



# Town of Mount Holly Planning Commission

## Town Office & Remote Electronic – Regular Meeting Minutes

Wednesday, November 15<sup>th</sup> 2023

7:30 P.M.

Commission Members Present: Jon McCann (Chair), Jim Seward (Vice Chair), Andrew Seward, Andrew Schulz, Brigid Sullivan  
Also present: Faith Tempest (Clerk)

1. Chair called the meeting to order at 7:39 pm
2. Changes to agenda: None.
3. Approval of minutes
  - a. The minutes of the regular meeting held on October 18<sup>th</sup> were approved unanimously.
4. Reorganization
  - a. **Election of officers:** For the position of Chair Commissioner Schulz nominated Jon McCann, seconded by Commissioner Andrew Seward. Elected unanimously. For the position of Vice Chair Commissioner Andrew Seward nominated Jim Seward, seconded by Commissioner McCann. Elected unanimously. For the position of Secretary Commissioner McCann proposed Commissioner Schulz, seconded by Commissioner Sullivan, elected unanimously.
  - b. **Adopt Rules of Procedure and Conflict of Interest policy:** Chair had circulated a proposed set of changes to make the language more clear and straightforward. The revisions also include a requirement for Commissioners to provide both email and phone contact information; this is in case of the need for an emergency meeting so that an announcement can be made through both channels. The draft also proposes that each Commissioner should attend at least one VLCT training session per year. Commissioner Andrew Seward asked if completion certificates should be provided. Chair noted this would not be necessary but that after a training, the Commissioner should share details at the next PC meeting. This way all PC members could benefit from a range of trainings.
5. Reports & Announcements
  - a. Administrative Officer
    - i. BCR for Belmont General Store: Following the discussions at the last PC meeting, Alissa Tilly has submitted a new BCR for the proposed changes to the Post Office. The BCR contained limited information so the AO has asked that Ms Tilly provide drawings for our records.
    - ii. Flood Hazard Area permit application Bolalek: Andy Bolalek has submitted a Flood Hazard Area/ River Corridor permit for the pedestrian bridge constructed on the Mill Brook at Tarbellville Road. Since this is the first such application under the Town's bylaw, the AO will consult with

## Town of Mount Holly Planning Commission

Kyle Medash (Regional Flood Plain Manager) to ensure that the process is followed correctly.

### b. Planning Commission Chair

- i. The FY2022 Municipal Planning Grant (MPG) closeout documentation was accepted by the State and is now considered closed and the products final.
- ii. Chair had prepared and submitted the 2024 MPG application; through this process he found that grant writers cannot be paid through the grant and noted that there may be a need to consider how this is addressed in the Town Plan since the Town utilizes grants for a significant proportion of expenditure. Commissioner Sullivan noted that the Town could put aside funds which could be drawn as and when grant writing is needed.
- iii. The Select Board has discussed an EMS contract but nothing has been signed. The Town Plan language on this will need to be adjusted.

## 6. Correspondence

- a. Subdivision proposals: None.
- b. Emails: one public inquiry regarding rules for construction and development. AO responded.

## 7. Unfinished Business

- a. Town Plan: Chair noted that the public hearing preceding the meeting had produced a number of comments on the draft Town Plan. Chair had asked at the hearing that any additional public comments be made in writing or by email by the end of the week, and he also asked Commissioners to provide feedback based on the hearing. Chair will prepare a revised draft and circulate it before a special meeting to approve the next draft. Chair noted two issues on which changes would be required based on discussions in the Select Board – firstly the degree of responsibility of the Town to maintain Class 4 highways and legal trails, with the Select Board needing to make a policy relating to this. Secondly, references to the Mount Holly Rescue Squad should be removed. Chair asked the Clerk to make a file of all emails received and the minutes of the public hearing. Chair proposed a special meeting on November 29<sup>th</sup> to review the next draft; this should allow time to finalise the draft in time for submission to the Select Board in advance of their meeting on December 12<sup>th</sup>. All agreed.

## 8. Public Comments: None

## 9. Upcoming meetings

- a. Special meeting: 29<sup>th</sup> November 2023 6pm.

## 10. Meeting adjourned at 8.30pm.

Town of Mount Holly Planning Commission

For the Commission,  
Faith Tempest, Planning Commission Clerk

In draft form until approved on December 20<sup>th</sup>, 2023