

Town Of Newfane, Vermont
Planning Commission
Draft Special Meeting Minutes

Date: July 14, 2015

Time: 6:00 PM

Place: Newfane Town Offices

- I. Call to order at 6:00 PM
- II. Introductions (Commission members, Guests, and Members of the Public)
 - a. PC members attending-Pat, Lynn, Henry, Tim
- III. Review and approve minutes of last meeting(s):
 - a. June 9, 2015 regular meeting minutes were read by Tim
 - i. As Lynn was not at this meeting, discussion about content and “tone” of the minutes were discussed. Motion to accept made by Tim, seconded by Henry. Voting was 2 “yes”, 1 “no” with Lynn abstaining as she did not attend the meeting. Minutes filed without approval
 - b. June 23, 2015 Special meeting minutes were read by Tim
 - i. As Pat did not attend this meeting there was some discussion about content. CORRECTIONS to the June 23 meeting minutes:
 - ii. Omission of an item was noted - “Old Business” and should include: “Henry will contact Susan McMahon at the WRC to try and learn more about the relationship between the Newfane Planning Commission and the Newfane Zoning Bylaws.”
 - iii. Also under “Old Business” – the statement “\$100 in pre-paid postal envelopes for future use” was inaccurate. The vote was to authorize “postage from the Newfane PC budget” and was left to the discretion of the co-chair, Lynn.
 - iv. Motion to accept the minutes (with corrections) was made by Lynn, seconded by Henry. Voting was 3 “yes” with Pat abstaining as she did not attend the meeting.
Minutes approved as corrected.
- IV. Review and approve the following agenda (agreed by consensus of the PC).
 - a. Review organizational structure of the Planning Commission
 - i. Re-elect Officers
Pat had a conversation with a person, Municipal Assistance Attorney Abby Friedman, at the VLCT (Vermont League of Cities and Towns) that the current “co-chair” structure was not “valid”. Pat stated that she found the current structure “did not work” and suggested a Chair and Vice-chair structure. Pat made a motion to hold an election for Chair and Vice-chair of the PC-Lynn seconded and asked for discussion.

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i. Review organizational structure of the Planning Commission (Continued)

Lynn offered that she did not think the co-chair structure worked well, either. Tim offered his reasons for supporting an equal co-chair structure as both Pat and Lynn had previously stated they would each miss weeks of meetings due to personal business this summer. It was reasonable to Tim that a “co-chair” structure would add continuity for the PC.

Discussion of previous PC structure, dynamics, and experiences were shared by Pat.

Motion to end discussion carried 4 “yes”.

Pat nominated Lynn for Chair, seconded by Tim, and carried 4/0.

Lynn Forrest is now Chair of the Newfane Planning Commission.

Motion by Tim to table the election of a vice-chair at this time

Motion was amended to be “table indefinitely” after some discussion.

Carried 4/0. Vice-chair position is tabled.

Lynn will ask Shannon to update the select board and the WRC of the change in PC chairs.

b. Recognize attendees from the public

i. Carol Hatcher, resident of Newfane and Select Board member

V. New Business

a. Municipal Planning Grants letter from Windham Regional Commission

i. August 7, 2015 is the deadline to submit an application for grant money offered by the WRC for the purpose of assisting town planning efforts.

1. Town matching funds are not required unless the grant application in over \$8,000.
2. Pat stated she had a copy of the 12 page document at home and had read the document but was unsure of the application process and if competitive bids would be required by the town.
3. It was pointed out that a formal bid process was not required to apply for the grants. Only when the actual planning work was approved would a bid process be needed. Application is more of a “desire to move forward” to obtaining grant money for town planning activities.

b. Village Center Designations

- i. Town Center designation assistance from the WRC may not be available under the WRC grant program.
- ii. Tim read and excerpt from the WRC critique of the current town plan that indicated that as of July 2014, a town plan must include seeking Village Center status in goals in order to proceed with that designation.
- iii. Pat offered to contact the WRC to learn if there is a mechanism to “addend” the current town plan to include seeking Village Center Designation.

c. Planning Commission budget for the next fiscal year.

- i. Lynn handed out copies of the PC budget for next year. This will be discussed at a later date.

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- ii. It was noted that specific line item expenses are not detailed in the Town budget reporting-just total expenditures of the PC.
- VI. Old Business
- a. Review up to “Land Use” section of current Newfane Town Plan
 - b. Discuss development of a survey of Newfane residents
 - c. Electronic copy of current Town Plan
- Motion to carry forward “Old Business” to the next meeting was agreed by consensus of the members.
- VII. Next meeting July 28, 2015 at 6 PM at Newfane Town Offices
- VIII. Adjournment at 7:30 PM

Respectfully submitted,
Tim Cawrse
Timothy D. Cawrse, clerk

Posting locations:

Town of Newfane web site:

<http://newfanevt.com/meetings/meeting-schedules/>

<http://newfanevt.com/meetings/planning-commission-minutes/>

Newfane Town Offices

WW Building Supply

Newfane General Store

Williamsville Post Office

Williamsville Hall (when open)

Planning Commission minutes are available on request at the Newfane Town Hall
Posting in compliance with 1 VSA § 312 (b) (2)