



Town of Mount Holly Planning Commission

Town Office & Remote Electronic – Regular Meeting Minutes

Wednesday November 17, 2021

7:00 P.M.

Commission Members Present: Jon McCann (Chair), Brigid Sullivan, Andrew Schulz
Also Present: Renee Sarmiento (Clerk), Bob Garrow, Phil Leonard, Annette Lynch, Stephen Michel, Jim Seward

1. Jon McCann called the meeting to order at 7:01pm
2. Changes to agenda: no changes
3. Approval of minutes
 - a. The minutes from October 20th, 2021 regular meeting were approved as distributed
4. Reports & Announcements
 - a. Microphone purchase was approved by the Select Board. It has either been ordered or will be ordered soon, and will hopefully arrive by the next meeting. Okemo offered to lend their microphone if it does not arrive in time.
 - b. No new information on the status of the cell tower. Jon reached out to DRM legal team to request an update. Notice of a stormwater permit has been received for the cell tower.
 - c. Clerk: no report
5. Correspondence
 - a. Subdivision proposals
 - i. Robert Garrow – 2136 Old Turnpike Rd.
 1. 26.58 acre parcel. Seeking subdivision into 16± acre lot with house (to convey) and undeveloped 10± acre lot (to retain).
 2. 16 acre lot is already on the market with a possible buyer.
 3. No building plans or septic design exist for 10 acre lot.
 4. Jon shared “When subdividing land into two or more parcels, a Wastewater System and Potable Water Supply Permit is required prior to subdivision.”
<https://dec.vermont.gov/sites/dec/files/permit-handbook/sheet02.pdf>
 5. Jon explained the sketch plan review process and what is required.
 6. Jon stated there are requirements for the final plat, and to move forward with a public hearing we would need to satisfy requirements of the subdivision checklist.

7. Jon stated the provided survey doesn't seem to meet the requirements for a final plat. Mr. Garrow stated he did not understand why all of the things on the checklist are necessary to retain a lot. Jon stated the minimum to divide property is to have a final plat that meets the requirements and to have a State approved Wastewater and Potable Water Supply Permit.
 8. Brigid advised Mr. Garrow that he may seek a deferral of permit for the undeveloped lot.
 9. Andy elaborated to make sure Mr. Garrow understands that the State and Town requirements are entirely separate, and the State has a requirement that when subdividing property, you have to go through state procedures. State has a deferral of permit where if no development is planned you can avoid engineering requirements by putting something in the deed or land records stating that any future owner would have to go through the engineering requirements before they build. The Town has similar provision that also allows you to avoid engineering requirements as long as there is no other use of the land. Town also requires something be put in the land records that would put a future owner on notice that they would have to go through it. Mr. Garrow stated he would not have a problem with that, but he is concerned about the timeline. Jon stated Mr. Garrow would have to start with the State.
 10. Other missing items needed on the checklist: Lots numbered/identified, contour lines, each lot has to have highway access (indicate how access would be provided to the lot), septic design if there is one such as if state says there needs to be a replacement system area it would need to be shown on the final plat, wetlands/beaver pond, streams, and signature block.
 11. Brigid asked about line on map – Bob clarified that is a fence line.
 12. State permitting has not been satisfied. Local review requires State permit or deferral.
 13. Commission offered to schedule a special meeting as soon as State permit/deferral has been obtained, in consideration of the applicant's timeline.
 14. Mr. Garrow was presented with the State's "Subdivision of Land" guide.
- b. Wastewater system and potable water supply permits
- i. Beresin & Bell – Lake Ninevah Rd – WW-1-3489
 1. Harold Beresin and Jennifer Bell – does not give address for the site location. It is a new system on Lake Ninevah Road. Andy stated he has seen the site. This looks like a new residence. Jon is trying to find out more information about the Commission receiving these as a result that all permits be recorded in the land records. Received by the clerk when they are recorded as required, but Commission does not receive it when the permit is issued as is suggested by our presence on the document carbon copy/service list. Jon has contacted the permit approver and is

waiting for a response. This will be put on the agenda for the next meeting.

c. Email / Other

- i. Stormwater runoff from construction sites general permit 3-9020 (CGP) notice of intent for telecommunication facility permit ID 9309-9020 applicant Raymond Tarbell, town: Mount Holly, status in review. No other information available. If Commission wants to look into it, it can be done at next meeting.

6. New business

a. Guest: Annette Lynch, Chair of the Conservation Commission

- i. Annette stated that the Conservation commission just over a year old. Current commissions have currently taken on one particular project to focus on. Looked at what Vermont statute allows Conservation Commission to do. No tasks are mandatory—all “may” rather than “shall”. The first thing that it says is one job of Conservation Commission is to identify and inventory the 9 types of town resources that should be conserved. Things which would be valued by the residents. One category of resource will be reviewed each month over the next 9 months. Started with making a list of items in each of these inventories. After the inventory a special study may be done, if necessary. Statute states Conservation Commission works with Selectboard and Planning Commission, and any private organizations (such as the Mount Holly Conservation Trust). There is no authority to do anything, but to gather information and reach understanding of conservation status. The Conservation Commission is able to perform an advisory environmental evaluation for the Planning Commission or for Environmental Board or court, if requested. If Planning Commission needs more expertise than Conservation Commission possesses we can discuss what kind of people to have on retainer to do that type of work. Since a need for such services can come up quite suddenly, it would be important to have someone on some sort of retainer that could be called up on short notice.
- ii. Annette stated that the Conservation Commission also helps increase public understanding of the work and need of conservation. For example, the iNaturalist program where people can take photos and get information immediately about plants or animals. Each year the Conservation Commission will make a report including the importance of forest fragmentation. It is important to be able to report to the town the number of acres in core forest areas and number of acres lost – and consider mitigation to retain land in core forest. Probably most important piece of public understanding Conservation Commission could do.
- iii. Annette stated that the Conservation Commission also may conserve land – looking at state like MA a lot of land in conservation. Town does not have that here. Instead of looking at a whole property there might be a place for protecting smaller sensitive pieces of the environment. For example, a small 2-acre wetland – to acquire the small area and land around it as a preserve. May be a donation to the town.
- iv. Annette raised the idea to have a Conservation Commission member regularly sit in on Planning Commission meeting or to have someone on both boards.

- v. Annette stated that someone is working on shade trees and status of Star Lake. And people are updating Arrowwood maps.
- vi. Annette provided a copy of inventory for historic resources.
- vii. Annette asked for folks including Planning Commission to look at the list to see what might not fit, and things that are missing on the list – ex. Roads (Crown Pointe Road)
- viii. Annette stated that their focus in December will be historical resources
- ix. Add agenda for next working meeting – to coordinate with CC

7. Unfinished business

a. Town Plan: Utility & Facility Plan

i. Review letters

1. During the last working meeting Jon was authorized to draft and send letters. Letters were drafted. Jon read aloud the letter addressed to Rescue Squad. Andy offered suggestions regarding letter: wonder if should be a number 4 – anything else not captured by 1, 2, 3. Question – is it fair to assume rescue and other organizations have a timeline to replace or upgrade equipment – questions sound like it assumes there is – replace “what is” in 1C and 2A to “is there” a replacement or upgrade plan and if there is what it is it. Brigid stated – 3C would be if you need more people have you considered a strategy, or if there is a shortage of personnel – if there is a shortage – if you have additional need what strategies have you considered? Stephen suggested the addition of when Commission would like the response. Such as “we would appreciate if you could respond with your comments/suggestions by the end of January.” Andy will email proposal for item 4.
2. Want to send letters to the library,
 - a. Elements – adapt the letter, collection for book, physical facility, digital, any other innovative ideas,
 - b. Someone needs to sit down and talk about solid waste
 - c. Jon will draft and email letter for the library.

- ii. Brigid asked if there is a budget for the Commission – if need to have as far as assistance in writing the plan and having someone on board. What is the budget? Talked about if Commission wants to do maps for meetings – that can rack up dollars/trips to staples, mailing items. If we do have needs it is time to start thinking about it because budget will be being drafted soon. Put on agenda for next month – needs for next year.

1. Stephen commented that in the year Commission finishes town plan there will be a need of money for printing, and money for dry hydrants. Maps that have been done are difficult to read because they are so small. Want to have at least one copy of a large map in the Commission office that are legible. Not sure what year this should be in the budget. Andy suggested having maps online so people can view. Jon agreed it should be online,

but also have a paper copy in the office. Will discuss budget in the next meeting.

8. Public comments: None

9. Upcoming meetings

a. December 15th, 2021 Regular meeting / Annual Organizational meeting (2 terms begin)

b. ~~Town plan work meeting—December 1, 2021 at 7pm (Andy may have difficulty joining due to being on the road).~~ (Cancelled due to holiday)

10. The meeting adjourned at 8:20pm

For the Commission,
Renee Sarmento, Planning Commission Clerk

In draft form until approved on December 15, 2021

Sheet1

The law gives the Conservation Commission the task of listing all the items – including “historical resources” - that citizens might want conserved. The Commission has made its first list. We need help. Is this list missing resources you think should be included? Are there items on our list you think should be taken off? Do you know of information about any of the items? Let us know by returning this sheet or emailing pleonard

INVENTORY OF HISTORICAL RESOURCES

HISTORICAL ITEM	SOURCE	MAP	comments
structures	VR	X	
buildings	VR		
historic houses	TP 08 (40) VR	X	
historical village	TP 08 VR AT	X	
churches	Tarbell		
meeting houses	Tarbell		
one room school houses:			
original site	TP 2008 (42)	X	
current site		X	
school districts	TP 08 (42)	X	
students	Tarbell		
barns	TP 08 (43) MHBPA	X	
cemeteries	TP 08 (43) VOCA Geol survey	X	
stone walls	++ below		
mills	Tarbell		
blacksmiths	Tarbell (191-193)		
factories	Crowley Cheese National Historic Register	X	
grange hall	private hands	X	
old roads	recent map TP 08 (44-45)		
logging roads			
historic areas	Tarbell		
hamlets	TP 08 (39)	X	
creameries	Tarbell		
farm artifacts			
bridges			
culverts	TP 08 Cow crossing (Dunwoody)	X	
railroad & associated structures			
Source abbreviations			

+++ Samantha ford True Stone Research

Cu = Current Use

MHBPA = Barn Preservation Assn

PC = Planning Commission

Tarbell = Carroll Tarbell History of Mount Holly

TP = Town plan (year) page #

VOCA = Vermont Old Cemetery Assn

VR = Vermont Register Historical Structures