

Planning Commission Virtual Special Meeting Minutes  
September 22, 2020  
6:00 PM

Present: Jon McCann, Nicole Lewis, Gabrielle Macklin-Bickford, Jim Seward,  
Renee Sarmento, Okemo Valley TV

Gabrielle called the meeting to order at 6:04 PM.

Old Business:

Administrative Officer/Clerk Position Update – The Planning Commission welcomes Renee Sarmento as the Planning Commission clerk! AO job description drafted. Motion made to accept the job description as drafted and present it to the Selectboard for approval, second and vote (4-0). Motion made to nominate Renee Sarmento, for appointment by the Selectboard, as the Administrative Officer to the Planning Commission, second and vote (4-0).

Grant Updates – Digitization grant approved; town was awarded up to \$29,000 for the digitization of files/records. The Selectboard agreed to apply for the Municipal Planning Grant.

Motion made to accept template letter for corresponding subdivision outcomes to applicants, second and vote (4-0).

Subdivision Fees Outstanding – Motions made (second and vote, 4-0) to recommend the following fee schedules to the Selectboard for approval: subdivision fee of \$150 per lot (no change, as this is the current subdivision fee), and Administrative Officer consultations at \$15/hour. Motion made to have any funds received earmarked for offsetting/mitigating potential negative impacts of development in our community, and advancing the mission of the Planning Commission, second and vote (4-0).

Google drive will be used to house Planning Commission forms and templates.

Town Plan Revisions – “Objectives” section discussed and revised. The link for viewing the section and making comments is:  
[https://docs.google.com/document/d/1oH8hyziMRg7fPSvCBVjfAh1GC5ujiPNemODUkmQ\\_Joo/edit?usp=sharing](https://docs.google.com/document/d/1oH8hyziMRg7fPSvCBVjfAh1GC5ujiPNemODUkmQ_Joo/edit?usp=sharing)

New Business:

Next Working Meeting – Tuesday, October 27<sup>th</sup> at 6:00, with focus on creating a “Vision” section (see link for “Objectives” section to comment) and revising the “Land Use” section of the Town Plan.

The link for viewing the section and making comments is:

[https://docs.google.com/document/d/1oRkkae4iSxqj8z2HpNL4S3TzrAt\\_Mox\\_blRubfuZHIs/edit?usp=sharing](https://docs.google.com/document/d/1oRkkae4iSxqj8z2HpNL4S3TzrAt_Mox_blRubfuZHIs/edit?usp=sharing)

With regret, the Planning Commission acknowledges the resignation of Clinton Woolley from the Planning Commission.

The meeting adjourned at 8:41 PM by motion, second and vote (4-0).

Respectfully Submitted,  
Nicole Lewis  
Planning Commission Secretary