

Town Of Newfane, Vermont
Planning Commission
Draft SPECIAL Meeting Minutes

Date: June 23, 2015

Time: 6:00 PM

Place: Newfane Town Offices

I. Call to order by Lynn at 6:05 PM

II. Introductions (Commission members, Guests, and Members of the Public)

Present: Lynn Forrest (co-chair), Henry Carr, Tim Cawrse (secretary)

Absent: Pat (co-chair)

III. Review and approve minutes of last meeting

-Lynn was not present at last meeting and Pat was not present for this meeting. Quorum for approval was not present but all present had read the minutes from the June 9, 2015 regular meeting. Agenda for the Special meeting was created by Lynn as Pat had not posted an agenda for a REGULAR meeting. See Special Meeting for June 23 agenda by Lynn.

IV. Old Business

a) Review the Land Use section of the current Town Plan

-A motion to check with a civil engineer (Sarah Hart) for the purpose of learning about assistance to the PC in the form of advice or consulting was made by Lynn, Henry seconded, Approved 3/0.

-Discussion about how the Newfane Zoning Bylaws and the Town Plan are mutually dependent and need to be consistent with each other. This was noted in the WRC comments when the Newfane Town Plan was approved and reviewed by the WRC.

-More discussion on "opportunities" and "weaknesses" included in the WRC review are necessary and will be on-going for the Newfane PC. It was agreed that all members needed more information and many more discussions with residents, businesses, and town officials before beginning revisions to Zoning Bylaws and Town Plans.

b) Discuss Newfane demographics used in creating the Town Plan (Tim)

-Tim reported that there is a wealth of information available on the WRC web site but the sources and accuracy will need to be verified. Tim will contact the WRC and try to determine the resources, accuracy, and timeliness of available posted information and report back to the PC for the next meeting (July 14, 2015 at 6 PM).

c) Discuss development of survey for Newfane residents

-Lynn produced the annual budget for the PC and it was noted that said budget will "expire" by June 30, 2015. A motion was made by Tim to request \$100 in pre-paid postal envelopes for future use by the PC. Seconded by Lynn, Approved 3/0.

-Other budget items were reviewed but it was felt that the PC did not have time to utilize most before the June 30 deadline. (By consensus).

d) Electronic copy of the Town Plan

-Lynn will talk with Town Clerk, Gloria, to learn if electronic copy of current plan is available on 6/24 and report back to the PC.

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e) Co-Chair Positions

- Lynn distributed copies of an article "Born to Chair" created by The Vermont Institute for Government for PC members to read and discuss at a future meeting.
- A vote to change the PC co-chair structure was again tabled because all members were not present for a vote. To be taken up again when all are present.

V. New Business

a) Review Open Meeting Rules

- Regular and special meeting cannot be cancelled or changed unless properly warned so interested parties get due notice.
- Regular meetings are to be held and properly warned (posted) and may not include agenda items or voting unless a quorum (currently 3 members or more) are present at the warned meeting.
- Discussion regarding the potential difficulty of the PC always having a quorum with only four members.
- A motion to ask the Select Board to appoint several more members to the Newfane PC was made by Tim, seconded by Henry, approved 3/0. Members of the PC were encouraged to attend the July 6, 2015 Select Board meeting to request additional members and to answer any questions the Board may have regarding this request.

b) Discuss Emails Sent Regarding Meeting Time

- Rules about PC voting and agenda posting were discussed. Members of the PC were cautioned by Lynn about relying on email communications. PC business and/or voting to make any decisions, including changing meeting times, may only be conducted during a regular or special meeting that is properly warned to the public.

VI. Approval of agenda for next meeting

- Discussion about whether this was a requirement of Open Meeting regulations or more "tradition" of previous PC members. No action taken on this item pending further research. All present agreed. (By consent).

VII. Adjournment

- Motion to Adjourn at 7:25 by Lynn, seconded by Tim. Approved 3/0.
- Next REGULAR meeting is scheduled for July 14, 2015 at 6 PM at the Town Offices.
- PC members are encouraged to attend the July 6, 2015 Select Board meeting held at 6 PM at the Town Offices.

Respectfully submitted,
Timothy D. Cawrse, Secretary

Posting locations:

Town of Newfane web site:

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

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

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