

# MUNICIPAL OFFICES



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Planning Commission  
Minutes for June 19, 2017 Meeting

Meeting was called to order at 7:05 by Chair Hill-Eubanks.

- I. **Roll Call:** Present for the meeting were Brown, Hill-Eubanks, Rhodes, Ruttenberg, and Supplee.
- II. **Set/Adjust Agenda:** Add update item and calendar for planning
- III. **Public Participation:** None
- IV. **Approval of Minutes:** May 15, 2017. Approval of the minutes was tabled until the next meeting for lack of a majority present that attended that meeting.
- V. **Update on progress:** New PC town web page should be online soon. An email address is being set up for the Commission. Work groups can meet to work on planning.
- VI. **Work on updating Town Plan**
  - a. **Review CVRPC report on Northfield Town Plan:** Report pointed out items for improvement in the Population chapter. Data needs updating, and charts and graphs had errors that should be corrected.
  - b. **Town Plan update**
    - i. **Population chapter:** Discussion of the goals, policies and tasks that are currently in the plan. The introduction should be rewritten to summarize important data. Demographics can be used for more analysis and improved presentation.

Commissioners will work on improving sections of the chapter and data presentation for the next meeting.

- ii. **Next steps:** Collect more data; Norwich numbers should be updated as the University can have a big impact on the town. Review reports the town has on economic development (VDAT for example). Look at survey results for the 2009 Plan. Post progress reports on Front Porch Forum and announce our meetings so public can attend and comment. Look at setting up a public survey for gathering comments and views. There is a significant amount of research to be done and the Commission will need assistance from a Clerk.

## VII. Anticipated Executive Session

- a. **Personnel:** Motion was made by Ruttenberg and seconded by Rhodes to enter into Executive Session under Title 1, Section 313(a)(3) of Vermont Statutes, to discuss personnel matters. Motion carried 4-0-0. Supplee left the meeting before the vote was taken.

The Commissioners came out of Executive Session. As the current Zoning Administrator will no longer carry out his duties as Clerk to the Planning Commission, the Commission will make a request that the town make available a Clerk to provide adequate services to the Planning Commission.

## VIII. Other Business

**IX. Next Regular Meeting:** July 16, 2017

**X. Adjournment:** Motion to adjourn made at 9:37. Motion carried 4-0-0

*These minutes are subject to changes and approval at the next regular meeting, but are substantially correct*