



Town of Mount Holly Planning Commission

Town Office & Remote Electronic – Regular Meeting Minutes

Wednesday, February 15, 2023

7:00 P.M.

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

1. Chair called the meeting to order at 7:02 pm
2. Changes to agenda: None
3. Approval of minutes
 - a. The minutes of the regular meeting held on January 18, 2023 were approved as distributed.
4. Reports & Announcements
 - a. Administrative Officer: The Administrative Officer was absent
 - b. Planning Commission Chair
 - i. Proposed Fee Schedule: The Select Board at its meeting yesterday adopted the fee schedule we proposed, with one change to clarify “highway” means “town highway”.
 - ii. Proposed Job Descriptions for Administrative Officer and Planning Commission Clerk: The Select Board at its meeting yesterday approved our proposed job descriptions; it seems likely that the Select Board will find the funds to pay for office hours.
 - iii. Flood Hazard Public Hearing: The Select Board decided to hold the special hearing on March 29, at 6:30 pm, so that attendees at Town Meeting can be reminded of the public hearing.
 - iv. The state will be conducting on-line training on the Permit Navigator on February 22 at 1:00 pm. The Chair previously shared information about this event by email.
 - v. The Belmont village center designation is up for renewal in about a year. Renewal requires that the designation be part of our town plan, so we need to get our plan done to ensure that we can retain this designation.
5. Correspondence
 - a. Subdivision proposals: None.
 - b. Building Construction Registrations: None. Commissioner J. Seward asked whether last month’s BCR for a project on Hedgehog Hill Road has been corrected; it had the wrong address. Chair will follow up with the Clerk.
 - c. Wastewater system and potable water supply permits: None.
 - d. Email / Other: None

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6. New Business: None

7. Unfinished Business

- a. Administrative Officer Position: There is one applicant for this position. She has excellent qualifications, but we will ask her to come in for an interview even though there are no other applicants. The interview will be conducted at the Commission's next working meeting, in executive session, so that a recommendation can be made before the next Select Board meeting. The Chair will reach out to the candidate to see if she is available that date and time. If she is not, he will try to schedule another time before the Select Board meets.
- b. Update on Proposed Flood Hazard Bylaw: As noted, the Select Board has scheduled the hearing for March 29. FEMA has already begun their map updates, so our timing is good since we would have to do the update in any event and we are now ahead of this change. Commissioner Sullivan asked whether there is a deadline by which the new bylaw has to be adopted. The Chair said none that's relevant to us given our public hearing date. Discussion ensued about the hearing, and the Chair explained that the Planning Commission is not expected to prepare anything for the public hearing.
- c. Town Plan: As previously noted, the town plan is a big part of getting the Belmont village center designation renewed. The designation will allow tax incentives that will be critical incentives for any potential new owner of the Belmont store, which is now closed. The Planning Commission should expedite completion of the plan by mid-summer or end of August, with goal of getting it fully approved by end of year. The Chair talked with Ed Bove at the Rutland Regional Planning Commission, who explained that some of the details that we have been gathering, especially the inventories of existing assets, is not really necessary. What is critical to include in the plan are those things what we need or anticipate needing, especially anything for which the Town hopes to get grant funding. We must specifically identify those things that we need; we cannot just say, "we need more" of this or that. Town policies supporting those objectives also need to be in the plan. In the past, our plans, and drafts of the plan, have swung from overly detailed to being very sparse. We need to find happy medium, between too much and too little detail. We need to begin drafting the plan, and not try to do it just in meetings. The Chair and Commissioner Schulz agreed to begin working on a draft. The first topic should be on a subject of their choosing, but they will consider going in order through the chapters. The first chapter is objectives, followed by land use. Discussion ensued about mechanics of preparing and sharing drafts.

8. Public Comments: None

9. Upcoming meetings

- a. Working meeting – March 1st, at 7:00 pm (1st Wednesday)
- b. Regular meeting – March 15th, at 7:00 pm (3rd Wednesday)

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10. Meeting adjourned at 7:48 pm.

For the Commission,
Andrew Schulz, Planning Commission Secretary
In draft form until approved on March 15, 2023