

**DRAFT**  
**Brandon Planning Commission**  
**May 4, 2015**

**Planning Commission Members Present:** Jeff Guevin, Tracy Wyman, Phyllis Aitchison, Linda Stewart

**Others Present:** Leanne Tingay, Anna Scheck, Jeff Stewart, Dave Atherton, Carol Bertrand

**Call to Order:**

Jeff Guevin called the meeting to order at 7:01PM.

**Approval of Agenda:**

A motion was made by Linda Stewart and seconded by Tracy Wyman to approve the agenda. **The motion passed unanimously.**

**Approval of Minutes:**

*. April 6, 2015 Planning Commission Meeting Minutes*

Approval of the April 6<sup>th</sup> minutes was tabled for action at the next meeting.

**Resignation:**

Tracy Wyman submitted a letter of resignation from the Planning Commission. Mr. Wyman has been appointed to fill the vacant position on the Select Board.

A motion as made by Jeff Guevin and seconded by Phyllis Aitchison to accept Tracy Wyman's letter of resignation with regrets. **The motion passed unanimously**

**Leanne Tingay – Orton Family Foundation:**

Carol Bertrand and Leanne Tingay of the Orton Foundation were present for a discussion relating to public outreach. Ms. Tingay advised she has been with the Orton Foundation for seven months and in her prior job with the state had become very familiar with Brandon. Ms. Tingay questioned the success of the recent Barn-Raising event and it was noted that the organizations in town are working together and communicating better as a result of this process. Jeff Stewart stated this effort was started about a year ago when it was realized there was a lack of communication between the groups. Robert Black was the facilitator of the events that had participation from several Town groups that included the Chamber of Commerce, Planning Commission, Water Department, Main Street Group, Select Board and the local schools. There have been two meetings to date that had good attendance and a list of actions has been discussed that included the development of a vision for Brandon.

Ms. Tingay stated the Heart and Soul projects are unique to the towns that they work with, as it does need to be a Brandon project. There are some elements that make their process a little different from other community planning processes in the way that it is put together. She suggested doing a community network analysis. Ms. Tingay noted there are different and creative ways of engaging the public and provided several examples that other towns have done in reaching out to people who may not attend public meetings. Jeff Guevin stated the  
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Planning Commission needs to complete the Town Plan and the intent is to get it done in a comprehensive way through the use of an MPG grant. The Commission will also be instituting a Brandon-based Code and part of the form-base code guidance is to do community network analysis. Carol Bertrand asked if it is known how many of the people attending the Barn-Raising sessions work in town, noting that many townspeople work outside of town and it is sometimes difficult to make the sessions. Ms. Tingay suggested that the same type of questions need to be asked at the various events. She also suggested getting more people involved in the town functions and to reach out to more than the usual suspects. It was noted there are many more people involved throughout the town and not just from the downtown. Tracy Wyman stated there is a group in Forestdale who have become involved and there is consideration in creating a designated village. Leanne Tingay reiterated making sure that people communicate with one voice. Mr. Guevin stated this is an evolving process and the process continues to grow with each meeting. Ms. Tingay asked if data is being compiled and Mr. Guevin confirmed that he has been compiling data. Ms. Tingay advised the Orton Foundation has a document that talks about how to come up with the themes. Mr. Guevin noted the Town has already come up with values that are outlined in the Town Plan and the Brandon Workbook. Carol Bertrand expressed concern that many of the people who do not work in town are not included in the discussions. Mr. Guevin stated the Barn-Raising sessions were successful, but were only one part of the puzzle. Ms. Bertrand provided information regarding a grant application to be used for such things as outreach. Dave Atherton stated having the two Barn-Raising events with a good turnout has been a very successful step. There are people talking about the information that was discussed and there is also a grant possibility for sidewalks in Forestdale. Leanne Tingay suggested a grant opportunity could possibly be used for the Town to hire someone as a project coordinator to help coordinate and facilitate to make sure there is follow-through. Mr. Wyman stated people in Forestdale are more involved and more meetings will be planned with their group. Ms. Tingay suggested that actions should be developed from the meetings to keep people excited about the process. Mr. Guevin stated by getting more people involved, it is hoped that smaller groups will be developed to keep actions going. Dave Atherton noted the Town started the year off with a positive vibe with having a passed budget, hosting the Barn-Raising events and keeping people involved. Mr. Atherton stated the Town has many projects that will be done this year and Segment 6 should be going out to bid next year. He stated by fall it is going to look a lot different downtown.

## **Other Business:**

### *. Discuss Natural Resources Session*

It was the consensus of the Commission that the Natural Resources Public Session was very successful and the same type of forum will be used for future sessions.

### *. MPG Grant status and Contracts*

Jeff Guevin reported the Planning Commission has a contract with Linda Devereux for graphic design work up to \$500.00. Mr. Guevin has been unsuccessful in his efforts to contact her and will send a formal request to determine if she is still interested in assisting with this effort. The Planning Commission will request Robert Black to provide a billing outlining the services to be provided to the Planning Commission for submission of payment through the MPG grant. The Planning Commission currently has a contract with the Rutland Region Planning Commission for services relating to the Town Plan update. Mr. Guevin stated the MPG grant amount was \$6,125.00 and after payment of services to Robert Black, Jim Donovan and a portion of the mailings, there is between \$1,500.00 and \$2,000.00 unallocated. Mr. Guevin suggested amending the Rutland Region Planning Commission's contract for them to do additional work on the Town Plan update up to an additional \$2,000.00 worth of work. Mr. Guevin stated Jim Donovan will be providing a report on the Natural Resources Session and there needs to be discussion of how to use this information. There was a consensus that there needs to be a Forest Management Plan and Mr. Guevin will speak with Galen Hutchison to include this in the Town Plan.

A motion was made by Linda Stewart and seconded by Phyllis Aitchison to amend the contract with the Rutland Region Planning Commission to spend the unallocated balance of the MPG grant for assistance with the Town Plan. **The motion passed unanimously.**

*. Review and Revise Town Plan*

*- Maps by RRPC*

Jeff Guevin stated there are several maps that the Rutland Region Planning Commission could do, as well as potentially assisting with web developing for inter-active maps. Anna Scheck stated the Town also needs a new copy of the Land Use map. Mr. Guevin noted the Land Use map needs updating and he has discussed with Mr. Bove what changes are required. The Planning Commission will review all maps at the next meeting to determine what updating is needed. It was noted a Flood Erosion Hazard map also needs to be developed. Ms. Scheck has requested a flood overlay for the Tax map.

*- New data from RRPC*

Jeff Guevin reported that Ed Bove has a presentation that he has been doing on planning and economic development, which might be a worthwhile expenditure. Mr. Guevin stated Mr. Bove has provided updates on much of the data that Mr. Guevin will be inputting into the Town Plan.

**New Business:**

*. Other business as needed*

Dave Atherton stated the Town needs a representative to the Rutland Region Planning Commission. Mr. Atherton suggested it would be good to have someone from the local Planning Commission take over this role. Mr. Atherton has been serving in this capacity. Mr. Atherton noted the Regional Planning Commission opens a lot of possibilities for the Town and representation is needed. Anna Scheck volunteered to be the Brandon Representative to the Regional Planning Commission and Mr. Atherton stated he would be willing to serve as the Alternate.

A motion was made by Jeff Guevin and seconded by Phyllis Aitchison to recommend to the Select Board the appointment of Anna Scheck as the Rutland Region Planning Commission Representative and Dave Atherton as the Alternate. **The motion passed unanimously.**

Anna Scheck provided information regarding a Spring Planning and Zoning Forum that will be held Wednesday, June 10<sup>th</sup> at Lake Morey Resort and a 2015 Downtown and Historic Preservation Conference to be held Friday, June 5<sup>th</sup>.

Ms. Scheck reported the Town is close to hiring someone for her position and she will then be able to spend more time on zoning. Ms. Scheck advised the total invoice for postage was \$552.01 of which \$500.00 will be used from the Canopy grant and the remaining \$52.01 will be funded through the MPG grant.

Jeff Guevin questioned who is currently doing the decisions for the DRB. Anna Scheck advised that Janet Mondlak is currently doing this task; however, she will be leaving that position at the end of the summer. She noted the Planning Commission will need to advertise for this position. Mr. Guevin will research the statutory requirements for this process.

**Executive Session (If so Moved):**

There was no executive session held.

**Next Meetings:**

Monday, May 18<sup>th</sup> - Regular Planning Commission Meeting

Monday, June 1<sup>st</sup> - Regular Planning Commission Meeting

**Adjournment:**

A motion was made by Phyllis Aitchison and seconded Linda Stewart to adjourn the Planning Commission meeting at 8:33PM. **The motion passed unanimously.**

Respectfully Submitted,

Charlene Bryant  
Recording Secretary