



# Town of Mount Holly Planning Commission

## **Town Office & Remote Electronic – Regular Meeting Minutes**

Wednesday December 21, 2022

7:00 P.M.

Commission Members Present: Jon McCann (Chair), Jim Seward (Vice Chair), Andrew Schulz  
Also Present: Renee Sarmiento (Clerk), Stephen Michel  
Absent: Brigid Sullivan, Andrew Seward

1. Chair called the meeting to order at 7:09pm.
2. Changes to agenda: None.
3. Approval of minutes
  - a. November 16<sup>th</sup>, 2022 regular meeting minutes and December 7<sup>th</sup>, 2022 Public Hearing minutes were approved as distributed.
4. Reports & Announcements
  - a. Administrative Officer: none
  - b. Planning Commission Chair
    - i. Chair spoke about calendar items that included the Select Board budget workshop on January 3<sup>rd</sup>, 2023, at 5pm, and a meeting about the Bowlsville bridge on January 24<sup>th</sup>, at 6pm with VTRANS.
    - ii. Chair reported that the Community Vision Survey has been completed as part of the Community Planning grant that wrapped up in November.
    - iii. Chair followed up on a question made during the Public Hearing - Does the state Permit Navigator web app include information about flood hazard and river corridors? It does include information on both.
5. Correspondence
  - a. Subdivision proposals: None
  - b. Building Construction Registrations
    - i. Schulz/Small, 468 Tiny Mountain Road, existing shed (replace siding, roofing, entry door and one window on shed, add one new window and insulation, bring water to site).
    - ii. Turco, 1100 Branch Brook Road, 16x16 framed shed
  - c. Wastewater system and potable water supply permits: None
  - d. Email / Other:
    - i. Chair received two emails from Town Clerk
      1. Forwarded message from an attorney to Town Clerk, Carol Garrow-Woolley: The attorney requested a copy of the Mount Holly Planning Commission resolution dated November 10, 2009 for Jonathon Pierce and Derek Pierce subdivision. They attached the survey which provides a reference to the resolution. Chair will take a look to see if there is anything in the file that looks like a resolution or in the minutes from a meeting on that date.
      2. Email about memorial celebration of life for RRPC planner Steve Schild who recently passed away. That will be in January, somewhere in Rutland.
    - ii. Email from Ethan Pepin who has been working with the Planning Commission on the transportation plan, said he is still hoping to have a draft ahead of the January regular

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meeting. Ethan attached examples of town plans similar to Mount Holly (Danby, Mendon).

### 6. New business

- a. Update AO and Clerk job descriptions
  - i. Chair emailed drafts of two separate job description documents to commissioners.
  - ii. Chair spoke about division of responsibilities between clerk and AO
  - iii. Discussion of whose responsibility it is to place placard for subdivision (Clerk, AO, applicant).
  - iv. Commissioner Jim Seward suggested a couple changes to the text. Commission agreed.
  - v. Commissioner Jim Seward made a motion to approve both documents as amended. Commissioner Schulz seconded. **Unanimously approved.**
- b. Suggest changes to fee schedule
  - i. Chair stated that at first working meeting for the proposed bylaw, David Johnson had suggested the Planning Commission propose to the Select Board a new fee schedule.
  - ii. Chair provided a draft of a proposed fee schedule to those present at the meeting.
  - iii. Proposal adds fees for review related to flood hazard area regulations. An administrative review is the simplest type of review, and does not require a public hearing. Costs to the town include AO wages and certified mail. Suggestion of \$50 fee to cover those costs. The other types of review each require a public hearing and therefore notice in the newspaper at a cost over \$110, AO/clerk wages and certified mail. Suggestion of \$200 fee to cover those costs to the town.
  - iv. BCR - no changes made (\$25 today)
  - v. Driveway access permits - suggested \$25 fee to cover the cost of town employee review and filing.
  - vi. Chair noted that the fee for minor subdivision was set in 1998 at \$150 and hasn't been updated since. Adjusted for inflation, the fee would be \$274.47 today. Chair suggested incremental updates to bring it closer to the inflation adjusted figure. Chair suggested \$200 fee now and re-review every couple years.
  - vii. Commissioner Schulz made a motion to approve the fee schedule as distributed - Commissioner Jim Seward seconded. **Unanimously approved.**
- c. Budget considerations
  - i. Budget would be for next fiscal year (7/1/2023)
  - ii. Chair stated this would be the time to discuss the budget, if the Planning Commission would like to make a recommendation. Commissioner Jim Seward stated Commission could consider operating expenses.
  - iii. Commissioner Jim Seward stated the subject had come to his attention about having someone come in for an office position a couple times a week. Chair stated that would be an Administrative Officer duty and asked if the Commission would like to consider adding it to the Administrative Officer's duties in the job description. Commissioner Jim Seward stated that at one time office hours were part of AO job description. Chair suggested asking the Select Board if they would like someone to do office hours and how it would be funded.
  - iv. Chair asked if Commission should forward to the Select Board what was decided for the computer.
  - v. Operating costs have been low - have not spent money on materials. Chair and clerk have been bearing the cost for printing documents and print materials.

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- vi. Chair suggested putting request in for previously discussed computer and printer, maintaining current funding level, and asking the Town Clerk/Select Board if they would like additional hours/office time. Chair made a motion to send those three things to the Select Board on or before the budget workshop. Commissioner Jim Seward seconded - **unanimously approved.**
- d. Annual report
  - i. Due January 3rd, 2023
  - ii. Discussion about what the commission should put in the report: subdivisions, bylaw, progress on Town Plan
  - iii. Chair asked if anyone was opposed to him creating a draft and sending it to auditors via email. No objections – **approved by unanimous consent.**
- e. Hazard mitigation grant opportunities
  - i. Stephanie Bourque sent around an email that there is FEMA and State flood hazard mitigation funding available for projects. Two funds include the Flood Resilient Communities Fund and the Hazard Mitigation Grant Program. The Flood Resilient Communities fund is accepting applications on a rolling basis as funding allows, and the Hazard Mitigation Grant Program has a state deadline of February 3rd, 2023. Chair reviewed eligible projects for the Flood Resilient Communities fund and suggested "best use" of funding for the Hazard Mitigation Grant Program. This included property buyouts in the Special Flood Hazard Area. Chair stated there are properties/areas where it will be terribly difficult to administer even the existing flood hazard and for those kinds of projects it is worth thinking about.
- 7. Unfinished business
  - a. Flood Hazard and River Corridor Bylaw approval and next steps
    - i. At public hearing decided to take feedback and make a resolution tonight to move forward with bylaw.
    - ii. Chair proposed an amendment to add a definition of "scour" as suggested by David Johnson. No one opposed.
    - iii. Chair proposed an amendment to notice requirements to also post on the town website and in the News Flash. No one opposed.
    - iv. Commissioner Schulz made a motion for the Planning Commission to approve the bylaw as amended and forward to the Select Board and Town Clerk in accordance with procedure. Commissioner Jim Seward seconded the motion. **Unanimously approved.**
- 8. Public Comments: None.
- 9. Upcoming meetings
  - a. Special Meeting – No meeting in January due to ongoing tasks.
  - b. Regular meeting - January 18th at 7:00 pm (3<sup>rd</sup> Wednesday)
- 10. Meeting adjourned at 8:18pm

For the Commission,  
Renee Sarmiento, Planning Commission Clerk.

In draft form until approved on January 18th, 2023