

Minutes of the East Montpelier Planning Commission-Final

January 04, 2024

PC Members Present: Zach Sullivan (Chair), Erica Zimmerman, Mark Lane, Clarice Cutler, Maia Stone, Kim Watson (zoom), Gianna Petito (zoom), Nic Khosla (zoom)

PC Members Absent: Richard Hall

Call to Order: 7:05pm

Changes to Agenda: It was requested by Gianna that due to the difficulty of the remote attendees working on the Brainstorming session that we move it to the very end of the meeting after Other Business.

Motion: To move the Work Session to brainstorm questions to present for public engagement around town plan to after Other Business. Made by Gianna Petito, second by Maia Stone. Passed unanimously.

Public Comment: None.

Review Minutes

The group reviewed the December 21, 2023 minutes.

Motion: To approve the December 21, 2023, minutes as amended. Made by Clarice Cutler, second by Zach Sullivan. Passed unanimously.

Review PC Report for 2023 Town Report

Zach asked the commissioners to look at the draft Planning Commission report for the Town Report. Kim Watson noted that she thought the submittal date was January 20th but Zach reported that Deb Fillion requested the report by January 10th. The commission went over the town report document prepared by Zach. Everyone thought it was well done and agreed with Clarice Cutler's and Erica's comments on Paragraph 3 and 4, and Zach's comments regarding the commissioners in the first paragraph. Zach will send out the final PC annual report for review and submit to Deb Fillion by the January 10th.

Look at timeline for town plan revisions and assign sections for initial chapters

Zach thought that we will use the project tracking documents that Nik Khosla put together a few meetings ago to make initial assignments for the rewrites. Zach proposed that we start with some of the small initial sections and use the first short sections to refine what we're asking people to do with the edits. While looking at the timeline for assignments on the town plan revisions and assign sections, the commission agreed to start the revision process. Erica and Maia agreed to work together on completing the review and revisions to Chapter 2. They will meet and let us know when it is complete to bring it in front of the board for review.

Updates

- **Capital Improvement Committee-** No Updates
- **Energy Committee-** Zach Sullivan reported no updates on Town Plan work. Working on town garage delayed any other work.
- **Resilient Roads Committee-** Mark Lane reported that trees have been tagged on Braizer, Center, Haggett and Sodem Pond Roads. Bids will be going out soon for removal of the tagged trees.
- **Central Vermont Regional Planning Commission-** Clarice Cutler reported that the Agenda was out for the next meeting. They will be discussing the following:
 - Open Meeting Law Resolution
 - Nominations & Election for Nominating Committee
 - CVRPC Clean Water Service Provider Presentation
 - Project Review Committee Update
 - CVRPC Act 250 Position
 - Flood Recovery & Mitigation Priorities Update

ZA/DRB Report

None

Other Business

Maia Stone will be dropping off the board. Her resignation will be effective March 1st, 2024.

Work Session to brainstorm questions to present for public engagement around town plan

Note that parts of this section will be accessible primarily or solely through in-person attendance at the meeting.

Group exercise to brainstorm survey questions for public engagement (we can also talk about using these questions for other types of engagement - it's often valuable to be able to give some guidance on what we're looking for feedback on). Zach would like to try something that we've been doing with the school board. The basic process is as follows:

- a. Brainstorm individually and write down proposed questions or items to ask about (not necessarily in the form of a finalized question) – put questions on post-it notes
- b. Put all questions on the wall (literally - this is why they go on post-it notes)
- c. Group questions into themes
- d. Vote on top groups to include (use sticker voting, each person gets three votes)

This works a lot better in person than on Zoom. Since some joined by zoom, Zach asked that questions be sent in advance and/or in chat. To frame this, Zach is looking for questions that will address areas where you think that the PC could use feedback in crafting the town plan. Mostly looking at questions to help frame the town survey for engagement of the public for updates to the town plan. The group took about 20 minutes and worded their questions on sticky notes and the group gathered the notes by common themes. These themes and questions results will be presented at the next meeting.

Motion: To adjourn. Made by Clarice Cutler, second by Maia Stone. Passed unanimously.

The meeting closed at 8:44 p.m.

Respectfully submitted by Kim Watson

Approved on: January 18, 2024