



Town of Mount Holly Planning Commission

Town Office & Remote Electronic – Regular Meeting Minutes

Wednesday February 16, 2022

7:00 P.M.

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

Also Present: Renee Sarmiento (Clerk), Marianne McGee, Stephen Michel, Devon Neary, Jeb Porter, Donna Seward

1. Jon McCann called the meeting to order at 7:05pm
2. Changes to agenda: no changes
3. Approval of minutes
 - a. The minutes from January 19th, 2022 regular meeting and February 2nd, 2022 special meeting were approved as distributed.
4. Reports & Announcements
 - a. Administrative Officer
 - i. Email correspondence with Mr. Porter regarding subdivision.
 - ii. Email correspondence with an individual considering building a house on Barlow Road. Responded with information about the process and requirement of the Building Construction Registration form.
 - b. Planning Commission Clerk: None
 - c. Planning Commission Chair:
 - i. The chair reported he had followed up on why the Planning Commission has not been getting water permit notices electronically from the state. This is partly due to employees working from home, and lacking access to their usual systems.
 - ii. Select board resolved to establish a Board of Adjustment. They have not determined how it will be staffed.
 - iii. State Supreme Court amended “Snowstone” decision to return to interpretation of jurisdiction that had always been used. If this decision had stood the footprint size of the development would be the deciding factor rather than the size of the parcel. The Chair had distributed an Act 250 jurisdiction guide by email. Commissioner Sullivan asked if there are any maps that show properties in Mount Holly that are above 2500 feet. The Chair wasn’t sure but this should be a part of the Town Plan.
 - iv. The chair reported he had followed up on adding the Okemo fire tower to the National Historic Lookout Register. The tower was on track for approval but the application had stalled. It is now moving again.
 - v. The Chair noted the second phase of land records digitization was approved by the Select Board. And will be helpful for the Planning Commission.
5. Correspondence
 - a. Subdivision proposals: None
 - b. Building Construction Registrations: None

- c. Wastewater system and potable water supply permits:
 - i. Wastewater permit recorded today for John Porter.
 - d. Email / Other
 - i. Email received from the library regarding the letter requesting information.
 - ii. Email from VTel regarding Utilities Plan – 100% of homes in Mount Holly have fiber service to the home or available at the street.
6. Unfinished business
- a. John Porter Sketch Plan Review
 - i. Mr. Porter has an approved amendment to the State water supply permit and delivered a new copy of the wastewater plan.
 - 1. The Chair noted the copy of the approved wastewater plan has a stamp on it on the state website, but not on the copy provided to Commission. Mr. Porter provided a copy given to him by his engineer. Stamped copy is not required for this meeting. Mr. Porter will provide it to the Commission in advance of a public hearing.
 - ii. Following up on a question from Commissioner Andrew Seward at the last meeting, the Chair asked if Mr. Porter had any information from the state regarding if they would be requiring a replacement disposal area for the second lot. Mr. Porter responded that when the Town' Subdivision Regulations were written in 1998 it was a State requirement to have a backup system for all systems created in Vermont. In early 2000's, the State changed this to say only inground systems need a replacement area but mound systems do not because they are scraped and rebuilt
 - iii. Commissioner Sullivan made a motion to move the application forward to a public hearing. This motion was seconded by Commissioner Schulz. Motion passed unanimously.
 - 1. Public Hearing will be held on March 16th at 6:15pm.
 - 2. Mr. Porter will provide a stamped copy of the permit, and two paper copies of the design prior to the Public Hearing.
 - iv. Commissioner Andrew Seward asked if new copies of plat/proposed subdivision land survey were needed because parcel B says deferred. Mr. Porter responded that the permit addresses that in the permit it refers to the deferred parcel on the map. The letter refers to it as the deferred lot. Mr. Porter stated there is no way to change the survey. The Chair asked if it was an option for the septic designer to put a red line through it. The Chair suggested Mr. Porter present the Commission with paper copies of the stamped and approved septic design that are final plat size 24x18, instead of making changes to the survey. If the application is approved the septic design could be recorded along with the survey in order to satisfy the requirements. The Chair suggested that the septic designer can add, perhaps in red, a reference to the septic design on the survey (will be page 2 of the full site design final plats) and indicate that it clears the deferral. It will bring Mr. Porter's survey up closer to the present. Mr. Porter agreed that the septic design could be recorded, in addition to the survey, as a way to clarify the current status. Mr. Porter will submit a new/slightly changed final plat that includes a reference of the survey to the attached waste water and well plan (hard copy and digital form).
 - b. Follow up on Facilities and Utilities Plan
 - i. As previously mentioned, VTel response was sent to commissioners: 100% of homes at least have fiber at the street.

- ii. Email from the Library regarding our letter requesting information was distributed previously. Additional email received regarding the library hotspot was read aloud by the Chair.
- iii. The Fire Department board met to discuss the letter requesting information. There will be a meeting Thursday night to write the letter. The chair was invited to attend the Fire Department Board meeting to provide information about the town plan and why it is useful for the Fire Department to have information and action items in the plan as they can be useful in applying for grants.
- iv. Marianne McGee shared the library hotspot is an upgrade. The hotspot has been there for eleven years. The letter from Rescue will be received tomorrow.
- v. The Chair reported on meeting with Clinton Woolley to discuss Transfer Station facilities
 - 1. Conex box is for e-cycle, fits 8 gaylord boxes. Last year we did 6,528 lbs of "covered" e-waste and 770lbs not covered
 - 2. Unfortunately, compost is a liability for use within the community without testing and sorting
 - 3. Metal pile not costing the town but not making money either
 - 4. refrigerators used to cost the town to recycle
 - 5. Fluorescent bulbs are supposed to be taken to Rutland hazardous waste or brought on hazardous waste days
 - 6. Zero sort recycling now makes a little profit but not much
 - 7. Compactors may be town equipment
 - 8. Haven't heard any demand for a portable potty
 - 9. Metal shed is only used for highway dept storage now

7. New business

- a. Discussion about Transportation Plan - Devon Neary, Transportation Planner Rutland Regional Planning Commission
 - i. Mr. Neary gave an overview of the process of developing a town plan:
 - 1. Meet with Planning Commission and lay out framework (overview and subchapters) of transportation plan
 - 2. Meet with stakeholders and town officials to collect information.
 - 3. Fill in gaps with data or mapping that can be done in-house.
 - 4. The 1st draft will be sent back to the Commission for review, and then come back to another Commission meeting to review the draft and create a rough final draft.
 - ii. Mr. Neary said the first step is to review the current plan
 - 1. Mr. Neary asked Commission members for thoughts on the content of the current plan. Commissioner Sullivan stated it should be more comprehensive. Mr. Neary agreed and stated that a plan should strike a balance between telling a story and giving relevant data during the timespan in which the plan is useful.
 - 2. Mr. Neary commented on the second page and how it is interesting that the plan lays out policies. This is not a typical format. Typically, the format would be goals and specific action items under the goals. This is useful to be able to look back and see what was done, and also to see what was not done and why. Policies are typically not part of a Town

Plan. They could either be pulled out into separate policies or ordinances, or incorporated into subchapters.

3. Mr. Neary spoke about the current "Tasks" which may be a form of an action item.
 - a. Regulation and Driveway rules enacted by the Select board will govern access to public roads. Not a bad task but should result in a formal access management (driveway/curb cut) planning into a formal policy.
 - b. Subdivision and connecting roads. Unless specific roads are laid out in the plan it is too general to be an action item.
 - c. Facilitate the creation and extension of a bicycle and pedestrian trail on class 4 roads. This could be an action item under an alternative transportation subchapter or active transportation subchapter.
 - d. Road drainage relating to Act 64 (Clean Water Act). Typically include an entire subchapter on municipal roads general permit (MRGP).
4. Mr. Neary wanted to hear the Commissioner's thoughts: The chair shared his opinion that it would be nice to be able to look back in the future to see if progress was made, if goals were achieved, and if action items had been achieved. Mr. Neary stated he would like to provide something usable, something that could help support a grant application or point to future scoping study to move plan goals along.
5. Mr. Neary reviewed how important and useful the Town Plan is for receiving grants and funding. Mr. Neary said, for example, the town recently failed to obtain a grant for a Summit Road box culvert and if that was in the town plan as a priority then approval would have been much more likely.
6. Commissioner Sullivan asked about driveway rules in the 2018 plan, and commented that Mount Holly doesn't have any as she understands it. The chair responded with Mr. Neary's previous point that policies and ordinances should be pulled out into separate documents. Mr. Neary stated how a goal of this plan could be to develop policies and an action item of this plan for that goal could be to develop an access management driveway policy.
7. Mr. Neary referred to the most recent plan he helped to rewrite for the town of Poultney which he shared electronically before the meeting. The framework referenced earlier is found in the transportation section of the plan.
8. Mr. Neary described the framework: Overview (painting a picture of the town), two asset management categories (highways and roads/bridges and culverts), traffic volume and safety (reference traffic study), accompanied map (lay out accident prone locations), municipal roads general permit, alternative transportation (public transit, rail, aviation, walking, biking), complete streets (may not be as applicable to town), parking, regional overview.
 - a. The Chair brought up having a scenic roads component of the Town Plan, and asked if Mr. Neary recommended it go into the transportation section or somewhere else. Mr. Neary stated it has sometimes gone into the transportation section other times it has gone into culture or history piece of the plan. Commissioner Sullivan suggested putting it in transportation now and moving it to another section later if necessary.

- b. The Chair asked about the MRGP section in the sample plan. The goals and actions piece at the end have more specifics. Mr. Neary stated he does not go into great detail in narrative because it changes so frequently.
 - c. Stephen Michel asked hypothetically about Rainbow Riding wishing to expand their trails, would this be part of transportation or another section. Mr. Neary stated this could be included in transportation or recreation. Depending on what the ultimate goal is, it could live in the transportation/alternative transportation section.
 - d. Commissioner Sullivan mentioned the Electric Vehicle charging station. Mr. Neary stated there will be a lot of money coming and right now there are fully funded grants for charging stations at multi-unit dwellings. He mentioned there is a huge gap in charging stations between Rutland and Ludlow and floated the idea of a park and ride being combined with charging stations.
 - e. The Planning Commission is in agreement with the outline.
 - f. Mr. Neary will provide a draft by mid-April. Mr. Neary will contact the Chair to schedule another visit with the Planning Commission. Mr. Neary will reach out with any questions and speak with Clinton Woolley.
- b. The Chair reported on meeting with Clinton Woolley to discuss Transportation plan
 - i. Curious to compare Shrewsbury budgets to ours (paving, equipment etc)
 - ii. Similar sized towns seem to have staff of 4
 - iii. Could use help especially during summertime mowing
 - iv. Personnel for flagging during ditching and mowing is an issue
 - v. Equipment needs: mini excavator for ditching, culvert replacement, repairs, and storm water work
 - vi. Not sure about status of bridge over Branch Brook at old 103
 - vii. Downgrading class 2 to 3 not recommended because we will lose funding
 - viii. No formal relationship with VAST for any trail use - we wondered if there was any trail insurance
 - ix. Unclear who owns bridge at end of Greendale Rd. Coordinating with USFS on future.
 - x. Unclear on status of Fowler Brook "ownership". Might be able to assist with locating information. Commissioner Andrew Seward agreed to look into the status, length, and location of the town road.
- 8. Public comments: none
- 9. Upcoming meetings
 - a. Special working meeting: March 2nd, 2022 at 6pm (Education Plan) – Please note different time
 - b. Subdivision Hearing: March 16th, 2022 at 6:15pm
 - c. Regular meeting: March 16th, 2022 at 7pm
- 10. The meeting adjourned at 8:41pm

For the Commission,
 Renee Sarmento, Planning Commission Clerk
 In draft form until approved on March 16th, 2022
 PO Box 248 Mount Holly, VT 05758

planningcomm@mounthollyvt.org

Re: RFI for Mount Holly Town Library



From Mount Holly Library <mthollylibrary@gmail.com>
To Mount Holly Planning Commission <planningcomm@mounthollyvt.org>
Date 2022-02-16 15:33

Hi again Jon,

Further info on the library hotspot:

Jeff Chase approached me last year (at the height of the COVID outbreak) about a statewide program to ensure that residents and visitors could have access to the Internet free of charge 24/7. Because many facilities, including libraries, were closed to the public during that time I immediately agreed to get on board with this initiative. The library was closed to the public for a number of months although we continued to offer contactless curbside delivery of materials. This program, brought to us by Jeff, included a weatherproof router/wifi access point and installation on the outside of the building with a connection to our existing internet feed. It is a high speed, password free connection to the internet available 24/7. It has 4 antennas that send the signal about 400 feet in all directions including the town green and the general store area.

There are many visitors staying in rental properties around town and some do not provide access to the internet. With this spot anyone in Mount Holly can use the internet 24/7. The service is also available inside the building during our operating hours. It is the "Holly Hotspot". People need only to open wifi preferences on their device and choose Holly Hotspot.

Hope this helps.

Joe

On Tue, Feb 15, 2022 at 6:26 PM Mount Holly Planning Commission <planningcomm@mounthollyvt.org> wrote:

Mount Holly Town Library
Board of Trustees
Susan Hamilton, President
Cheryl Gantkin, Treasurer
Linda McGrath, Secretary

At Large Trustees: Donna McDonald, Katy Crane, Andy Tanger, Flien Moes, Linda Lampert

Facilities

- a. The Mount Holly Town Library is located in the former sanctuary of a town church.
- b. The building is owned and maintained by the Mount Holly Community Association (MHCA). Any upgrades or replacements to be made are their decision.
- c. The lower level of the building contains storage and the Community Center
- d. At this time, the facilities are adequate for the purpose of operating the library.
- e. The relationship between the Mount Holly School and the library is a collegial one. We currently do not have any shared programming due to the ongoing issues with COVID and its variants. We expect to be able to begin offering library visits again as the situation warrants.
- f. The library offers patrons access to e-books at no charge to them, via a cooperative program administered by the State of Vermont. In addition, the library maintains links to various online databases and learning materials via our website:
<http://mounthollytownlibrary.wordpress.com>

Equipment

- a. The library houses a collection in excess of 7,000 items, including a substantial children's collection, adult fiction and non-fiction, biographies, books-on-CD, DVDs, a "Vermont Collection", and access to electronic databases and e-books. In addition, the library participates in a state wide program that provides access to materials to and from libraries across the state. The library also is a WI-FI "hotspot" offering free internet access in the building as well as several hundred feet in all directions outside, including coverage of the Town Green.
- b. The current equipment in use by the staff and volunteers is adequate for the delivery of service to the community.
- c. If money were no object, it would be very helpful to the users of the library to have access to newer, faster computers and printers. The two aging machines are slow and unreliable. They should be replaced by notebook style computers that users could use in the building. The Library needs to have a more weatherproof book drop in a different location near our building. Due to ice/water, our existing unit is closed for the winter.
- d. The pandemic and its variants and surges in infection in Vermont have made it difficult to project what our service model will look like going forward. We will continue to offer access to digital materials and offer curbside pickup and return of

materials for those who wish. We will probably need to offer an online only summer reading program for 2022, due to vaccination eligibility for our younger readers.

Personnel

- a. The library is staffed by one paid, part-time certified librarian who is responsible for ordering, cataloging and maintaining the library collections. In addition, the librarian processes all interlibrary loan requests, from our users and other libraries. The librarian schedules coverage at the desk by volunteers during our open hours each week.
- b. Because the pandemic has had an impact on almost every aspect of library service since March of 2020, we have had to reduce our operating hours due to a fall off in the number of volunteers we rely on.
- c. It is hard to predict where we will be in the future. It appears that we are able to maintain a service model that is adequate for our users at this time.

Respectfully submitted,

Joe Galbraith, Library Director



William Jon McCann <william.jon.mccann@gmail.com>

VTel in Mount Holly

Kristen Bruso <kbruso@vermontel.com>

Tue, Feb 8, 2022 at 7:11 PM

To: "william.jon.mccann@gmail.com" <william.jon.mccann@gmail.com>

"VTel can provide fiber optic internet capable of speeds of 1000Mbps to 100% of its customers in Mount Holly and has fiber optic lines passing by nearly 100% of the homes in Mount Holly."

We have no copper customers left in Mount Holly which is awesome! 😊 There are few remaining camps where fiber is on the road but the driveway is perhaps 2 miles or so and do not have fiber to them. However, fiber is available at the road.

Kristen Bruso

Senior Account Executive

Vermont Telephone Company, Inc.

354 River Street

Springfield, VT 05156

Team Member Since 2012

Phone: 802 885-9000

Direct: 802 885-7770

Mobile: 802 289-4476

FAX: 802 885-4929

E-Mail: kbruso@vermontel.com

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[Quoted text hidden]

STATE OF VERMONT
NATURAL RESOURCES BOARD - DISTRICT COMMISSIONS

ACT 250 JURISDICTION CATEGORIES

Vermont's Land Use and Development Law prohibits the commencement of certain categories of development without first obtaining a Land Use Permit. These categories are generally described below. To determine whether a specific project requires a permit, you should contact the District Coordinator at the regional office listed on the back of this page to obtain a written Project Review Sheet.

ACT 250 DOES REGULATE AND CONTROL:

1. Construction of improvements for a commercial, industrial, or residential use above the elevation of 2,500 feet.
2. The construction of improvements for any commercial or industrial purpose (including not-for-profit developments but excepting farming, logging, or forestry) on more than 10 acres of land; or on more than one acre of land if the municipality does not have both permanent zoning and subdivision bylaws.
3. The construction of 10 or more housing units, or the construction or maintenance of mobile homes or trailer parks with 10 or more units, within a radius of 5 miles. (In Designated Downtowns, Designated Growth Centers, Vermont Neighborhoods, and Neighborhood Development Areas the 10-unit threshold may be higher for some projects – see the District Coordinator for more information.)
4. Subdivision of land creating 10 or more lots of any size within a 5-mile radius or within the jurisdictional limits of a District Commission within a continuous period of 5 years.
5. Within a town that does not have both permanent zoning and subdivision regulations, subdivision of land creating 6 or more lots of any size within a continuous period of five years.
6. The construction of improvements for a governmental purpose if the project involves more than 10 acres or is part of a larger project that will involve more than 10 acres of land.
7. Any construction of improvements which will be a substantial change or addition to or expansion of a grandfathered (existing pre-1970) development of the type which would require a permit if built today.
8. The construction of a support structure which is primarily for communication or broadcast purposes and which extends 50 feet, or more, in height above ground level or 20 feet, or more, above the highest point of an attached existing structure.
9. The exploration for fissionable source materials beyond the reconnaissance phase or the extraction or processing of fissionable source material.
10. The drilling of an oil or gas well.
11. The sale, by public auction, of any interest in a tract or tracts of land, owned or controlled by a person, which have been partitioned or divided for the purpose of resale into five or more lots within a radius of five miles and within any period of ten years.
12. Any withdrawal of more than 340,000 gallons of groundwater per day from any well or spring on a single tract of land or at a place of business, independent of the acreage of the tract of land.

ACT 250 DOES NOT REGULATE OR CONTROL:

1. The construction of improvements for farming, logging or forestry purposes below the elevation of 2,500 feet.
2. The construction of improvements for an electric generation or transmission facility.
3. The construction of improvements for agricultural fairs that are registered with the Agency of Agriculture, Food and Markets and that are open to the public for 60 days per year or fewer, provided that, if the improvement is a building, the building was constructed prior to January 1, 2011, and is used solely for the purposes of the agricultural fair.
4. The construction of improvements for the exhibition or showing of equines at events that are open to the public for 60 days per year, or fewer, provided that any improvements constructed do not include one or more buildings.
5. The construction of improvements for certain composting operations located on farms, depending on the source, composition, and amount of the inputs to such compost.

ACT 250 PROCEDURE

The Act 250 hearing is conducted by a three-member District Environmental Commission. The Commissioners are appointed by the Governor of the State of Vermont. Their responsibility is to consider each application for a land use permit in accordance with the 10 criteria of 10 V.S.A. Chapter 151.

At the conclusion of the hearing, the District Commission will either adjourn the hearing or declare a recess to a later date to allow additional information to be presented. If the hearing is adjourned, the Commission will issue a decision in the form of findings of fact and conclusions of law, and, if appropriate, a Land Use Permit within twenty days.

Any of the parties may appeal a decision issued by the District Commission. The appeal from a District Commission decision is to the Superior Court, Environmental Division. A decision of the Environmental Division may be appealed to the Vermont Supreme Court.

Act 250 permits do not supersede or replace the requirements of other local or state permits. For additional information about Act 250 and its relationship to local or state land use laws, contact the District Coordinator at any of these locations:

Districts 1 and 8

440 Asa Bloomer State
Office Building, 4th Floor
Rutland, VT 05701
(Location: 88 Merchants Row)
(802-786-5920)

District 4

111 West St.
Essex Jct., VT 05452
(802-879-5614)

District 7

374 Emerson Falls Rd., Suite 4
St. Johnsbury, VT 05819-2099
(802-751-0120)

Districts 2 and 3

100 Mineral Street, Suite 305
Springfield, VT 05156
(802-289-0603)

District 5, 6 and 9

10 Baldwin Street
Montpelier, VT 05633-3201
(802-476-0185)

Natural Resources Board

10 Baldwin Street
Montpelier, VT 05633-3201
(802-828-3309)

Natural Resources Board Website: <http://www.nrb.vermont.gov> (Updated: June 25, 2019)