

NORWICH PLANNING COMMISSION
AFFORDABLE HOUSING SUBCOMMITTEE
Meeting Minutes
Friday, October 20, 2017, Tracy Hall

Regular Meeting

Members Present: Manganiello, Hybels, Lubell, Shepherd, Goodrich, Moffatt

Members Absent:

Clerk: Dechert **Others/Public:** Stuart Richards

Ralph Hybels, Chair, called the meeting to order at 7:30 PM.

1. **Agenda** – Approved
2. **Comments from the Public**
 - a. **Stuart Richards** – Referred to and read sections of a letter from Phil Dechert, Clerk, Norwich Planning Commission listing violations of the Open Meeting Law for both Agendas and Minutes of the Planning Commission and Development Review Board that were not posted within the legal time.
 - i. The Clerk commented that “comments from the Public” are limited to issues not on the published Agenda and the allegations of violations of the Open Meeting Law is Item #5 on the Agenda.
3. **Minutes** – 10-2-17 minutes were approved with minor changes
4. **Announcements, Reports & Correspondence** - None
5. **Discussion of Allegation of Violation of Open Meetings Law Administrative Issue** –
 - a. Hybels read the pertinent part of the Statute. Dechert explained the circumstances of the minutes of the October 2nd Affordable Housing Subcommittee not being posted within 5 calendar days. He stated that it was inadvertent and not intentional.
 - b. Hybels, Chair, read his proposed letter to Stuart Richards regarding the inadvertent violation of the Open Meeting Law, the posting of the Minutes on October 10th, and every effort will be made to make minutes public within 5 days. Hybels letter attached as “Attachment A”.
 - c. Goodrich made the following Motion.

We, the members of the Planning Commission’s Affordable Housing Subcommittee, acknowledge that because our minutes for the October 2, 2017, meeting were published after eight days instead of the statutorily required five, we violated Vermont’s Open Meeting Law. Our clerk, Phil Dechert, has assured us that this was an inadvertent oversight. We believe the fact that the minutes have been published provides a substantial cure for this violation, but in addition we urge Phil to make every effort to make minutes available within five days, as specified by law.

According to “A Guide to Open Meetings,” (Revised June 2014) by James Condos, Secretary of State, these minutes “must at least include the names of all members of the public body present at the meeting, and other active participants, and all motions, proposals, and resolutions made, and their dispositions, and the results of any votes taken. 1 V.S.A § 312 (b)(1).”

To further cure the violation, we authorize our chair, Ralph Hybels, to send to Mr. Stuart Richards, the complainant in this matter, a copy of a signed letter explaining our position and action with respect to the violation. That letter will be attached to the minutes of the present meeting.

Goodrich moved to approve the above Motion and Lubell seconded. The Motion was approved 6-0.

d. Scheduling systems for Agendas, Minutes, etc., for committees, commissions, and boards supported by the Planning Department were discussed.

6. Comments from the Public - None

7. Adjournment: Hybels moved to adjourn the special meeting. The motion was seconded by Lubell and passed 6-0. The meeting was adjourned at 8:00 PM.

Phil Dechert, Clerk

APPROVED 10/30/17

Future Meeting: October 30, 2017 at 5 PM

Affordable Housing Subcommittee Agendas and Minutes available at:
<http://norwich.vt.us/Affordable-Housing/>