

NORWICH PLANNING COMMISSION

MINUTES February 14, 2019

Members Present: Jaci Allen (Chair), Jeff Lubell, Leah Romano, Melissa Horwitz, Brian Loeb, Steve Thoms, Jeff Goodrich, Ernie Ciccotelli

Staff: Rod Francis

Public: Lynn Wood Andrews, John Pepper, John Langhus, Linda Cook and Linda Gray

Jaci Allen (Chair) called Meeting to order 7:05pm

1. Approve Agenda

Loeb moves and Horwitz seconds to approve the agenda as amended: (8-0)

- a. eliminate end time of 9:00 pm
- b. Include under other business:
 - town subcommittees reports
 - Selectboard quarterly report
 - town plan process (including templates and approach)
 - town plan working group assignments

2. Announcements, Reports, Updates & Correspondence

Allen reminds Commissioners that according to the Commission Bylaws the Chair can:

- a. Call for a meeting outside the regular calendar
- b. Can appoint people to subcommittees

3. Comments from the Public

- a. Lynn Wood Andrews—Norwich Climate Action Ballot Articles—(passed out handouts)
- b. John Langhus spoke in favor of the Climate Action articles
 - Francis outlined how the Energy Chapter will be consistent with these articles

4. Meeting Objectives:

- a. Approve Draft Affordable Housing Fund Policy and Criteria
- b. Discuss Roles and Responsibilities of PC members
- c. Attend to items under other business (see 1.b. above)

5. Review and approve Draft Affordable Housing Fund Policy and Criteria from Affordable Housing Subcommittee (AHSC)

Commissioners reviewed the draft policy and suggested further edits (both included in the packet).

Allen moves and Goodrich seconds approval of the draft as amended, including excising the following text (as suggested by Lubell) : which the Commission requests the AHSC to further consider. (8-0)

Match for State or Local Grant: Norwich reserves the right to use some or all of the fund as a match in order to secure a state or local grant for affordable housing.

6. Review and Approve Minutes 1-10-19
Goodrich move and Loeb seconds the approval of the minutes as amended. (8-0)
7. Roles and Responsibilities of PC members.
Commissioners reviewed the correspondence from Goodrich included in the packet.

Led by Chair Allen, commissioners suggested Guiding Principles to govern the conduct of meetings. (see attached)
8. Other Business
Goodrich moves and Lubell seconds moving items identified in 1 b. (above) to the next meeting (8-0).
9. Future Meeting Schedule & Agendas
 - a. Quarterly report
 - b. Town subcommittees
 - c. Overview of town plan process next meeting
 - d. Frequency of meetings and content
 - e. Look at templates Rod brought in for town plan
 - f. Outlines of energy plan that is close to meeting of the approval Two Rivers

Any additional topics can be added via email by 2/22 or the Friday before the next meeting

10. Public comments

Future Meetings:

Thursday February 28, 7pm Regular Meeting

Thursday, March 28, 7pm, Regular Meeting

ADJOURN: 8:59pm

APPROVED 3-28-19

Planning Commission
Guiding Principles
Draft 2-14-19

- Assume good intentions
- Recognize speakers vs. talking over each other
- Forward looking
 - Frame thoughts in a constructive manner
- Politely disagree
- We have one chair
- All equal-respect ideas
- Have direct conversations to resolve questions
- Stay on topic-punt as needed