



Town of Mount Holly Planning Commission

Town Office & Remote Electronic – Special Work Meeting Minutes

Wednesday January 5, 2022

7:00 P.M.

Commission Members Present: Jon McCann (Chair), Jim Seward (Vice Chair), Brigid Sullivan

Commission Members Absent: Andrew Schulz

Also Present: Renee Sarmiento (Clerk), Stephen Michel

1. Jon called the meeting to order at 7:01 pm.
2. Changes to the agenda
 - a. As discussed at the last regular meeting the PC would like to add language to the town fee schedule regarding the refund policy for application fees. The following was suggested:

We recommend adding the following as a new *second* sentence under “Application Fee Schedule”:
“Application fees are non-refundable unless the application is withdrawn before the Planning Commission begins consideration of the application.”
 - b. Brigid Sullivan moved approval of the language to recommend the Selectboard add to the fee schedule. Seconded by Jon McCann. Motion passed unanimously.
3. Town Plan Revisions
 - a. Utilities & Facilities Plan
 - i. Finalize letter to Library – Brigid moved approval of the latest draft letter as distributed. Seconded by Jim. Motion passed unanimously.
 - ii. Jon reported that he emailed Emergency Management Director Jeff Chase to request information about town utilities and facilities.
 - iii. Next steps – Jon reported that we are still waiting for responses from Fire and Rescue. Still would like input from town solid waste coordinator, GMP, VTel, and Comcast for this section of the plan. Next section we will look at is Transportation.
4. New Business
 - a. Finalize Town Report
Brigid Sullivan moved approval of the latest draft as distributed. Seconded by Jim Seward. Motion passed unanimously.
5. Public Comments: none
6. Upcoming meetings
 - a. Regular meeting – January 19, 7:00 pm (3rd Wednesday)
 - b. Working meeting - February 2, 7:00 pm (1st Wednesday)
7. Meeting adjourned at 7:25 pm

For the Commission,
Brigid Sullivan

In draft form until approved on January 19, 2021



Town of Mount Holly Planning Commission

Mount Holly Town Library Board of Trustees:

The Planning Commission is currently in the process of revising the Town Plan. One of the required components of a municipal plan is the Utility and Facility Plan. In which, library services play a critical role.

The Commission hopes you are interested in partnering with us to create that part of the plan.

To get the process started, we have a few questions that may help us understand the current state of affairs and your plans for the future. If you are able to answer them directly and briefly it will be very much appreciated.

1. Facilities
 - a. Could you give a brief description of the library location at 26 Maple Hill Road?
 - b. What is your current assessment of our library facility? Are any upgrades or replacements planned?
 - c. Are there other facilities other than the above that should be included?
 - d. Are any other facilities needed or wanted? Are there unmet needs related to facilities?
 - e. Can you describe the relationship between the Mount Holly School and the Town Library?
 - f. Can you describe the current or planned opportunities for on-line access to materials?
2. Equipment
 - a. Can you give a brief description of any significant or noteworthy library equipment or collections?
 - b. What is your current assessment of our library equipment? Are any upgrades or replacements planned?
 - c. Are there unmet needs related to equipment?
 - d. How has the pandemic changed your plans for the future (eg. regarding digital collections)?
3. Personnel
 - a. Can you please give a brief description of the current library personnel?
 - b. What is your current assessment of the library workforce? Is it sufficient to meet demand?
 - c. What projections do you have for how demands will change in the future?
4. Do you have any other information or concerns about the Library's operations, not already mentioned above, that the Planning Commission should know in connection with its revisions to the Town Plan?

In order to incorporate your feedback, we would appreciate it if you could respond by the end of February 2022.

Thank you for the service you provide for our community!

On behalf of the Planning Commission,