

Planning Commission Agenda
Martin Memorial Hall – 5259 Route 5, Ascutney, Vermont 05030
Monday, 12 March 2018 - 7 PM

1. Call to Order
2. Election of Officers and Set Meeting Dates and Time
3. Agenda Review
4. Introductions
- 5 Approval of Meeting Minutes – 26 February 2018
6. Review Land Use Administrator Job Description
7. Municipal Administrative Action
 Planning Commission members to review and accept:
 Policy for Conduct of Meetings
 Ethics Policy
 Conflict of Interest Policy
 These documents are available for signing with the Town Clerk)
8. Weathersfield Solar (Hodgdon Property / GroSolar)
 Request to accept the Hodgdon Property as a “Preferred Site”
9. Review of Changes to Town Plan Chapter 3 – Transportation
10. Review of minor changes to other Town Plan Chapters
11. Zoning Bylaw Sections - Final Review a. Fragmentation / Subdivision of Agricultural Lands
 c. Small-Scale and Large-Scale Renewable Energy Systems
12. Land Use Administrator Notes
13. Adjourn

The next regularly-scheduled meeting of the Planning Commission will be
Monday, 26 March 2018 - 7 PM, Martin Memorial Hall

FINAL
TOWN OF WEATHERSFIELD, VERMONT
MINUTES OF PLANNING COMMISSION MEETING
Monday, March 12, 2018

I. Call to Order
Vice-Chair, Nancy Heatley called the meeting to order at 7:10pm.

II. Reorganization of Planning Commission
Michael Todd (who joined the meeting via speaker phone) nominated Nancy Heatley as

Chair, seconded by Paul Tillman. Voted: Unanimously. Nancy Heatley nominated Michael Todd as Vice-Chair, seconded by Paul Tillman. Voted: Unanimously. Nancy Heatley nominated Paul Tillman Board Clerk, seconded by Michael Todd. Voted: Unanimously. Julia Lloyd Wright was reappointed as Secretary.

Michael Todd moved to set Commission meetings on the second and fourth Mondays of the month at 7pm to be held at the Town Offices in Martin Memorial Hall, seconded by Paul Tillman. Voted: Unanimously.

III. Agenda Review

Michael Todd made a motion to move the request for a letter of support for groSolar under VIII. to the first item of business., seconded by Paul Tillman. Voted: Unanimously.

IV. Introductions: Nancy Heatley, Chair; Paul Tillman, Michael Todd, Julia Lloyd Wright, (Energy Coordinator, ex-officio)

Visitors: Ed Morris, (Town Manager); Jason Rasmussen, Senior Planner (SWCRPC) Jordana Jusidman, Allen Tate, groSolar; Diane Hodgdon, Dusty Hodgdon, groSolar project 'Weathersfield Solar Partners'.

VIII. Land Use Administrator Notes

At the February 26, 2018 meeting a draft letter of support, signed by the Planning Commission, was requested by groSolar on behalf of Weathersfield Solar Partners. Allen Tate, Director of Planning for groSolar the contractor, said that the project at the Hodgdon salvage facility on Route 5 in Ascutney has been scaled back to a smaller size of 500KW. The letter in question needs to be filed with the PUC by April 23, 2018 for a Certificate of Public Good so the project can move forward. It confirms that the new site is the preferred or designated one approved by the Planning Commission. The Selectboard and the Southern Windsor County Regional Planning Commission members will add their signatures of approval.

A motion was made by Paul Tillman to sign the letter for Weathersfield Solar Partners, seconded by Michael Todd. Voted: Unanimously.

Allen Tate said the project plans to sell the power it produces which will result in a substantial savings for customers. The site comprises five acres with a minimum of tree clearing. It also avoids the wetlands and has a 300ft setback with Route 5. Screening prevents it being seen by the neighbors, and there are no batteries or noise. Ed Morris said he will contact Ascutney Fire Department Chief Darrin Spaulding to check out the access.

IV. Approval of Meeting Minutes - February 26, 2018

These were tabled until the next meeting on March 26, 2018.

VI. Discussion of changes to Town Plan Chapter 3 Transportation and Chapter 6 Education

These will be on the agenda for the next meeting

VII. Zoning Bylaw Sections Review

- a. Accessory Dwelling Units
- b. Fragmentation/Subdivision of Agricultural Lands
- c. Ground-mounted Renewable Energy Systems

These were tabled until the next meeting on March 26, 2018

VIII. Continued - Land Use Administrator Notes

Public Hearing - Final Plan Review Sargent 2-Lot subdivision

Sketch Plan Review Barreda 2-lot subdivision

(These two items are on the agenda for March 26, 2018)

Howard Beach, candidate for Planning Commission open seat.

The selectboard will review his application at their meeting on March 19, 2018.

Village Center Designation for Perkinsville and Ascutney

A map of the confirmed boundaries is required before the Town's application can be approved. Jason Rasmussen (SWCRPC) said the Downtown Board meets monthly and he will follow up on the maps.

Job Description for Part/Time position of Land Use Administrator

The Commission reviewed and discussed a revised job description. Ed Morris proposed a change to include 'preferred BA, plus enforcement and municipal government experience'. A Part Time vs. a Full Time position was also discussed with more hours for enforcement. The budget does not include extra hours for the Land Use Administrator. Paul Tillman said if there is not enough time to work on it then we need a Full-Time person. Ed Morris will speak to the selectboard.

A motion was made by Paul Tillman to accept the revised Job Description for the position of Land Use Administrator, seconded by Michael Todd. Voted: Unanimously.

Ed Morris will go ahead and post the Ad for the position and possibly hold an executive session at the next meeting to review candidates.

Ethics Policy

Copies of the revised Policy were reviewed and signed by Commission members.

Assistance from Southern Windsor County Regional Planning Commission (Jason Rasmussen)

Jason Rasmussen has been enlisted to help with the transition from the current Land Use Administrator's duties working on the Town Plan Chapter revisions and the Zoning Bylaws. He will attend meetings and prepare documents.

Ed Morris will handle the current violations that are in process.

There was a discussion on computer control for the Planning Commission and how to handle electronic document control.

IX. Agenda for the next meeting on March 26, 2018

Approval of Minutes of February 26, 2018 and March 12, 2018

Public Hearing Final Plan Review Sargent 2-lot subdivision

Sketch Plan Review Barreda 2-lot subdivision

Zoning Bylaw Sections Review

- a. Accessory Dwelling Units
- b. Fragmentation/Subdivision of Agricultural Soils
- c. Ground-mounted Renewable Energy Systems

X. Adjourn

A motion to adjourn at 8:45pm was made by Paul Tillman, seconded by Michael Todd.

Voted: Unanimously.