

DRAFT
Brandon Planning Commission
January 5, 2015

Planning Commission Members Present: Linda Stewart, Anne Bransfield, Jeff Guevin, Marty Feldman, Tracy Wyman

Others Present: Laura MacLachlan, Dave Atherton, Anna Scheck

Call to Order:

Anne Bransfield called the meeting to order at 7:07PM.

Approval of Agenda:

A motion was made by Linda Stewart and seconded by Anne Bransfield to approve the agenda as amended. **The motion passed unanimously.**

Addition of an Executive Session at the end of the meeting for a personnel discussion.

Under Old Business; Zoning Administrator update by Dave Atherton.

Public Comment Period:

There was no discussion held.

Approval of Minutes:

. December 15, 2014 Planning Commission Meeting Minutes

A motion was made by Linda Stewart and seconded by Marty Feldman to approve the minutes of the December 15th meeting. **The motion passed unanimously.**

Old Business

. Dave Atherton Update on Zoning Administrator Position

Dave Atherton stated there has been discussion regarding the need to fill the Zoning Administrator position that he has temporarily been doing. He noted that Anna Scheck had previously done zoning and also did the rental and health inspections. The last time she was involved with zoning was 2002 when she was on the Planning Commission, Zoning Board and DRB. She was also the administrative assistant for Buzz Racine, the prior Zoning Administrator. Mr. Atherton stated the town does not have a lot of money to fill the positions and there has been discussion of incorporating the Zoning Administrator, Health Officer and Code Officer into one position. Currently Anna Scheck is the Town Bookkeeper and if the new position is approved,

she could transfer to that position and the bookkeeping position would be filled by someone else. There is also discussion of adding the Flood Plain Coordinator to this position. Anna Scheck is currently the Health Officer and Delores Furnari has been assisting with the rental inspections. Ms. Scheck noted there are around 500 rental units in the town and it is required that all apartments are up to code and inspections are also required when renters are changed. Ms. Scheck noted there has been no one doing the code enforcement position for a while and work is required in this area. Dave Atherton stated there have been some issues with zoning that were also rental code issues. Mr. Atherton provided information on the three positions that are being proposed to be incorporated into the single position. Anne Bransfield expressed concern the Planning Commission is not kept in the loop with regard to the Zoning Administrator position. Mr. Atherton stated the Select Board is trying to make the position as cost-effective as possible. The next step would be to discuss this item in an executive session with the Select Board and Ms. Bransfield stated the Planning Commission would be very interested in discussing this item in an executive session with the Select Board.

. Energy – Laura MacLachlan presenting about financing

Laura MacLachlan was present to provide information on funding sources that she has learned about at the Energy Climate Action Conference. She reported Commons Energy, a subsidiary of Vermont Investment Corporation, works on energy efficiency projects across the world. They run Efficiency Vermont in this state. Commons Energy is a public company with a mission to enable people to access renewables and energy efficiencies, but do not have the financial means to do so. She noted they do projects similar to Johnson Controls and are paid a percentage of the savings from a project. Ms. MacLachlan advised that Rural Development offers grants for funding equipment and Municipal Leasing also provides leasing for schools, cities and towns. Ms. MacLachlan met with R. J. Adler of Sun Common and was advised that he has had discussions with Gary Meffe about the possibility of a municipal solar project. Ms. MacLachlan stated Sun Common offers to do municipal leasing that would benefit a community. It would have to be a mixture of residential and town properties. The company pays around \$30,000.00 to the entity that owns the property, which could assist in benefiting the municipality if it were placed on a town land. It was noted the Planning Commission does not object to the principle of a solar project, but there are concerns of where the projects are located due to viewscapes or wetland areas.

. Report on Planning Commission Summary for Town Report

Anne Bransfield reported she will be sending a Planning Commission summary for the Town Report to Anna Scheck, Robin Bennett and Maria Ammatuna. Suggested items to be included in the report are that the Planning Commission is working towards the replacement of the Zoning Administrator, the Municipal Planning Grant work, the Town Plan update, the Tree Canopy mini-grant of \$500.00 for outreach mailings, the Select Board adoption process of the Town Plan for 2015, the improvements in the Hazard Mitigation plan, Economic Development updates and Brandon's participation in the Vermont Economic Resiliency Initiative. Ms. Bransfield will also include the boilerplate information about when the meetings are held. It was noted that statistical data regarding zoning is usually included in the report and it was uncertain whether Mr. Atherton, as the acting Zoning Administrator, would be providing this information.

. Town Plan Update on Outreach Meetings

Anne Bransfield has had a discussion with Phyllis Aitchison, a volunteer at the Brandon Senior Center, regarding a visit at the Center. She also emailed Jackie Dutil, a member of the Lions Club, concerning the Planning Commission attending one of their meetings. Ms. Bransfield has requested Bill Moore attend one of the Planning Commission meetings in the January. It was also suggested to invite Jim Donovan to conduct the Natural Resources Outreach public meeting. Mr. Donovan has worked with Neshobe School regarding Safe Routes to Schools. Marty Feldman and Jeff Guevin will be attending the Chamber of Commerce meeting in February. Jeff Guevin will also be attending the DBA (Main Street Brandon) meeting this month.

. Continue Town Plan Draft Revisions – Future Land Use

Jeff Guevin reported he has edited the Transect descriptions and suggested including districts of special concern: an Aquafer district and a Gateway district that would include Route 7 - North and South and Route 73 – East and West.

Anne Bransfield will work on including Healthy Community Design goals in each section of the Plan and will provide this information to the Planning Commission at a future meeting for consideration. Ms. Bransfield noted there will be grant money available on this subject in the future.

Marty Feldman will review and rewrite the Housing Section.

Tracy Wyman will review the Natural Resources section.

Linda Stewart will proofread all sections once rewrite is complete.

New Business:

. Robert Black Proposal for MPG Facilitation

This agenda item was postponed to a subsequent meeting.

Other Business as Needed:

Jeff Guevin reported he has sent the Tree Canopy Grant to Robin Bennett and copied Cathy Cyr at the state level.

Anne Bransfield reported she will contact Laura Keir at the Regional Planning Commission and advise that April 6th is the preference for the meeting concerning the Vermont Economic Resiliency Initiative.

Anne Bransfield will draft a letter to the Public Service Board requesting that they consider including a clause for decommissioning of solar equipment after its useful life relating to community solar projects.

A motion was made by Anne Bransfield and seconded by Linda Stewart to go into executive session at 8:07PM for a personnel discussion. **The motion passed unanimously.**

Executive Session – 1V.S.A. 313

A motion was made by Anne Bransfield and seconded by Linda Stewart to come out of Executive Session at 8:30PM. **The motion passed unanimously.**

Anne Bransfield submitted her resignation as Chair of the Brandon Planning Commission. Ms. Bransfield will remain on the Planning Commission Board.

A motion was made by Anne Bransfield and seconded by Marty Feldman to appoint Jeff Guevin as Chair of the Brandon Planning Commission. **The motion passed unanimously.**

Next Meetings:

Tuesday, January 20th
Monday February 2nd

Adjournment:

A motion was made by Anne Bransfield and seconded by Linda Stewart to adjourn the Planning Commission meeting at 8:35PM. **The motion passed unanimously.**

Respectfully Submitted,

Charlene Bryant
Recording Secretary