

NORWICH PLANNING COMMISSION

Meeting Minutes

Thursday, April 25, 2019, Tracy Hall

Members Present: Jaci Allen (Chair), Melissa Horwitz (Clerk), Susan Brink, Ernie Ciccotelli, Brian Loeb, Steve Thoms, Jeff Lubell

Members Not Present: Jeff Goodrich (V-Chair), Leah Romano

Public: Linda Cook, Linda Gray

Staff: Rod Francis

Jaci Allen, Chair, called the meeting to order at 6:35 PM.

1. Approve Agenda
 - Lubell moved and Brink seconded to approve. Motion carried 6 — 1
2. Meeting Objectives:
 - a. Review SB feedback on Affordable Housing Fund Criteria and Town Plan
 - b. Review updated draft of Energy Plan
 - c. Discuss expert feedback gathered on Town Plan chapter outlines and next steps
 - d. Complete annual review of by-laws, conflict of interest policy, and open meeting law
3. Comments from the Public – none
4. Review SB feedback on Affordable Housing Fund Criteria and Town Plan
 - a. Loeb informed Commissioners about the outcome of the SB discussion of the Affordable Housing Fund Criteria. The SB unanimously voted in favor of adopting the policy.
 - b. The SB appeared appreciative of the presentation on the Town Plan, including the timeline and proposed outreach opportunities
5. Review updated draft of Energy Plan
 - a. Rod ran through the major edits suggested by EEWG and Linda Gray in particular (see Energy Plan V2.0 04_24)
 - b. Discussion of objectives, policies and actions (including the absence of a subject in some sentences)
 - c. Linda Gray relayed to the PC how the EEWG wanted actions steps to be very specific and identify who/which entity is responsible. Rod responded that the implementation chapter will consist of a spreadsheet with every action step extracted, detailing the party responsible, what (if any) budget consequences are posed, ToN staff role etc. Thus facilitating accountability and annual progress reports
 - d. Lubell suggested having a sub-head section addressing land use and energy. Rod will make the change
 - e. Rod will circulate this version under consideration here (Energy Plan V2.0 04_24) as a word document to facilitate receiving comments back by Friday May 3

6. Discuss expert feedback gathered on Town Plan chapter outlines and next steps
 - a. Rod will email out brief updates of what the working groups are up to
 - b. Rod will develop an outreach calendar to facilitate PC participation in small group activities and keep a record of outreach events
 - c. The goal is to obtain most of the input from “subject experts” and/or interested parties by the end of May
7. Refresher on Statutory Requirements for conducting Public Meetings.
Reviewed
8. Annual review of by-laws, conflict of interest policy, and open meeting law
Reviewed
9. Review and approve 3-28-19 Minutes
Lubell moved and Ciccotelli seconded approval of the 3-28-19 Minutes. Motion carried 6 — 0 —1 (Brink abstains)
10. Announcements, Reports, Updates & Correspondence
 - a. Announcements: The Norwich Commissioner to Two Rivers Ottaquechee Regional Planning Commission (TRORC) position is now vacant
 - b. Updates: Officer Elections for PC to be held May 23
11. Other Business - None
12. Future Meeting Schedule & Agendas
 - a. Officer Elections
 - b. Plan Update
 - c. Identify links between chapters

Meeting Adjourned at 8:05 PM.

Respectfully submitted,

Rod Francis

Future Meetings:

Thursday, May 23, 7pm Regular Meeting

Planning Commission Agendas & Minutes available at: <http://norwich.vt.us/planning-commission/>