

March 1, 2018

PC Members Present: Jean Vissering (Chair), Jack Pauly, Norm Hill, Scott Hess, Mark Lane  
Others Present: Kristi Flynn (Recording Clerk)

**Call to order:** 7:04pm

**Changes to Agenda** – None

**Public Comment** – None

**East Montpelier 2018 Town Plan Update: Preparation for March 22, 2018 Public Hearing**

As preparation for the public hearing, the PC discussed ways to advertise. The suggestions were:

- Chair will post on Front Porch Forum
- Have posting/announcement at Town Meeting and Town Forum – Mr. Hess volunteered
- Poster and flyer should be created

**2018 Municipal Planning Grant for Zoning Regulation Revisions: Consultant Selection Process**

The PC discussed the applications of the four candidates. The pros and cons were discussed. The PC decided to invite all four applicants to interview.

**Motion: I move to invite all four firms to interview.** Made: Mr. Hess, second: Mr. Lane

**Vote on Motion:** Passed 5-0

The interviews are tentatively set up for March 15, 2018, starting earlier than 7pm. The ZA will contact the firms to see if they can attend that day. Each firm will have 45 minutes. The score sheet will allow the PC members to grade each firm after the interview, with a separate form for each firm. A write-up with the rationale for the choice is required from the PC.

The PC discussed questions to ask during the interviews. The following were suggested:

- Have you worked with developing new districts
- Separate #2 into multiple questions
- What have you done that's worked and what were the challenges
- Ask about graphic illustration experience
- Involvement of DRB and other town committees

Reference questions:

- Most important to find out if they would hire them again
- How do they deal with public and internal committees
- Were documents well-written

**Update on East Montpelier Old LaPerle Farm Property Committee**

No update

**Review Minutes**

February 15, 2018

**Motion: I move to approve the minutes as written.** Made: Mr. Hill, second: Mr. Pauly

**Vote on Motion:** Passed 5-0

**ZA Report**

2 new permits since last meeting

**DRB Report**

No update

**Other Business**

PC members requested to read/re-read the candidate applications prior to the interviews.

**Motion to Adjourn.** Made: Mr. Hess, second: Mr. Lane. Passed unanimously. Meeting adjourned at 8:40p.m.

*Respectfully submitted by Kristi Flynn, Recording Clerk*