

Town Of Newfane, Vermont  
Planning Commission  
Draft Regular Meeting Minutes

Date: August 11, 2015

Time: 6:00 PM

Place: Newfane Town Offices

- I. Call to order at 6:03 PM  
PC Members: Tim, Henry, Lynn ((via telephone from S.F.)  
Pat not present due to family emergency
- II. Review and approve minutes of last meeting (7/27/15)
  - a. Reading of minutes was waived members has read them already. Minutes were approved 3/0.
- III. Old Business
  - a. Update on FY16 Municipal Planning Grant (WRC)-Lynn
    - i. Lynn had contacted John Bennett, Senior Planner at the WRC, and learned the WRC would be happy to work with the Newfane PC towards obtaining MPG.
    - ii. Mr. Bennett said that the Newfane PC could pursue Village Center or Flood Resilience planning even though they are not in place in the current Newfane Town Plan.
    - iii. He further recommended that the Newfane PC consider revising the current town plan and “re-adopt” the plan through established procedures.
    - iv. His opinion was that the MPG would be useful in accomplishing this goal.
- IV. New Business
  - a. Next steps to proceed with the MPG and obtaining information on application process.
    - i. Resolution for Municipal Planning Grant must be approved and signed by the majority of the Select Board. Lynn obtained copies of this.
    - ii. The Newfane SB will name a primary and alternate “Municipal/Authorizing Official” (or M/AO) for purposes of grant disbursements and on-line system “Intelligrants”.
    - iii. The Newfane SB will name an Administrator for purposes of grant management and on-line system “Intelligrants”. Shannon Meckle currently manages Town grants and would be a good choice for this.
    - iv. Access to Intelligrants carries permissions for “M/AO, Administrator, Writer, and Viewer”.
  - b. Divide tasks to complete application by 9/30/15 deadline
    - i. Since the MPG has critical deadlines, discussion about how to handle future PC meetings and quorum issues that could delay processing of the MPG.
    - ii. MOTION by Lynn- To have Lynn and Tim continue work on the MPG application process and report back to the full PC next meeting. Seconded and approved 3/0.
    - iii. Lynn will remain in contact with John Bennett to obtain required information.
    - iv. Tim will gather required documents and present to the 8/17/15 SB meeting after being placed on the SB meeting agenda.

Town Of Newfane, Vermont  
Planning Commission  
Draft Regular Meeting Minutes

- V. Agenda items for next meeting (8/25/15)
  - a. Update on FY16 Municipal Planning Grant (WRC)-Lynn
  - b. Update on 8/17/15 SB presentation of MPG-Tim
  - c. Progress on MPG application progress
  - d. Define next steps to accomplish MPG submission
  - e. Define scope of MPG project(s).
- VI. Items to carry forward for discussion at a later date
  - a. Newfane PC FY16 budget items (MPG matching funds may be required if second MPG is applied for)
  - b. Discussion on how to proceed with coordinating the Town Plan and the Zoning Bylaws.
  - c. Review "Land Use" section of Town Plan.
  - d. Discuss Newfane demographics used in creating the current, approved Town Plan.
- VII. Adjournment at 7:35 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/>

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