

**Brandon Planning Commission
July 21, 2014**

Planning Commission Members Present: Linda Stewart, Anne Bransfield, Marty Feldman

Others present: Charlene Bryant, Kristin Smith, Robert Black

Call to Order:

Anne Bransfield called the meeting to order at 7:02PM.

Approval of Minutes: July 21, 2014

A motion was made by Linda Stewart and seconded by Marty Feldman to approve the minutes of the July 21, 2014 Planning Commission meeting, as amended. **The motion passed unanimously.**

A correction in the 1st paragraph on Page 2 to the name for the Brandon Based Code, not Brandon Base Code.

Public Comment Period

. *Town Plan Update, Outreach and Timeline*

Kristin Smith sent Anne Bransfield an email regarding concerns about the timeline. Ms. Smith thinks it is an unrealistic timeframe to do a thorough job, due to the part-time status of her position. It was thought that Linda Stewart's idea of condensing the events to a shorter timeframe is a good idea, but it is not feasible to complete the process in 6 months. If the Committee would like a cohesive and consistent campaign throughout the year, Ms. Smith advised she would be available to start the project in early October. Anne Bransfield stated this project is very important to the town, as it involves both the Town Plan and the Zoning Ordinance and it is the intent to start the project as soon as possible. Ms. Bransfield will discuss with Ms. Smith other areas where she could assist the Commission outside of this project. Ms. Bransfield thanked Ms. Smith for letting the Committee know of her availability prior to the start of the project. Ms. Bransfield stated the Committee will discuss other options for the project.

A motion was made by Anne Bransfield and seconded by Marty Feldman to enter into executive session at 7:10PM for the purpose of contract discussion. **The motion passed unanimously.**

Executive Session:

A motion was made by Anne Bransfield and seconded by Marty Feldman to come out of executive session at 7:31PM. **The motion passed unanimously.** There were no actions required.

In reviewing the proposed contract for consulting services, Linda Stewart recommended a change to Attachment B – Item B: Payment Schedule to add to the last sentence...upon satisfactory execution of each event and delivery of each event summary,...

Anne Bransfield stated the campaign launch will provide an overview to the public of the schedule of events and the purpose of the program for obtaining input from the public to assist in shaping the vision of the town. Information will be placed on Brandon's Front Page Forum and in the local newspapers and various displays will be placed throughout the town. It was suggested that a mass email could also be done. The intent of the contract for consulting services is for someone to record and collate the information obtained at the various meetings. A suggestion was made to move the scheduled professional meeting to take place prior to the campaign launch for input and assistance.

There was a question concerning the cancellation clause and the payment terms of the proposed consulting contract. There will be continued discussion of the contract at a subsequent meeting. Anne Bransfield is working with VLCT for their budget expert to attend the October Capital Planning Workshop. Ms. Bransfield noted that the Municipal Planning Grant stipulates that a consultant will be hired.

. *Public Service Board Memo S. 220*

Linda Stewart noted there was a public notice posted in the newspaper with regard to the installation of a Verizon cell tower. Ms. Stewart advised the owner that the Town of Brandon has regulations and restrictions on towers and a permit application would be required to construct a tower. Ms. Stewart received a response that the Town does not have jurisdiction and it is up to the state; and if this is the case, the information should be taken out of the Town Plan.

Anne Bransfield received an email from the Vermont Public Service Board regarding the legislative directive for the VPSB to provide notice and solicit comments and recommendations concerning their definitions of "the terms", "good cause" and "substantial deference" for the purpose of 30 V.S.A. % 248a(c)(2). The deadline for the Planning Commission to provide comments or recommendations to the PSB is August 1, 2014.

Other Business as Needed:

Anne Bransfield reported the Zoning Administrator position has been cut to 16 hours per week as of the last Select Board budget meeting.

Robert Black was present to provide a summary of activities taking place within the Design Committee. He noted many of the items are doable and they are moving ahead without funding. In the proposed goals, the Design Committee cannot do anything unless they are in concert with the Planning Commission. Mr. Black stated the Planning Commission needs to be more visible and asked what the Design Committee could do to help. Anne Bransfield advised the Planning Commission has heard nothing from VDAT. Linda Stewart stated it will likely be mid-August or September before the VDAT report comes through. It is hoped that with the VDAT information, the Design Committee can assist the Planning Commission in their efforts. A draft of the VDAT report was received through the Downtown Development Group for proofreading, but it is not available for distribution. Mr. Black stated all the work that was done jointly was incorporated into the report.

Mr. Black stated Segment 6 is an ongoing effort. Anne Bransfield stated the Planning Commission has been talking with Bernie Carr about an informational meeting to discuss the impact of the Waterline project on the downtown. Mr. Black reported that a letter was received from Bill Burke of Act 250 advising that the six design changes do not rise to the level of material changes in the Act 250 process. With regard to the grand intersection and the stop light change, Mr. Burke advised the town could set in motion a separate track to request the stop light deletion and it could be reviewed separately without affecting the project. It is anticipated the Segment 6 project will be scheduled for 2016, due to the right of way issues.

Mr. Black reported a meeting was scheduled for Bridge 114 with the CLD engineers, VTrans and individuals from the town that include Wayne Rausenberger, Blaine Cliver and Robin Bennett to get this project in a proper process.

With regard to Brandon Green Ways, Mr. Black stated there is a question of what can be done to keep this as part of a public conversation. Mr. Black suggested creating posters similar to the Neshobe Watershed Project. Mr. Black noted discussions of the trees, rivers and walkways are a way to build conversation around town. The Design Committee would like to recommend working on Green Ways and potentially doing some graphics for public outreach.

Mr. Black also suggested public discussion around energy and food. The food conversation is very timely and there is a huge network of teaching about diet. There are many local food growers that could be outlined. Mr. Black will provide additional information to Ms. Bransfield on these subjects. Concerning energy, Mr. Black advised that Green Mt. Power and Efficiency Vermont are working on a project with the City of Rutland that is realizing significant savings relating to energy efficiencies for people in that area. Linda Stewart noted that Efficiency Vermont did an energy program in Brandon about 4 years ago that provided energy audits for homes. In terms of energy, Mr. Black would like to work to conserve resources and help save money for homes. In terms of water, he was hoping to continue the initiative that was started last year. Mr. Black stated there could be some activities done to make it more interesting and he has spoken with several individuals in town that are interested in moving this initiative

forward in concert with the Planning Commission. He noted this initiative would provide the Planning Commission a much stronger voice. The Economic Development Team also needs to be working with the Planning Commission. Mr. Black suggested looking at September as a timeframe for the next meeting and offered to assist in planning this effort. Ms. Bransfield stated Dave Atherton is becoming more involved in the Regional Planning Commission and should also be included in this effort.

Mr. Black also recommended working on a plan for downtown parking. Blaine Cliver and Mr. Black are in the process of creating a walking map that will provide a history tour. In terms of updating the Town Plan, Mr. Black asked if there will be relationships with properties or is it the intent to have all on-street parking. It was suggested that during the times all on-street parking is full, there could potentially be signs indicating the areas for off-street parking. This would be more of a long-range vision as the town is growing.

Anne Bransfield stated that a group of volunteers recently worked very hard – under a very tight deadline - preparing an application for a sidewalk scoping study to the VTrans 2014 Sidewalk Pedestrian Program. (The application was based, in part, on the Safe Routes to Schools Travel Plan and an earlier Transportation Alternatives grant application). After accomplishing everything required, the application was not submitted to VTrans for consideration. The Town was not able to guarantee the 10% match required - \$3,150. (The volunteers were willing to do fundraising to cover the required match: the Town would have served as a backstop).

Ms. Bransfield noted it is unfortunate that the guarantee of the 10% match could not be done for the scoping study, as the state had indicated the actual sidewalk project would likely have received funding. Currently the Transportation Alternatives is the next sidewalk grant that is available. However, this grant would require a 50/50 match.

Anne Bransfield requested Mr. Black email information on the projects the Design Committee has been working on. Ms. Bransfield will work with Mr. Black to schedule the next Townwide Joint Working Session event.

Next Meetings:

Monday, August 4, Monday, August 18 (cancelled)
Tuesday, September 2

Adjournment:

A motion was made by Anne Bransfield and seconded by Linda Stewart to adjourn the Planning Commission meeting at 8:43PM. **The motion passed unanimously.**

Respectfully Submitted,

Charlene Bryant
Recording Secretary

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