WARNING

TOWN OF EAST MONTPELIER
PLANNING COMMISSION

THURSDAY April 3, 2025 at 7:00 p.m.

East Montpelier Town Office, 40 Kelton Rd

East Montpelier has resumed in-person meetings at the Municipal Office Building
A remote attendance option will be offered via Zoom, with participation details below

7:00 Call to Order

7:01 Changes to the Agenda
Public Comment

7:05 Review Minutes from March 20

7:10 Review of Rules of Procedure

7:15 Election of officers according to Robert's Rules of Order for Electing Officers

7:20 Recommendation to Selectboard regarding CVRPC representation

7:25 Discussion of PC vacancy

7:30 Town Plan work
- Initial presentation of Chapter 6A (Transportation) [~5 min]
- Initial presentation of Chapter 6BCD (Solid waste, Wastewater, Water) [~5 min]
- Review Group discussion of Chapter 9FG (Forests & Agriculture) [~10 min]
- Final PC discussion of Chapter 4AB (People, Community Health) [~5 min]
- Final PC discussion of Chapter 4CDE (Recreation, Trails, Historic) [~10 min]
- Final PC discussion of Chapter 7 (Economic Development) [~10 min]
- Discussion of timeline [~5 min]

8:20 Updates
- Capital Improvement Committee
- Energy Committee
- Central Vermont Regional Planning Commission

8:25 ZA Report/DRB Report

Other Business

8:30 Adjourn

To Attend The Meeting Remotely
Weblink: https://us02web.zoom.us/j/82006452249
By phone: 1-646-558-8656 (this is not a toll-free number)
Meeting ID: 820 0645 2249
One tap mobile: +16465588656,,82006452249#

****** Next PC meeting: April 17, 2025 ******

Norms for town plan work (adopted 12/19/2024)

1. **Trust subgroup work.** Allow the lead groups to have their own voice. If you want to be integral to the writing or editing of a section, join the group doing the work.
2. **Keep subgroup work moving, even if not all members can attend.** Subgroups can postpone work if availability is so limited that the work cannot move forward, but they should not stop on principle if one member is unable to participate but others are still able to carry the work.
3. **Focus on the big picture.** Use meeting time to address the direction and operational impacts of the plan, leaving line edits to lead and review groups. Differentiate between style points and substantive issues, between "I would have worded that differently" and "This way of saying that is dated and could cause offense."
4. **Respect purposes of different stages of the process.** Allow the high-level presentation of the led group to truly be high level, and do more detailed editing for the full PC review.
5. **Treat leadership as a job, not a status.** There will be a number of areas where people will need to take on leadership roles (ie within lead and review groups). This isn't necessarily about having one person be "in charge," it's an acknowledgement that coordination and facilitation is a role that needs to happen in order for groups to function well.
6. **Share resources and research.** Publicly share resources for PC members to be able to see information informing the work.
7. **Provide links to resources for easy access.** Treat the meeting agenda as a master document with links to the resources (likely in the PC's Google Docs folder) to allow all members to easily access information.
8. **Get all voices into the discussion.** The chair of the meeting should make sure that everyone has a chance to be heard, may prioritize those who have participated less.
9. **Give the chair the prerogative to keep the group moving.** The chair should be empowered to make sure that the PC adheres to these norms. This can include keeping the group focused on big picture issues, making sure that the group is holding the appropriate discussion for the stage in the process. It should not extend to cutting off discussion of big picture issues in cases where that is the appropriate discussion item, though the chair may maintain a discussion order to keep the conversation focused (ie not bouncing between issues).
10. **Have a member (not the facilitator) assigned to watch the clock.** The clock-watching function will not necessarily preclude further discussion if it is deemed important, but the clock-watcher can force an affirmative decision to continue the discussion rather than allowing the discussion to continue due to inertia.