

Lamoille County Planning Commission Board of Directors – Meeting Minutes
November 28, 2023

LCPC Board Members present

<input checked="" type="checkbox"/>	Belvidere	Carol Caldwell-Edmonds <i>(Video)</i>		Morristown	Dan McLaughlin
<input checked="" type="checkbox"/>	Cambridge Town	Dick Goff <i>(Video)</i>		Morrisville	<i>Vacant</i>
	Cambridge Town	<i>Vacant</i>	<input checked="" type="checkbox"/>	Stowe	Marina Meerburg
	Cambridge Village	<i>Vacant</i>	<input checked="" type="checkbox"/>	Stowe	Brian Leven <i>(Video)</i>
	Eden	<i>Vacant</i>	<input checked="" type="checkbox"/>	Waterville	Jeffrey Tilton
<input checked="" type="checkbox"/>	Elmore	Trevor Braun <i>(Video)</i>	<input checked="" type="checkbox"/>	Wolcott	Maxfield English <i>(Video)</i>
	Hyde Park Town	Greg Paus	<input checked="" type="checkbox"/>	County Director	Leo Clark
<input checked="" type="checkbox"/>	Hyde Park Town	Richard Pearson	<input checked="" type="checkbox"/>	County Director	Liz Courtney <i>(Video)</i>
<input checked="" type="checkbox"/>	Hyde Park Village	Riki French		County Director	Caleb Magoon
	Jeffersonville	<i>Vacant</i>		County Director	Linda Martin <i>(Video)</i>
<input checked="" type="checkbox"/>	Johnson Town	Duncan Hastings <i>(Video)</i>	<input checked="" type="checkbox"/>	County Director	Roger Murphy <i>(Video)</i>
	Johnson Village	GiGi Beach		Ex Officio	Pat Ripley <i>(Video)</i>
<input checked="" type="checkbox"/>	Morristown	Judy Bickford			

Lamoille County Planning Commission Staff: Seth Jensen, Alberto Della Torre *((Video)*), Victoria Hellwig *(Video)*, Melissa Manka *(Video)*, Meghan Rodier *(Video)*, Georgeana Little

Brian Leven called the meeting to order at 6:30 pm.

Changes to the Agenda and Public Comment

There will be no PPR Report. There was no public comment.

Approval of October 24, 2023 Minutes

Riki French motioned to accept the October 24, 2023 minutes. Marina Meerburg seconded. Dick Goff pointed out a grammatical error under the Act 27 Land Use Mapping Project item. The word “maps” will be changed to “classifies.” Motion carried with one correction. There was one abstention.

Public Meeting on Act 250 Municipal Delegation Study

Seth Jensen explained the purpose of this study. It would delegate responsibility for Act 250 permitting to Municipalities. The idea was driven by the larger communities and the Vermont Association of Planning and Development Agencies (VAPDA) conducted the study. Municipalities could decide to opt to participate but this would not be a mandate. In Lamoille County, Stowe is the only community that currently might be eligible for this option. Designated Downtowns would be eligible but currently Village Centers are not included. The discussion that followed raised several points.

- The regional planning commissions (RPCs) would be responsible for authorizing a municipality's ability to participate, which would put added stress on the RPCs. This authorization would only be done once, and not every time a project was under review. However, each project would need to be reviewed for Substantial Regional Impact (SRI), increasing the RPC's participation.
- Could municipalities hire consultants – especially related to review of engineering issues such as transportation impacts ? This has not yet been reviewed.
- What would be the fee structure? This is unknown at this time.
- Developers are in favor of this reform since it would negate the necessity to go through the process twice, once at the local and once at the state level.
- Municipalities in Lamoille County have shown little interest delegation according to comments received to date.

First Quarter Financials

Leo Clark discussed the Balance Sheet and Budget to Actuals included in the Board packet. It is encouraging that for the first time we are showing over \$1,000 in interest on our reserves. Everything is in order and the commission is in a good financial position. There will be another quarterly report for the end of December and a possible budget adjustment might be presented at that time.

Financial Procedures Policy Update

The main reason for this update was to add the proviso that the Deputy Director could sign documents in the absence of the Executive Director. A few other small changes were also included. It was suggested that the section VISA Purchasing Card should be renamed simply LCPC Credit Card and all other references to VISA should be removed.

Duncan Hastings motioned to approve the Financial Procedures Policy Update as presented with the one change suggested. Leo Clark seconded. Motion carried.

Discussion of Personnel Policy Changes

The legislature has mandated the inclusion of a strong section on prohibiting harassment into all Personnel Policies. Brian Leven is reviewing Chittenden County Regional Planning Commission's (CCRPC) draft policy and is editing it to be more consistent to Lamoille County

Planning Commission's (LCPC) reality. This item will be discussed more fully at a subsequent meeting.

VLCT Welcoming and Engaging Communities Program

The Vermont League of Cities and Towns (VLCT) is offering this program, which consists of workshops on Equality, Equity, Diversity, & Inclusion. The Board is being asked to approve LCPC's application to participate.

A general discussion followed with one member expressing that this program is aimed at municipalities and would seem to have little application to RPCs. Members of the Justice, Equity, Diversity, and Inclusion Committee supported LCPC submitting an application.

Marina Meerberg motioned to have LCPC apply for the program. Trevor Braun seconded. Motioned carried with one negative vote.

Notice of Compliance – Winooski Tactical Basin Plan

Meghan Rodier reminded the Board that there was a presentation at the October Board meeting on the Winooski Tactical Basin Plan. The notice of compliance attests that the Tactical Basin Plan conforms to the Lamoille County Regional Plan. The staff have reviewed the plan and attest that it does conform to the Regional Plan.

Duncan Hastings motioned to send the Notice of Compliance to Keith Fritschie at the Vermont Division of Environmental Conservation. Marina Meerburg seconded. Motion carried.

Approval of FY24 ACCD Agreement

Seth Jensen reported that this is LCPC's core funding. It is used for match with other grants. This year's funding has increased over last year and includes money specifically for helping communities with housing.

Duncan Hastings motioned to accept the ACCD Agreement for \$546,253.02. Judy Bickford seconded. Motion carried.

Approval of FY24 EMPG and TPI Agreements

The EMPG funds cover emergency management programs. The TPI funds are dedicated to transportation issues. This year there is money specifically for the Lamoille Valley Rail Trail in the latter agreement. These funds, along with the ACCD funds, make up a substantial portion of LCPC's funding.

Duncan Hastings motioned to accept the FY24 EMPG Agreement in the amount of \$51,478.64. Rich Pearson seconded. Motion carried.

Duncan Hastings motioned to accept the FY24 TPI Agreement in the amount of \$219,697.60. Rich Pearson seconded. Motion carried.

Act 47 Land Use Mapping Project

Seth Jensen reported that this Act was introduced to develop a process to create more cross-regional consistency in Future Land Use Maps. The RPCs have been working on a framework for this project and consensus is beginning to develop. This is a developing study and the Board will be kept apprised of developments.

Smuggs' Project Completion

Seth reported that the current Parking and Stormwater project is substantially complete. The contractor has finished for the season and only some replanting remains to be done in the spring. LCPC is now looking for funding for the 2nd phase of the project and have a meeting with Vermont Department of Forest, Parks, and Recreation this week to discuss funding.

Cancel December Board Meeting

Duncan Hastings motioned to cancel the December Board Meeting with the understanding that any urgent business would be handled by the Executive Committee in lieu of the full Board. Judy Bickford seconded. Motion carried.

Executive Director's Report

- We are now fully staffed with the hiring of Melissa Manka as Regional Planner. She has over 18 years of planning experience.
- Nicole Sancibrian, our accountant, has notified us that she will not be renewing her contract in June. We will begin the process of looking for either a consultant or employee. Partnering with Lamoille FiberNet and/or Central Vermont Regional Planning Commission are possibilities.
- The Municipal Technical Assistance Program (MTAP) is allowing us to give additional technical assistance to our smaller communities. Belvidere, Waterville, Johnson, and Wolcott are currently participating.
- LCPC is partnering with several other county organizations in a Housing Assessment study. Data is being collected and the narrative is the next step. The Assessment will be shared with communities when complete.

Community Updates

Belvidere – Select Board and Planning Commission members are meeting with Rob Blish from Vermont Covered to discuss possible Mac Mountain mini-cell tower installations in the town.

Elmore – Both the septic system at the Elmore Store and the Town Garage projects are on track. The Town voted to keep Town Meeting and not go to Australian Ballot

Johnson – They have 24 tax abatement hearings scheduled. They have joined with several towns to hire a lister/assessor.

Morristown – Festival of Lights is Saturday. They have hired a new Human Resources Director.

Stowe – The School Bond vote was voted down. There is a lively discussion around Short Term Rentals (STRs) and a registry is being proposed.

Wolcott – The Town Forest and wastewater projects are inching forward.

Meeting Adjourned

Judy Bickford motioned to adjourn. Marina Meerburg seconded. Motion carried. Meeting adjourned at 8:11 pm.