

Town Of Newfane, Vermont
Planning Commission
Draft Regular Meeting Minutes

Date: May 12, 2015

Time: 6:00 PM

Place: Newfane Town Hall

- I. Call to order
 - a. Pat W. called meeting to order at 6:03 PM

- II. Introductions (Commission members, Guests, and Members of the Public)
 - a. Attending: Pat W., Lynn F., Henry C., Tim C.
 - b. No guests or members of the public attended

- III. Review and approve minutes of last meeting
 - a. Pat W. moved to accept minutes from 4/28/15
 - b. Seconded by Henry C., Approved 4/0

- IV. Old Business
 - a. Pat W. received copies of a letter from John Bennett, Sr. Planner at the Windham Regional Commission dated 8/6/14. The letter documents the approval of the Newfane Town Plan at the 5/27/14 WRC meeting. This laid to rest the question of the status of the current Town Plan adopted by the Selectboard 7/22/13. Current plan remains in effect for 5 years. Copy attached to 5/12/15 PC Minutes archived at Newfane Town Hall.
 - b. Also presented were copies of the WRC "Town Plan Review" dated May 19, 2014. How the current PC can use these "Findings, Recommendations, and Comments" contained in the review were discussed. While the final page of the review contained specific errors and inconsistencies in the approved Town Plan, it was unclear how the current PC could use them other than to try and not repeat them in the new plan to be developed. Copy attached to 5/12/15 PC Minutes archived at Newfane Town Hall.
 - c. The review documentation included some "Weaknesses" and "Opportunities" that could be addressed currently and incorporated into current Town Plan development.
 - i. Future "Village Center designation" needs to be articulated in the Newfane Town Plan to pursue this designation and potential grant funding.
 - ii. Impacts of T.S. Irene and recovery efforts.
 - iii. Specific "Flood resilience" planning in future Town Plans is required
 - iv. Typos, formatting, and factual inaccuracies corrected in future Town Plan updates.
 - d. Members shared experiences with village civic organizations and possible previous attempts at Village Center designations. Members agreed that the current four members lacked the information necessary to chart paths to Village Center designations for the three villages of Newfane (Newfane, Williamsville, and S. Newfane) so it can be incorporated into Town Plan development.
 - e. MOTION: put forth by Tim C. that commission members try to contact civic organizations in the three villages to solicit information and input into concerns they may have in Village Center designations. Pat W. seconded. Approved 4/0.

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Action Items:

1. Lynn F. is a member of the “Newfane Anew” civic organization and volunteered to initiate contact to learn what she could about current or previous efforts.
 2. Tim C. is active in the “S. Newfane Community Association” and will also inquire with them as well as try to make a connection with the “Williamsville Hall” organization.
- f. Members discussed Open Meeting requirements for posting agenda and meeting minutes. By consensus, the commission members agreed to modify current process to more closely reflect current VOML requirements.
- i. Action Items:
 1. Tim C. is current clerk of the records for the PC and will develop and circulate some modified “agenda” and “minutes” templates to use for consistency and efficient posting of PC notices.
 2. Tim C. will maintain an accurate archive of all PC notes (agenda, minutes, and attachments) at Newfane Town Hall for records requests from PC members, Selectboard, and interested members of the public.
- V. New Business
- a. Review Introduction and Newfane Community Profile of current Town Plan
 - b. Brainstorm process for continuing review and revision of the current Town Plan.
 - i. MOTION by Pat W. to move the above to “Old Business” of the 5/26/15 meeting due to running out of time tonight. Seconded by Tim C. Approved 4/0.
- VI. Approve agenda items for next meeting
- a. Motion to adopt agenda for 5/26/15 meeting by Pat W., seconded by Lynn F., Approved 4/0.
 - b. See PC Agenda for 5/26/15
- VII. Adjournment at 7:25 PM Motion by Pat W. and second by Lynn F., approved 4/0.

Respectfully submitted,
Tim Cawrse
Timothy D. Cawrse, clerk

Planning Commission minutes are available on request at the Newfane Town Hall

Posting locations:

Town of Newfane web site:

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

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