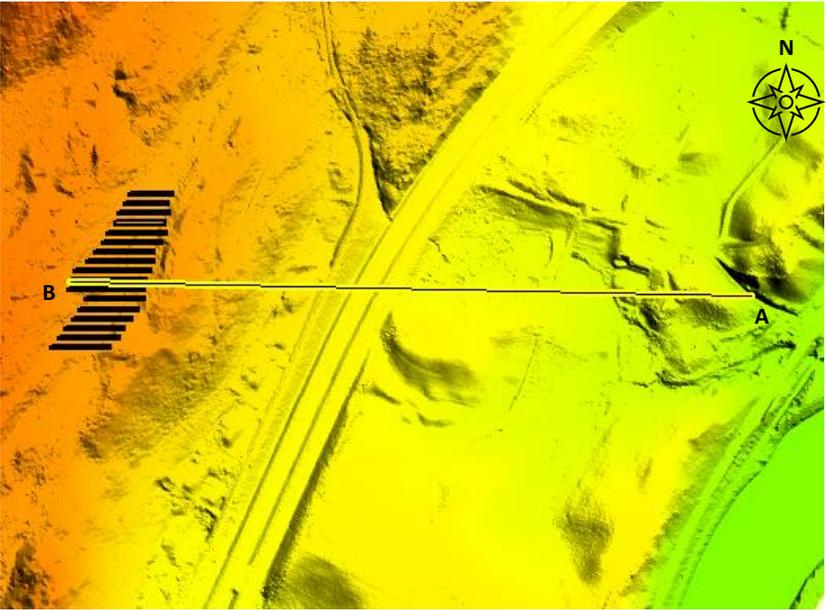


Loveland Road

Line of sight (yellow dashed line 6ft above ground level)
From point "A" on named road to point "B" on opposite
end of the solar array conducted on bare earth

Existing vegetation and proposed solar array included
to estimated vertical scale

Top view shows path of line of sight and the array
overlaid on digital elevation model of surrounding area



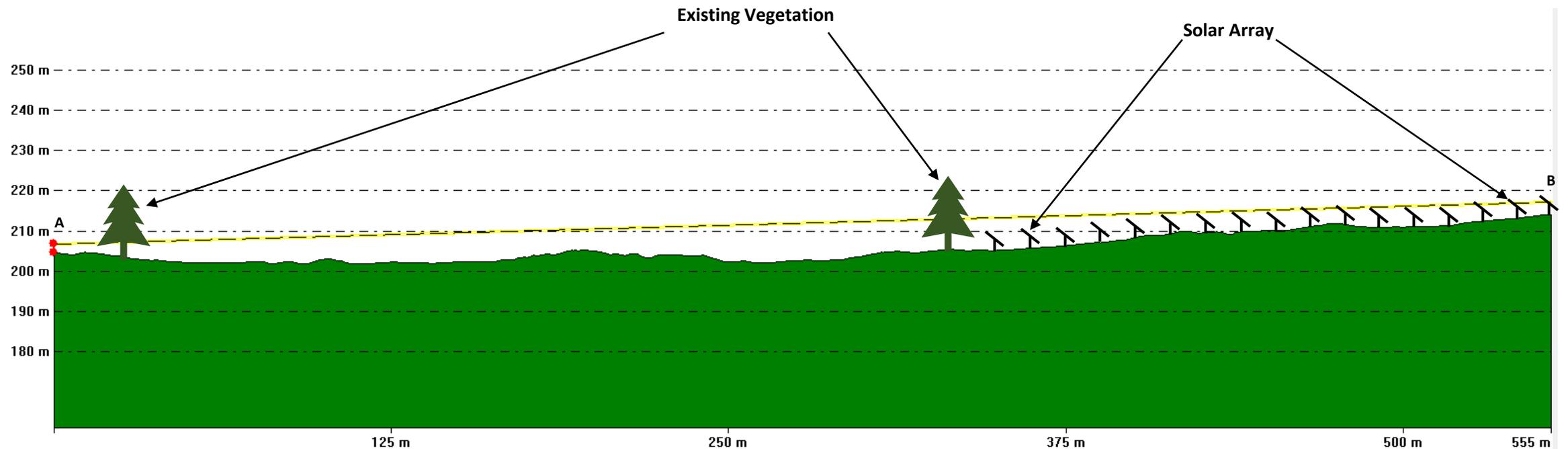
Upper Loveland Road



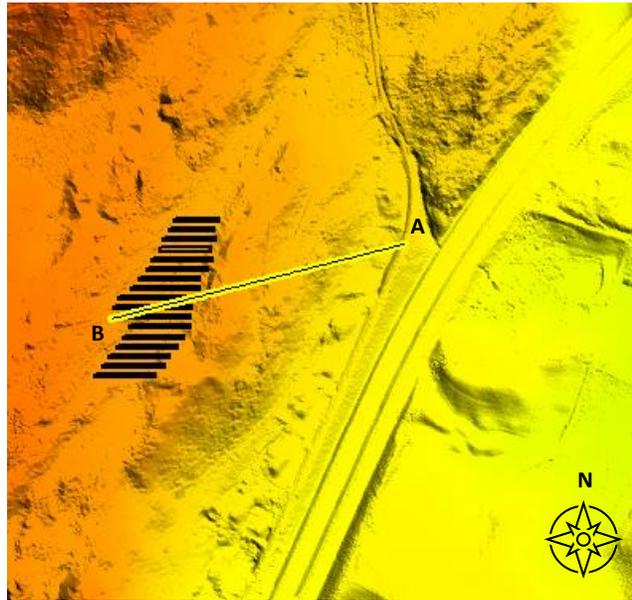
Line of sight (yellow dashed line 6ft above ground level)
From point "A" on named road to point "B" on opposite
end of the solar array conducted on bare earth

Existing vegetation and proposed solar array included
to estimated vertical scale

Top view shows path of line of sight and the array
overlaid on digital elevation model of surrounding area



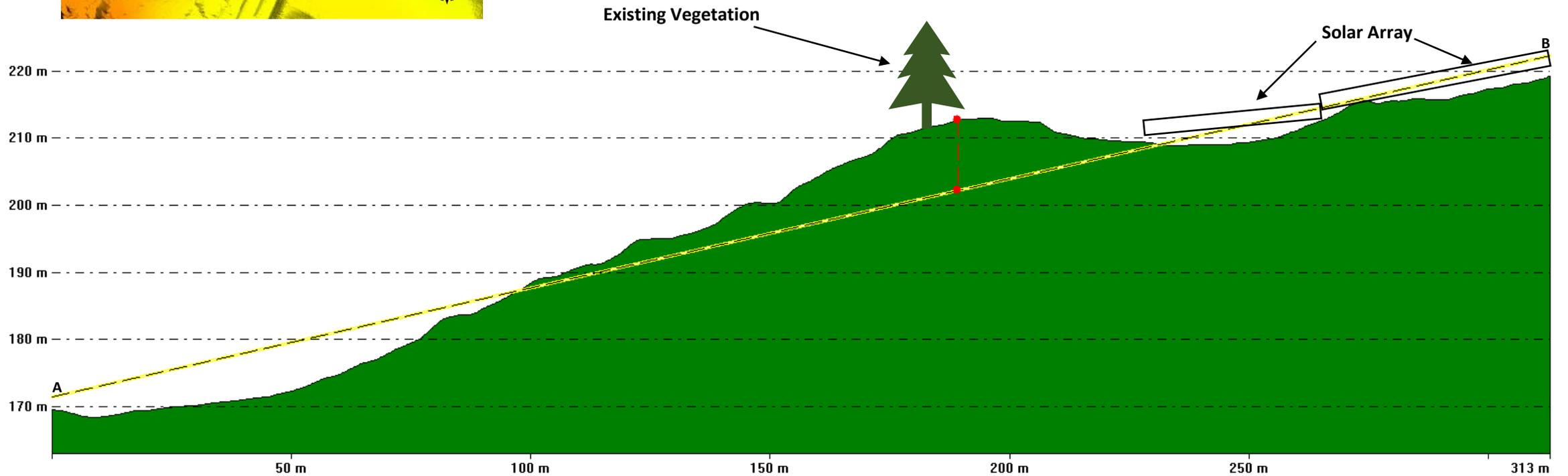
Upper Loveland Road



Line of sight (yellow dashed line 6ft above ground level)
From point "A" on named road to point "B" on opposite
end of the solar array conducted on bare earth

Existing vegetation and proposed solar array included
to estimated vertical scale

Top view shows path of line of sight and the array
overlaid on digital elevation model of surrounding area



[LETTERHEAD]

BY MAIL

[DATE]

Public Service Board of Vermont
112 State Street
Montpelier, VT 05620-2701
Ms. Judith Whitney, Clerk

Re: Preferred Siting Designation under Rule 5.100

Dear Ms. Whitney,

We refer to the application for a Certificate of Public Good (the "Application") to be filed by Norwich Upper Loveland Solar LLC, in respect of the 500 kW-AC solar electricity generation project (the "Project") proposed to be sited at the parcel located at 201 Upper Loveland Rd, Norwich, VT 05055, approximate latitude and longitude of 43.723836, -72.292770 (the "Location"). Having made our review, we wish to support the Project and declare our desire to have the Location designated as a "Preferred Site" under Section 5.103 of your Rule 5.100.

We note that we take no position on the Project's compliance with any requirement of Rule 5.100 or of other applicable provisions of Vermont law. This letter is solely for the purpose of providing support for the Project under Section 5.103.

Sincerely,

Town of Norwich
Planning Commission

Town of Norwich
Selectboard

Two Rivers-Ottauquechee
Regional Commission

Name:

Title:

Signature:

- **TRORC** held their annual meeting via Zoom on June 23.
- **Other Norwich Committees and Commissions**
 - Energy Committee: The Town has expresses support for a solar project on the DPW parcel. The Energy Committee will develop a draft RFP. The Trustees of Public Funds indicated the creation of a Green Lending Program intending to make capital available at attractive rates to support green projects in the Upper Valley.

Draft PC Workplan 2021

Task	Jul	Aug	Sept	Oct	Nov	Dec
1 2021 MPG (density study) draft RFQ release RFQ award contract intro meeting with PC milestone report						
2 WW Study draft RFQ release RFQ award contract intro meeting						
3 LUR re-write Administration Overview DRB input Review Draft						
4 Trails and Paths Master Plan Coordinate with Con Comm. Plan Review & Prioritization Draft workplan for 2022						

Town of Norwich Childcare Committee
June 7, 2021
Draft Minutes

Persons present: Rebecca Holcombe, Brian Loeb, Jamie Rosenfeld, Mary Layton, Neil Odell, Brie Swenson, Linda Cook

The Agenda was approved by consensus.

The Draft Minutes of 4/5/21 were approved as amended. Moved by Loeb, seconded by Odell. Vote unanimous approval. The amendment was to the first sentence in the Parent Survey section, changed to “Brian stated that the basis for income questions is modeled on the American Community Survey.”

Public Comments: Brian Loeb spoke regarding Brie Swenson’s request to broaden the Parent Survey to include school age children. His thought is that the Parent Survey is designed for the early childhood group which has been the focus of the Committee’s work. Brie Swenson joined the meeting after the public comment time and spoke about family childcare needs for older children during after school, vacations, teacher in service days, etc. She agreed to come up with focused questions and Brian will work with her to put out an additional survey. The Committee thought there are significant challenges to piecing together coverage for school age children and that a focused survey would be appropriate. Brian commented that this survey should be more comprehensive and include actionable numbers. It should be shared widely, including to 353 families who use the Norwich Recreation program.

Correspondence: Correspondence was received from Lisa Bozogon, Director of FitKids Childcare Center. Included was a Washington Post article that articulated a national shortage of early childhood educators, thought to be caused by low wages and benefits.

Legislative Review: The Committee reviewed VT state Bill H171, which will provided increased childcare subsidies tuition and loan forgiveness for Early Childhood Educators (Rebecca) and Bill S13 which seeks to change the pupil weighting formula for the Education Tax formula (Neil).

Summary by Rebecca Holcombe of H171:

Legislative Update for TON Child Care Committee, June 6, 2021
Child Care legislation (H171) that may increase state support for early care and learning

Summary: New bill 1) increases child care subsidies for income eligible families, and increases the range of eligibility, 2) provides financial support for continued education for private providers.

<https://legislature.vermont.gov/Documents/2022/Docs/BILLS/H-0171/H-0171%20As%20Passed%20by%20Both%20House%20and%20Senate%20Official.pdf>

The legislature passed H.171 to reform the state's to increase investment in the States Child Care Financial Assistance program, to support education of staff in private programs, and to modernise the state's child care assistance program.

Key provisions of this bill include:

1. Increasing subsidies, on a sliding scale and adjusted for family size, for income eligible families (up to 350% of current federal poverty guidelines)
2. Ensuring that that co-payment at the upper limit of the income eligibility scale for a family participating in the Child Care Financial Assistance Program shall not exceed 10 percent of a family's annual gross income.
3. Providing needs-based grants and loan repayment assistance to support further education of child care workers who work in **private** sector childcares
4. Funding improvements in the state's child care data system, based on the feedback of end users.
5. Unlike prekindergarten, this investment is structured to incentivize employment

By way of example, families with an annual gross income of less than or equal to 150 percent of the current federal poverty guidelines should not have a family co-payment. Families with an annual gross income up to and including 350 percent of current federal poverty guidelines, adjusted for family size, should be eligible for a subsidy, with the size of that subsidy being a function of STARS rating of the provider, family size and income.

Goals moving forward include 1) progressively adjusting the upper income limit of the Child Care Financial Assistance Program fee scale each year; and (2) ensuring the co-payment at the upper limit of the income eligibility scale for a family participating in the Child Care Financial Assistance Program shall not exceed 10 percent of a family's annual gross income.

A commission will meet to recommend how to fund these commitments moving forward.

1

For reference, below are the federal poverty guidelines effective January 13, 2021. For example, the state’s goal is that a family of 4, with a household income of \$79.5k or less, would not pay more than 10% of its income for child care. This would be adjusted to reflect changes in federal poverty guidelines over time.

# of Persons in Househ old	2021 Federal Poverty Level for the 48 Contiguous States (Annual Income)						
	100%	133%	138%	150%	200%	300%	400%
1	\$12,880	\$17,130	\$17,774	\$19,320	\$25,760	\$38,640	\$51,520
2	\$17,420	\$23,169	\$24,040	\$26,130	\$34,840	\$52,260	\$69,680
3	\$21,960	\$29,207	\$30,305	\$32,940	\$43,920	\$65,880	\$87,840
4	\$26,500	\$35,245	\$36,570	\$39,750	\$53,000	\$79,500	\$106,000
5	\$31,040	\$41,283	\$42,835	\$46,560	\$62,080	\$93,120	\$124,160
6	\$35,580	\$47,321	\$49,100	\$53,370	\$71,160	\$106,740	\$142,320
7	\$40,120	\$53,360	\$55,366	\$60,180	\$80,240	\$120,360	\$160,480
8	\$44,660	\$59,398	\$61,631	\$66,990	\$89,320	\$133,980	\$178,640
Add \$4,540 for each person in household over 8 persons							

Source: <https://www.medicaidplanningassistance.org/federal-poverty-guidelines/>

Also for reference, here is a summary of market rate rates per week for FT care, at the 75th percentile, from 2015-2019.

Full Time Statewide Licensed Rates - Comparison of the 75th Percentile Over Time				
	Infant	Toddler	Preschool	School Age
2015	240	233	222	206
2017	260	250	250	210
2019	290	280	280	225
% change '15-'19	20.83%	20.17%	26.13%	9.22%

2

And, also for reference, here are the Hartford AHS district (our district) weekly rates for licensed care. Note that Harford area rates are higher than the average rates for the state.

Hartford AHS District Data									
Ages	Average Weekly Market Rates	Median (50th Percentile Part Time Weekly Market Rates	75th Percentile Weekly Market Rates	State Payment Rate for 1 Star Programs	Current Percentile of Market Rates that 1 Star Rate Payment Falls	State Payment Rate for 4 Star Programs	Current Percentile of Market Rates that 4 Star Rate Payment Falls	# of Programs with a Provider Rate Agreement (PRA) for this Age Group	# of Programs with no copayment at 100% CCFAP benefit based on Provider Rate Agreement (PRA)
Licensed Child Care									
Full Time - Infants	\$263.80	\$250.00	\$290.00	\$210.00	0.00	\$260.00	53.33	15	9
Full Time - Toddler	\$251.47	\$245.00	\$273.00	\$201.92	0.00	\$250.00	52.94	17	10
Full Time - Preschool	\$239.40	\$220.00	\$250.00	\$179.21	9.52	\$221.88	57.14	21	11
Full Time - School Age	\$174.52	\$200.00	\$215.25	\$166.33	50.00	\$205.94	50.00	12	6
Part Time - School Age	\$99.09	\$100.00	\$100.00	\$91.48	41.67	\$113.27	50.00	24	19
Registered Child Care Homes									
Full Time - Infants (under 24 months)	\$220.50	\$195.00	\$217.50	\$145.38	13.33	\$180.00	33.33	15	3
Full Time - Toddler	\$210.17	\$185.00	\$200.00	\$141.35	13.33	\$175.00	33.33	15	5
Full Time - Preschool	\$208.83	\$185.00	\$195.00	\$129.23	0.00	\$160.00	20.00	15	1
Full Time - School Age	\$205.89	\$175.00	\$185.00	\$121.15	0.00	\$150.00	14.29	14	1
Part Time - School Age	\$122.04	\$110.50	\$145.00	\$66.63	14.29	\$82.50	42.86	14	5

Data Notes:

- The Child Care Financial Assistance Program (CCFAP) pays a higher rate on behalf of families based on the number of stars the program has earned: 1 Star – 5% above the base rate; 2 Stars – 10% above the base rate; 3 Stars – 20% above the base rate; 4 Stars – 30% above the base rate; 5 Stars – 40% above the base rate. This can change the co-payment owed by the parent.
- Market Rate – the price of child care charged by child care programs to parents as reported by the programs to the Vermont Department for Children and Families, Child Development Division and collected in the Bright Futures Information System (BFIS).
- Licensed Child Care includes center based programs, licensed child care homes, preschool programs, Head Start programs, and privately and publicly operated afterschool programs.

https://dcf.vermont.gov/sites/dcf/files/CDD/Reports/Market_Rate_Survey_2019_full-final.pdf

Commentary:

Rebecca Holcombe: She noted that rates for infants and toddlers in the Hartford area are higher than the state average.

Brian Loeb: This study is a good reference for comparison to the Parent Survey. It is clear that there are Norwich families that struggle with the cost of childcare.

Rebecca Holcombe: It is also true that the parents of young children are often not the highest earners at that stage of their careers. The “income cliff” problem comes into play.

Summary by Neil Odell of S13: Proposed change in education funding formula could lead to significant increases in Norwich's local education tax rate.

In 2018 the General Assembly tasked the Vermont Agency of Education with contracting for a study to recommend changes to the per-pupil weighting factors that are a key determinant in each school districts' spending per-pupil and their local tax rate. That study was completed and published in December of 2019. Among the various findings it concluded:

The cost factors incorporated in the (current) calculation do not reflect current educational circumstances. Stakeholders viewed the existing approach as "*outdated*". Neither the factors considered by the formula nor the value of the weights reflect contemporary educational circumstances and costs.

The values for the existing weights have weak ties, if any, with evidence describing differences in the costs for educating students with disparate needs or operating schools in different contexts.

As a result, the study recommended a new set of per-pupil weighting factors that are intended to ensure that high poverty districts, districts with English language learners and isolated rural districts have the resources they need to take care of these students who are more costly to educate. The new weights don't guarantee the school districts will get these additional financial resources rather, they generate additional taxing capacity in those towns. Conversely, for districts that have fewer students in those categories or are not as rural they could see their equalized pupil counts decrease and, as a result, their tax rates increase. Norwich is one of those towns.

This year, the legislature passed S13, a bill that establishes an 8 member legislative Task Force with the following charge: "to recommend to the General Assembly an action plan and proposed legislation to ensure that all public school students have equitable access to educational opportunities, taking into account the Pupil Weighting Factors Report". Pertinent to Norwich, one of the committee's responsibilities is to "recommend ways to mitigate the impacts on residential property tax rates and consider tax rate equity between districts". The recommendation is due December 15, 2021.

While the Task Force was required to call the first meeting on or before June 1 I do not believe that has happened yet. The bill also states that it is the intent of the General Assembly to pass legislation in the 2nd year of the 2021-2022 biennium (next year) that implements changes to how education is funded to ensure that all public school students have equitable access to educational opportunities.

According to a preliminary reanalysis of the proposed equalized pupil weighting changes by the Joint Fiscal Office, applied to FY20 Norwich and Dresden school budgets, **Norwich's equalized homestead tax rate would jump about 53 cents, from \$1.77 to \$2.30.** That means that if the new weights are implemented, Norwich tax bills could increase by a third on

average. Here is a summary from a report to the Joint Fiscal Office at the legislature:
 Source: <https://ljfo.vermont.gov/assets/Subjects/Equalized-Pupil-Weighting/31f695302d/FY20AnalysisProposedEqaulizedPupilWeights-v2.pdf>

Using numbers from FY20, the potential tax increase on Norwich properties is

County	District Name	Current Education Weightings			Simulated Education Weightings			Difference (Simulated - Current)			District Identifiers		
		Equalized Pupils	Education Spending Per Pupil	District Equalized HS Tax Rate*	Equalized Pupils	Education Spending Per Pupil	District Equalized HS Tax Rate*	Equalized Pupils	% Change Number of Pupils	District Equalized HS Tax Rate	SEB - State Board of Education	District Density (Population/ miles*2)	District Poverty Rate
Windsor	Green Mountain Unified School District	717	\$16,028	1.51	801	\$14,347	1.29	84	11.7%	-0.21	Merged - Andover, Baltimore, Cavendish, Chester	36 - 54.9	24.4%
Windsor	Hartford	1,411	\$16,881	1.59	1,374	\$17,341	1.56	-37	-2.7%	-0.03	Interstate District	Greater than 100, NA	21.1%
Windsor	Hartland	458	\$18,241	1.71	405	\$20,625	1.86	-53	-11.6%	0.14	Stand Alone	55 - 99.9	11.7%
Windsor	Ludlow-Mt. Holly Unified Union School District	355	\$18,196	1.71	361	\$17,899	1.61	6	1.7%	-0.10	Merged - Ludlow, Mt. Holly	36 - 54.9	17.6%
Windsor	Mount Ascutney School District	617	\$15,744	1.48	367	\$17,146	1.54	-250	-8.2%	0.06	Merged - West Windsor, Windsor	Greater than 100, NA	18.3%
Windsor	Norwich	580	\$18,869	1.77	429	\$25,538	2.30	-152	-26.1%	0.52	Interstate District	55 - 99.9	2.4%
Windsor	Rochester-Stockbridge Unified School District	177	\$18,687	1.76	192	\$17,303	1.56	14	8.0%	-0.20	Merged - Rochester, Stockbridge	Less than 36	19.8%
Windsor	Sharon	257	\$16,483	1.55	241	\$17,637	1.59	-17	-6.5%	0.04	Stand Alone	36 - 54.9	12.7%
Windsor	Springfield	1,255	\$18,560	1.74	1,385	\$16,814	1.51	130	10.4%	-0.23	Supervisory District	Greater than 100, NA	29.9%
Windsor	Weatherfield	335	\$16,666	1.57	297	\$18,800	1.69	-38	-11.4%	0.13	Stand Alone	55 - 99.9	11.8%
Windsor	White River Unified District	598	\$18,028	1.69	620	\$17,395	1.56	22	3.6%	-0.13	Merged - Bethel, Royalton	55 - 99.9	21.9%
Windsor	Windsor Central Modified Unified Union School District	386	\$16,140	1.52	365	\$17,062	1.53	-21	-5.4%	0.02	Merged - Bridgewater, Plymouth, Pomfret, Reading, Killington, Woodstock	Less than 36	11.5%
Windsor	Windsor Central Unified Union School District	444	\$19,564	1.84	429	\$20,250	1.82	-15	-3.4%	-0.02	Merged - Bridgewater, Plymouth, Pomfret, Reading, Killington, Woodstock	Less than 36	10.8%

*District Equalized Tax Rate is displayed prior to application of Act 46 merger incentives (8-2 cents) and excess spending penalties.

estimated as follows:

Total tax on a house/property valued at:

\$200,000 \$300,000 \$400,000 \$500,000 \$600,000 \$700,000 \$800,000 \$900,000

\$1,000,000

Current Weights

\$3,615 \$5,422 \$7,230 \$9,037 \$10,844 \$12,652 \$14,459 \$16,267 \$18,074

New Proposed Weights

\$4,681 \$7,021 \$9,361 \$11,701 \$14,042 \$16,382 \$18,722 \$21,063 \$23,403

As it currently stands, options for Norwich to reduce the potential tax increase of implementation of the new weights are complicated by the town's participation in the Dresden Interstate School District. Roughly 54% of the total education spending in Norwich is attributable to the middle school and high school. Possible mitigation strategies could include:

- Educate community regarding potential tax rate increase
- Work with the Dresden School board to decrease the Dresden budget. (note that roughly 1/3 of any budget change in Dresden is "realized" in Norwich)
- Decrease the Marion Cross budget to mitigate the tax rate impact. (note that the MCS budget accounts for about 46% of total education spending in Norwich)
- Aggressively invest in affordable family housing, to raise student numbers so as to reduce per pupil costs at the elementary level.

- Establish Norwich as a refugee resettlement community (or actively encourage refugee resettlement to the town)
- Explore alternatives to Dresden (probably politically unacceptable)

Comments by Neil Odell: The change in weights to the education formula are to account for poverty and issues around immigration including English as a Second Language and other needed supports. Norwich does not have many students who fit this category. Impact to Norwich taxpayers would likely be a change in the tax rate from 1.77 to 2:30, a significant change.

Provider Survey Additional Results: (Jamie Rosenfeld, Brian Loeb) Jamie interviewed Dartmouth College Childcare and FitKids Directors. She found that there are strong barriers to expansion but for different reasons. In the case of DCCC there seemed to be lack of support from the institution for expansion. In the case of FitKids they bought another lot but cannot find staff. Brian interviewed DHMC childcare center which is for “benefited” employees only. The physical space is full and outdated. To improve on or expand this space would depend on investment by DHMC. Other barriers mentioned are staff burnout, competition for staff, costs borne by staff. For the Selectboard a summary would be helpful. For circulation of the survey, listserve, drop box at Tracy Hall, Rec Council list, a notice at Dan and Whits, Norwich Times article(?) The Provider Survey will undergo final edits and be sent out to providers. Jamie will cull it for patterns and trends.

Discuss Parent Survey (Brian Loeb) There was a response so far from 48 Norwich families that includes a total of 65 children newborn to age 5. This represents a good range of families and it is worthwhile to look at this data. Few special needs students were identified. About half of the respondents were satisfied with their childcare arrangements and about a fifth were unhappy. The families were very concerned about availability of Childcare Center slots. Extended Days and irregular hours coverage were of concern. Jamie commended Brian for this work. Responses of 30/48 are “happy” until you dig down into other aspects that they are not happy about, such as actual Norwich childcare availability. A decrease in work hours by one parent to put the childcare puzzle together is common. Childcare needs are not met in a reasonable way. Rebecca notes that there is a contingent of families in Norwich that could use significant support.

Follow up Plan for Parent Survey: (Brian Loeb) Brian says he will extend the deadline and try to obtain more responses.

Discuss Norwich School District prekindergarten costs (age 3-5) and Special Education Population numbers. (Neil Odell) Neil noted that capacity is 15-18 children and that there are 33 children “enrolled” with space for 15-18. Special needs children get preference for these slots.

Plan Selectboard Interim Report (CCC)

**Task: Report to select board
(Background for purpose of jumpstarting a brainstorm)**

Past topics

1. Outline of local and regional supply and demand
2. Context on patterns in supply and relevant regulations
3. Outline of available information on rates.

Very preliminary outline of new topics to be shared in a July interim report to the select board:

1. Key results of provider surveys, with summary of most significant patterns/findings (Jamie)
2. Key results of parent surveys, with summary of most significant patterns/findings (Brian)
3. School costs and capacity and future funding prospects as they relate to supporting early care and learning (Neil)
4. (Municipal programs) (Brie Swenson, if time)
5. New legislation related to early care and learning and education, with implications for Norwich/the goal of ensuring access to high quality, affordable care (Rebecca)
6. Summary of emerging themes (Discuss at July 12 meeting)
7. (Case study: Randolph Center?) (Table for now)

Remaining tasks to anticipate in advance of the fall report:

1. (further support of work on municipal/rec programs)
2. (Case studies)

Changed date for July Meeting: Date changed to July 12th to avoid 4th of July weekend.

Review next action steps and plan next Agenda. Action steps are described above to frame the Selectboard interim report that will need to be ready for Selectboard packet submission on July 22, with Selectboard review at their meeting on July 28th. Rebecca will send out updates and the agenda around July 8th for review by the Committee.

Town of Norwich
Affordable Housing Sub-committee
DRAFT
Minutes
June 21, 2021

Location: Tracy Hall small conference room and virtual meeting via Zoom

<p>https://us02web.zoom.us/j/81242668798 Meeting ID: 812 4266 8798</p>
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Members Present: Jeff Lubell (Chair), Brian Loeb, Gordon Greenfield, Paul Manganiello

Public Present: Kevin Geiger (TRORC) Marissa Lorenzo

Staff: Rod Francis

Meeting called to Order: 6:04pm.

- 1) **Approve Agenda:** no quorum.
- 2) **Comments from the Public:** none.
- 3) **Approve Minutes of May 17, 2021:** no quorum.
- 4) **New Dartmouth housing policy:** Chair Lubell directed the meeting to the packet, where an article from the *Valley News* outlined the recently announced strategy from Dartmouth College to operate a fund of \$1 million allocating via lottery \$5,000 to students who agree to live off campus for the 2021-22 school year. He suggested that this policy will negatively impact the already tight rental market. Members present discussed possible responses.
- 5) **Keys to the Valley:** Kevin Geiger of Two Rivers Ottauquechee Regional Commission (TRORC) gave a Power-point presentation to the group on the work of three Regional Planning Commission project intended to raise awareness and find solutions for the affordable housing crisis in the Upper Valley. He presented the research (including survey results), the recommendations and the website: <https://www.keystothevalley.com/>
Members present discussed the presentation.
- 6) **Identifying land for affordable housing:** (20-25 minutes)
 - a) Follow up on publicly owned parcels
Chair Lubell introduced the item by highlighting the possibility of developing the northern portion of the parcel for affordable housing
- 7) **Meeting Ended:** Following a lightning strike mains power and internet access was lost at the Tracy Hall location at 6:53pm.

Respectfully submitted,
Rod Francis

TOWN OF NORWICH PLANNING & ZONING

REQUEST FOR QUALIFICATIONS

Seeking Technical GIS analysis of rural settlement patterns

Overview

This technical study is supported by the Municipal Planning Grant (MPG) program of the Vermont Agency of Commerce and Community Development (ACCD). The purpose of this project is to provide background analysis in support of amending the town's land use regulations. Total project cost cannot exceed \$15,015.00.

Qualifications are being accepted by the Town of Norwich for the provision of consultant technical services under a contract agreement commencing September 2021 and concluding March 2022. The successful respondent will be able to demonstrate extensive experience with ESRI ArcGIS products, Vermont tax map protocols and small-town land recordkeeping and familiarity with land development patterns and processes in Vermont and Northern New England more generally. The objective is to map and analyze the pattern of residential land development before and after a specific change in the Norwich subdivision regulations.

Background

Following a period of sustained growth, the Norwich Planning Commission amended the subdivision regulations in 2002 ending the two-acre minimum lot size that had been in effect for the previous decade. The amendment also introduced a density factor calculator which uses site conditions, proximity to Norwich village and road conditions to calculate the allowable density of the land to be subdivided. The goal was to protect rural character by concentrating development closer to the village and along major road corridors. This study will measure the effectiveness of this regulatory approach.

Project Goals

Using subdivision approvals, dwelling unit zoning permits and E-911 points for the period 1992 to 2002 map the pattern of development. Compare and contrast this pattern of development with the pattern observed between 2002 and 2021.

Scope of Work

1. Build a searchable database of all subdivisions in the rural residential district between 1992 and 2021
2. Build a searchable database of all dwelling unit zoning permits in the rural residential district between 1992 and 2021
3. Consultant developed GIS layers will be in Vermont State Plane coordinates, meters NAD 1983
4. GIS layers will:
 - a. map the development pattern between 1992 and 2002
 - b. map the development pattern between 2002 and 2021

- c. develop a build-out analysis for subdivisions approved from 2002 to 2021 documenting maximum allowable density versus density of approved subdivision
5. Provide monthly progress reports to the Project Manager
6. Furnish copies to the Project Manager of all submissions to Vermont Center for Geographic Information (VCGI) including a completed GIS Data Submission Online Intake Form (see Attachment D; Procurement Procedures and Other Grant Requirements, III GIS Work)
7. A brief presentation to the Planning Commission at the commencement of the project
8. A presentation of the draft Technical Report to the Planning Commission in a roundtable setting

Mapping and Graphic Standards

GIS work product funded under this contract must conform to the following standards:

The contractor and any and all subcontractors will complete the GIS Data Submission Online intake form <https://vcgi.vermont.gov/data-and-programs/share-map-data#GISForms> as part of its final work product. With the GIS Data Submission Online Intake Form, the contractor and any and all subcontractors shall also submit digital copies of GIS data produced with the Grant Award or any portion thereof if such data is not already available in the Vermont Open Geodata Portal. Digital GIS data includes spatial and tabular data attributes, documentation files, and must meet applicable standards as to data format and documentation of all products using the VGIS metadata standard. Note: it is not necessary to submit subsets of data layers that are already listed in the VGIS Data Catalog (data hosted at the Vermont Open Geodata Portal). A subset would be an extract of existing data, such as road centerline data, for example.

Digital Spatial Data will be submitted via the GIS Data Submission Online Intake Form as a single .zip file with documents in the Vermont State Plan Coordinate System, as specified in Title 1, Chapter 17 § 671-679. Any of the following files is acceptable:

- a. .shp (Shapefile – which also consist of files with other extensions such as .dbf and .shx)
- b. .dwg (CAD file)
- c. .dxf (CAD file)

All data and materials created or collected under this MPG funded project – including all digital data – are public records. The contractor and any and all subcontractors are bound by the terms between the grantor (State of Vermont) and grantee (Town of Norwich) as specified in grant agreement 07110-MP-2021-Norwich-38 with regard to Attachment D Procurement Procedures and Other Grant Requirements III GIS Work:

Technical assistance and information on these GIS standards, guidelines and procedures are available from the Vermont Center for Geographic Information, Inc <https://vcgi.vermont.gov>

Submission Requirements

To be considered, a Statement of Qualifications (SOQ) must include the following:

1. Name, job title email and phone number of primary contact person
2. A description of the consultant's qualifications, capabilities and organizational structure. Indicate if you, or a subcontractor are a Minority or Women owned Business Enterprise (M/WBE).
3. Proposed staff for the work. Attach resumes of key staff.
4. Documentation with project dates, titles and location of relevant reports and technical work completed by team members in the past three years.
5. Provide at least three references which include the following for each project or technical work product: one sentence description, name of project manager, phone number and address. References should be clients from the past five years for whom similar work was performed.
6. Explain the consulting team's approach to communicating with the project manager

7. Proof of professional liability insurance coverage of \$1 million per occurrence and \$2 million in aggregate to cover the work to be performed.
8. Number all pages consecutively (page limit: 20 pages).

Response Format and Due Date

A SOQ in pdf format must be submitted via email by 12 noon Friday August 6, 2021 to norwichvtplanner@gmail.com SOQs or amendments received after this deadline will not be considered. The subject line in the email must read: **Norwich density factor project SOQ.**

Submission must be received no later than 12 noon Friday August 6, 2021

Faxed or USPS delivered responses will NOT be accepted

Evaluation Criteria

Statement of Qualifications will be evaluated in the following areas:

1. Firm's Qualifications and Capabilities (30 pts.): This refers to the qualifications of the firm or firms assigned, including area of expertise, technical capabilities.
2. Project Team (30 pts.): Qualifications of the professionals (including but not limited to the Project Manager) assigned to this project including technical attributes and relevant staff experience that make them uniquely qualified to undertake this work.
3. Past Performance (20 pts.): The quality and relevance of recent studies and projects of similar nature completed by the Consultant.
4. Knowledge of Project Area (5 pts.): Experience working in Vermont or in communities similar to Norwich, Vermont.
5. Overall Quality of Submittal (15 pts.): This refers to the clarity and organization of the submittal as well as the completeness of the information.

The selection of a consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The Town of Norwich is an Equal Opportunity Employer and encourages proposals from qualified Minority or Women Owned Business Enterprises (M/WBE).

Process

Based on recommendations from the Planning Director the Town Manager will appoint a Selection Committee to review qualifications submitted in response to this RFQ. Utilizing evaluation criteria as outlined above, the Committee will develop a list of qualified consultants that may be invited for an interview by the Committee. The Committee will recommend a preferred consultant to the Planning Commission and Selectboard. The Selectboard will approve the final selection. Consultants that accept a contract will be required to register with the Vermont Secretary of State as a Vermont or foreign firm.

The Selection Committee at its discretion may conduct interviews of finalists the week of xxxxxx 2021. The Town anticipates making the award no later than xxxxxx, 2021.

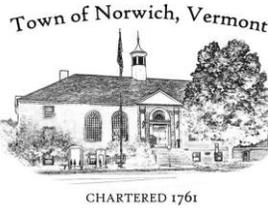
Proof of insurance will be required before contracting with the selected consultants. Town of Norwich reserves the right to seek clarification of any statement submitted and to select the firms that are best able to address the project purpose and best promote the public interest, or to reject any and all proposals.

Disclaimers

1. Those submitting SOQs do so entirely at their own expense. There is no express or implied obligation by the Town of Norwich to reimburse any entity or individual for any costs incurred in preparing or submitting proposals, preparing or submitting additional information requested by Selection Committee, or participating in any selection interviews.
2. The Town of Norwich reserves the right to withdraw this Request for Qualifications, to accept or reject any or all statement of qualifications, to advertise for new statement of qualification if it is in the best interest of the Town to do so, and to award a contract as deemed to be in the best interest of the Town.

Information

All questions related to this Request of Qualifications will be addressed to Rod Francis, Planning Director. Questions may be emailed to Rod Francis, Planning Director. norwichvtplanner@gmail.com. Responses to consultant questions posed concerning this RFQ will be posted on the Town of Norwich website at the following link: www.xxxx



NORWICH SELECTBOARD

adopted May 24, 2017

VISION

A model of well-functioning, cohesive small town government in which our thoughtful actions on complex issues and respectful treatment of others bring out the best in ourselves and inspire confidence in the residents of Norwich to become active and engaged participants in the town.

GUIDING PRINCIPLES:

- The long-term health and best interests of Norwich and its residents come first always.
"We go overboard to listen and integrate the ideas of all neighbors in making decisions for the town"
- Respect and civility in the face of disagreement and contention. Assume good will in all interactions.
"Why can' t we all get along?"
- Begin with open minds and fresh perspective.
"Bags don' t fly free; leave them at home"
- Incremental improvement versus startling disruption.
"Norwich is not trying to disrupt how we view Vermont villages"
- Disciplined time keeping.
"Volunteers don' t get paid by the hour"

Town of Norwich, Vermont



CHARTERED 1761

- Collective experience and knowledge is critical. Preparation for meetings.
"We can't all master every subject, but we can be prepared to thoroughly handle all issues when we collaborate, communicate, capitalize on each others' strengths as one body."
- Frequent reference to Town Plan and Statutes of Vermont.
"These are always non-negotiables – we work as a team but we are always a legislative body"

NORWICH PLANNING COMMISSION
Tuesday June 8, 2021, 6:30pm

DRAFT MINUTES

Zoom Meeting

<https://us02web.zoom.us/j/89339717735>

Meeting ID: 893 3971 7735

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

Meeting Opened: 6:31pm

1. Approve Agenda:

Lubell moved and Loeb seconded a motion to approve the agenda as amended by taking "Outreach to other towns" from item four and making it item six (after Town Plan Action Items). Motion carried 5 -- 2. For: Allen, Loeb, Lubell, Romano, Horwitz. Against: Goodrich, Ciccotelli

2. Public Comment: none

3. Review and approve Minutes of May 11, 2021:

Romano moved and Ciccotelli seconded a motion to approve the minutes of May 11, 2021 as amended by the following:

- Show Horwitz as present
- Add a second sentence to item six; planning commissioner code of conduct first paragraph: At the end of the first paragraph add: *This topic was important in the context of the following item, the appointment of the commission Chair and Vice-Chair*
- Use **bold** for the title of item eleven, public comment
- Reduce the amount of information in item five, Announcements, Reports, Updates and Correspondence by striking *nor be considered as an option for receiving wastewater from Norwich as part of any wastewater study being undertaken by Norwich.*

Motion carried 6 -- 1. For: Ciccotelli, Allen, Loeb, Lubell, Romano, Horwitz. Against: Goodrich

4. Announcements, Reports, Updates & Correspondence:

Allen explained the new format.

Francis provided an outline of the Director's Report including the Keys to the Valley presentation to TRORC on May 26, the informational session hosted by VLCT on the American Rescue Plan Act (ARPA) and the work of other Norwich commissions and committees, including Energy, Conservation, and the Historic Preservation Commission.

Loeb informed the meeting that the Childcare Committee was preparing an interim report for the selectboard to be presented in July.

5. Town Plan Action Items

At approximately 6:59PM the meeting was interrupted when another party used the Zoom account thus terminating this meeting. At about 7:15PM the meeting resumed. Goodrich did not return, all other participants rejoined.

Commissioners resumed their discussion of Town Plan Action Items.

6. Outreach to other towns

Commissioners discussed the purpose of the meetings, the goals the Norwich planning commission could set for the meetings, and the scope of any such discussions. Lubell responded that the purpose was to find issues in common and get to know people serving on planning commissions in surrounding towns.

Loeb moved and Lubell seconded a motion to authorize Jeff Lubell to contact the Thetford planning commission Chair on behalf of the Norwich planning commission, inquiring as to their openness to a joint meeting. Motion carried 5-1. For: Romano, Loeb, Ciccotelli, Allen, Lubell. Against: Horwitz

7. Planning Commissioner Code of Conduct

Loeb introduced the item by noting that Goodrich should be present for this discussion, and that the item should be placed on the next meeting agenda. He framed the upcoming discussion by observing that there are gaps in the statutory description of planning commission powers and duties (24 VSA §4325) and relevant selectboard documents. It is these gaps that should be the focus of the discussion. Including:

- a) The formal and informal roles of appointed officials
- b) The process of agenda setting (which ultimately should result in amendments to the planning commission bylaws)

Lubell suggested that at times people have shared concerns about speaking time and being able to speak uninterrupted, and proposed that more formality in the conduct of the meetings may be helpful where there is a lack of trust.

Commissioners agreed that the items should be carried over to the next meeting.

8. Open Meeting Law

Romano welcomed the opinion and suggested that provides a conclusion and other point worthy of discussion.

Lubell also remarked that the opinion was appreciated.

9. Other Business:

Ciccotelli inquired as to whether there could be a policy of having a commissioner call from a planning commission meeting if another commissioner was not present, but was expected. Romano responded that this brought forward the distinction between a policy and a practice, and the item can be discussed at the next meeting.

10. Future Meeting Schedule & Agendas:

- Draft RFQ for density factor study
- Commission Work plan
- Update on consideration of a wastewater study by selectboard
- Outreach to Thetford planning commission
- Commission code of conduct
- Updates from point people (Ciccotelli – Energy; Horwitz – Conservation and Lubell – Affordable Housing)

11. Comments from the Public

Claudette Brochu suggested that the planning commission seek input from the town manager with regard to sharing documents and possible open meeting law implications.

12. Adjourn

Lubell moved and Horwitz seconded a motion to adjourn. Motion carried 5 – 0.

Meeting adjourned: 8:26pm

Future Meetings:

Tuesday, July 13, 6:30pm Regular Meeting
Tuesday, August 10, 6:30pm Regular Meeting

Respectfully submitted,

Rod Francis