



TOWN OF WEATHERSFIELD

LAND USE ADMINISTRATOR'S OFFICE

(802) 674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

landuse@weathersfield.org

Planning Commission Agenda

Special Meeting

Martin Memorial Hall – 5259 Route 5, Ascutney, Vermont 05030

Thursday, August 12, 2021, at 06:30 PM

-
1. Call to Order
 2. Comments from Citizens, Planning Commission Members, and Town Manager on items not the agenda
 3. Approval of Meeting Minutes – July 26, 2021 & August 9, 2021
 4. Vote to Warn a Public Hearing for a Subdivision Application Review on Drumlin Road for 9/13/21 at 06:30PM
 5. Vote to Warn a Public Hearing for a Subdivision Application Review on Goulden Ridge Road for 9/13/21 at 07:15PM
 6. Discussion: Interim Plan - Land Use Administrator
 7. Vote to Support Town Manager Proposal - Combined Position
 8. Discussion: Process for Hiring the Combined Position
 9. Discussion: Items for Future Agendas
 10. Any other business that can be legally discussed
 11. Adjourn

The next regularly scheduled meeting of the Planning Commission will be **Monday, August 23, 2021, at 06:30 PM**, Martin Memorial Hall.

Due to public demand and COVID-19; the Town has changed its public meeting platform from GoToMeeting to Zoom. For computer access, please go to this website, where you will find instructions and links to the meeting:

<https://www.weathersfieldvt.org/home/news/public-meetings-zoom>

To join any public meetings via phone, dial (929) 205-6099. When prompted, enter meeting ID 542-595-4364. You will not have a participant ID. Please press # when prompted to skip this section. The passcode for all meetings is 8021.

1 Planning Commission
2 Martin Memorial Hall
3 5259 Route 5, Ascutney VT
4 Planning Commission Meeting Minutes
5 Monday, July 26, 2021 6:30 PM
6

7 Planning Commission Members Present:

8 Paul Tillman
9 Michael Todd
10 Howard Beach
11 Joe Bublat
12

13 Planning Commission Members Absent: Tyler Harwell, Chris Whidden, Zoning Administrator
14

15
16 1.) Call to Order by Chair Howard Beach at 6:35 pm

17 Due to the unavailability of Zoom for the warned meeting, all items from the Agenda for July 26, 2021 have
18 been tabled until the next meeting, August 9, 2021.

19 Paul Tillman made a motion to go into Executive Session to discuss Personnel

20 Michael Todd – 2nd

21 No Discussion

22 Vote - unanimous
23

24 The Planning Commission came out of Executive Session at 7:38 pm
25

26 2.) Adjourn
27

28 Michael Todd made a motion to adjourn at 7:38 pm

29 Joe Bublat – 2nd

30 Discussion – none

31 Vote – unanimous
32

33 Next Planning Commission Meeting is scheduled for Monday, August 9, 2021 at 6:30 pm at Martin
34 Memorial Hall.
35

36 Respectfully,
37 Chauncie Tillman
38 Recording Secretary
39
40
41
42

Planning Commission

Howard Beach, Chair

Joseph Bublat, Chairperson

Tyler Harwell, Chairperson

Paul Tillman, Vice Chair

Michael Todd, Chairperson



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Planning Commission Agenda

Notice of Subdivision Application Review

Public Hearing

Martin Memorial Hall – 5259 Route 5, Ascutney, Vermont 05030

Monday, September 13, 2021, at 06:30PM

Applicant Gary Brown proposes to subdivide his 40.15-acre property (Weathersfield Parcel # 11-02-05) at Drumlin Road, Perkinsville, Vermont into four (4) lots of 5.87, 5.83, 6.07, and 22.38 acres respectively. The lot is zoned RR-1. No structural development is part of this application; only the division of the land into the aforementioned four (4) lots.

In accordance with 24 V.S.A § 4464(a)(1) and 24 V.S.A §4463, and the Town of Weathersfield Subdivision Regulation, the Weathersfield Planning Commission will hold a public hearing to consider the subdivision application and sketch plan review for this project. Information regarding this application is available upon request at Martin Memorial Hall.

Howard Beach, Chair
Planning Commission

This meeting will be held both in person and via Zoom. To join public meetings via phone, dial (929) 205-6099. When prompted, enter meeting ID 542-595-4364. You will not have a participant ID. Please press # when prompted to skip this section. The passcode for all meetings is 8021.



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Planning Commission Agenda

Notice of Subdivision Application Review

Public Hearing

Martin Memorial Hall – 5259 Route 5, Ascutney, Vermont 05030

Monday, September 13, 2021, at 07:15PM

Applicant Warren Stevens proposes to subdivide his 55.08-acre property (Weathersfield Parcel # 09-01-05.3) at Goulden Ridge Road, Weathersfield, Vermont into two equal parcels, each 27.54 acres. The lot is zoned C-10. No structural development is part of this application, only the division of the land into the aforementioned lots.

In accordance with 24 V.S.A § 4464(a)(1) and 24 V.S.A §4463, and the Town of Weathersfield Subdivision Regulation, the Weathersfield Planning Commission will hold a public hearing to consider the subdivision application and sketch plan review for this project. Information regarding this application is available upon request at Martin Memorial Hall.

Howard Beach, Chair
Planning Commission

This meeting will be held both in person and via Zoom. To join public meetings via phone, dial (929) 205-6099. When prompted, enter meeting ID 542-595-4364. You will not have a participant ID. Please press # when prompted to skip this section. The passcode for all meetings is 8021.



Town of Weathersfield

5259 US ROUTE 5 | P.O. BOX 550 | WEATHERSFIELD, VT 05030 | PHONE (802) 674-2626 | FAX (802) 674-2117

To: Planning Commission
From: Town Manager
Date: August 11, 2021
Re: Interim Plan

Dear Planning Commission Members,

I have contracted with Regional Planning to assist with the Land Use Position during the period of time the position is vacant. Olivia, Susanne, and I will also be readily available to assist with any/all duties and responsibilities of this office.

Points of Contact:

Alex Taft: landuse@weathersfield.org / ataft@marcvt.org

Brandon Gulnick: townmanager@weathersfield.org

Olivia Savage: osavage@weathersfield.org

Susanne Terrill: weathersfield@weathersfield.org

If you have any questions or concerns, please do not hesitate to contact me.

Respectfully,

DocuSigned by:

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8/11/2021

Brandon Gulnick
Town Manager



Town of Weathersfield

5259 US ROUTE 5 | P.O. BOX 550 | WEATHERSFIELD, VT 05030 | PHONE (802) 674-2626 | FAX (802) 674-2117

To: Planning Commission Members
From: Town Manager
Date: August 11, 2021,
Re: Hiring Process - Land Use Administrator / Proposed Position

Dear Planning Commission Members,

As you know, our Land Use Administrator position is currently vacant. In addition, the majority of the Board of Listers is Vacant. Considering the difficulty in finding part-time professionals in this area, I recommend combining the administrative responsibilities from the listers office with the Land Use Office to create a full-time position.

The Listers Office can be broken down into 4 categories. I am proposing that NEMRC will complete categories 1 "Assessment Services," and Category 4 "Supervision and Support." The combined position will complete categories 2 "Administrative Services" and 3 "Tax Mapping and E911." There will be shared responsibilities between NEMRC and the Combined position in Administrative Services.

1. **Assessment Services (NEMRC ONLY)**

Includes inspections of new properties, inspections and assess permits for additions and changes, inspections of incomplete properties, valuation of properties for Grand List, Data Entry of Properties, Sketching of Properties, Pictures of properties, Grievance Hearings, BCA Hearings, State and Court Hearings, Current Use Valuation, Current use Withdrawal Valuation, Current Use Grievance Hearings, Valuation of Exempt properties

2. **Administrative Services (Shared Responsibilities between NEMRC and combined Position)**

Complete property transfers, complete name, and address changes, HS122 downloads, Current use downloads, grievance notification (shared responsibility-NEMRC completes the task & we mail them), veteran's exemptions, Sales Verifications, equalization review (shared responsibility), generate grand list (shared responsibility), generation and filing of PRC and Cost reports, property inquiries (calls, emails, reports.).

3. **Tax Mapping and E911 (Primarily combined Position with NEMRC support)**

Prepare transfers for Mappers, prepare mylars for mappers, generate E911 numbers.

4. **Supervision and Support (NEMRC)**

Supervise in-house CAMA utilization, review real estate data, advise town officials of grant list issues, train local officials in CAMA, train local officials in Grand List.

To view the assignment of the abovementioned duties/ responsibilities in another format, please see attachment A.

FINANCE

The Approved FY22 Budget allots \$36,598 for Land Use Administrator Wages, \$3,500 in Contracted Services, and \$39,429 in Lister Wages. The total of the aforementioned is \$79,527. The NEMRC contract to complete Assessment Services, partial administrative services, and to provide supervision & support is \$24,500. I also recommend continuing to keep a board of listers with \$500 stipends. Backing out NEMRC and lister stipends, the remainder is \$53,527, which will allow us to advertise a salaried combined position.

See attachment B - Draft Job Description

If the Planning Commission is agreeable to this proposal, please vote on and sign the **Letter of Support to the Selectboard - Attachment C**. I recommend changing the name of the position from Land Use Administrator to Administrative Officer of Planning, Zoning, and Assessing OR Director of Planning and Assessing, OR similar.

If you have any questions or concerns, please do not hesitate to contact me.

Respectfully,

DocuSigned by:

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8/11/2021

Brandon Gulnick
Town Manager

ATTACHMENT A

[ADMINISTRATIVE DUTIES - ASSESSING]

NEMRC	TOWN	ASSESSMENT SERVICES
<u>X</u>	<u> </u>	Inspections of New Properties
<u>X</u>	<u> </u>	Inspections and assess permits for additions and changes
<u>X</u>	<u> </u>	Inspections of Incomplete Properties
<u>X</u>	<u> </u>	Valuation of Properties for Grand List
<u>X</u>	<u> </u>	Data Entry of Properties
<u>X</u>	<u> </u>	Sketching of Properties
<u>X</u>	<u> </u>	Pictures of Properties
<u>X</u>	<u> </u>	Grievance Hearings
<u>X</u>	<u> </u>	BCA Hearings
<u>X</u>	<u> </u>	State and Court Hearings
<u>X</u>	<u> </u>	Current Use Valuation
<u>X</u>	<u> </u>	Current Use Withdrawal Valuation
<u>X</u>	<u> </u>	Current Use Grievance Hearings
<u>X</u>	<u> </u>	Valuation of Exempt Properties
<u>X</u>	<u> X</u>	Other:

NEMRC	TOWN	Administrative Services
<u> </u>	<u> X</u>	Complete Property Transfers
<u> </u>	<u> X</u>	Complete Name and Address Changes
<u> </u>	<u> X</u>	HS 122 Downloads
<u> </u>	<u> X</u>	Current Use Downloads
<u> X</u>	<u> X</u>	Grievance Notification
<u> </u>	<u> X</u>	Veterans Exemptions
<u> </u>	<u> X</u>	Sales Verifications
<u> X</u>	<u> X</u>	Equalization Review
<u> X</u>	<u> X</u>	Generate Grand List
<u> </u>	<u> X</u>	Generation and filing of PRC and Cost Reports
<u> </u>	<u> X</u>	Property Inquiries (Calls, Emails, Reports, Etc.)
<u> X</u>	<u> X</u>	Other:

NEMRC	TOWN	Tax Mapping and E911
<u> </u>	<u> X</u>	Prepare Transfers for Mappers
<u> </u>	<u> X</u>	Prepare Mylars for Mappers
<u> </u>	<u> X</u>	Generate E911 Numbers
<u> X</u>	<u> X</u>	Other:

DS
BG

NEMRC	TOWN	Supervision and Support
<u>X</u>	<u> </u>	Supervise in-house CAMA utilization
<u>X</u>	<u> </u>	Review Real Estate Data
<u>X</u>	<u> </u>	Advise Town Officials of Grant List Issues
<u>X</u>	<u> </u>	Train Local Officials in CAMA
<u>X</u>	<u> </u>	Tran Local Officials in Grand List
<u>X</u>	<u> X </u>	Other:

DS
BG

ATTACHMENT B

[DRAFT JOB DESCRIPTION FOR REVIEW]

Town of Weathersfield, VT

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BG

Position Title

Administrative Officer of Planning, Zoning, and Assessing

Planning & Zoning Responsibilities

- Responsible for issuing permits, assisting applicants, conducting enforcement actions, and educating the public about the requirements of town bylaws and state laws relating to land use.
- Prepares agenda for Planning & Zoning Board meetings, advertises and posts agendas in three (3) public places and online. Notifies abutters of hearings when required;
- Prepares support and informational packets for Board members prior to public meetings;
- Generate, transcribe and distribute all correspondence resulting from Board decisions at meetings to appropriate persons/Boards/Agencies
- Maintains the following webpages on the Town Website: Land Use, Health Department, Listers, Planning Commission, Zoning Board;
- Acts as Town Planner in conjunction with the Planning Commission;
- Assists in the drafting and adoption of revisions to the Town Plan, Zoning Bylaws, Subdivision Regulations, Flood Hazard Regulations, Highway Regulations, official Town Highway Map, and other documents.
- Assist the public with inquiries into previous Board actions or recommendations
- Assists the public with completion of applications
- Constant communication is a paramount duty and obligation of the agent both with the Board specifically and with the public (i.e., Engineers, developers, attorneys, surveyors, other town boards) in general.
- In addition to regular scheduled office hours the agent must be available weekends (rare) and evenings as needed by the Board.
- Attend all meetings, public hearings and Town meetings
- Advertise for public hearings for Definitive Subdivisions, Site Plans, changes to Rules and Regulations and amendments to Zoning by-laws
- Receive all plans from developers and review for completeness before accepting for action by the Board; distribute plans and receive notification
- Responds to inquiries from the public in person, on the phone and in writing concerning procedures and regulations of the Planning & Zoning Boards
- Monitor subdivision and site plans from application through construction to final completion and acceptance
- Attendance at site walks and note taking is mandatory
- Reviews development proposals for conformity with town bylaws and regulations.
- Provides applicants with forms and information necessary to apply for Town permits or authorizations as required by town bylaws and/or state law.
- Issues permits for land development and certificates of occupancy after a review of the town bylaws.
- Coordinates the local development review process.
- Advises applicants to contact the regional permit specialist at the Vermont Department of Environmental Conservation regarding State permits.

- Records notice of permits, violations, and permit denials with the Town Clerk.
- Provides the Assessor with a copy of all permits.
- Serves as the custodian of permit records and provides assistance to individuals who are researching the permit history of a property.
- Investigates complaints of alleged zoning violations.
- Enforces all violations of Town ordinances, bylaws, and regulations relating to land use issues; issues notice and takes action as required by Town bylaws.
- Actions requiring the assistance of legal counsel must first be approved by the Town Manager.
- Provides administrative assistance to the Planning Commission and Zoning Board of Adjustment, including but not limited to: preparation of packets for meetings, assistance in preparation of written correspondence and issuance of decisions (so long as they are not appeals of the Zoning Administrator's actions), and conducts research as requested by the boards.
- Reviews all applications for State land use permits pursuant to Act 250, providing analysis and recommendations to the Planning Commission and Select Board. May represent the Planning Commission and/or Select Board in hearings before the District Environmental Commission and/or State Environmental Board.
- Acts as Deputy Health Officer, pursuant to 18 VSA Chapter 11. The Deputy Health Officer is nominated by the Select Board and appointed by the Vermont Commissioner of Health. The Deputy Health Officer may be removed at any time for cause.
- This position requires considerable judgment in the literal application, interpretation, and enforcement of Town ordinances, regulations, bylaws, and policies, as well as State laws and policies.
- Represents Town at meetings and conferences involving land use.
- Attends and participates in public functions and meetings to explain and interpret town objectives and regulations.
- Performs other duties as needed or assigned.

Administrative Assistant to the Assessor Responsibilities

- Assists Assessor with gathering information for Assessor Services.
- Complete Property Transfers
- Complete name and Address Change
- HS 122 Downloads
- Current Use Downloads
- Mail Grievance Notifications
- Veterans Exemptions
- Sales Verifications
- Equalization Review
- Generate Grand list in conjunction with Assessor
- Generation and filing of PRC and Cost Reports
- Property Inquiries (Calls, Emails, Reports, Etc.)



Job Environment

Normal office environment 8:00am-6:00pm Monday, 8:00am-4:30pm Tuesday-Thursday, 8:00am-12:00pm Friday. Evening Meetings mandatory.

Supervision

Reports to the Town Manager

Essential Function

Comprehensive managerial position requiring both office and field work

Recommended Minimum Requirements

Education and Experience

- Bachelor's degree in business or equivalent work experience is preferred
- Knowledge of municipal government
- Proficient computer skills including Microsoft Office

Knowledge, Abilities, and Skills

Knowledge

- Considerable experience in an office setting, including exposure to public contact.
- Familiarity with various town by-laws, State and Federal regulations pertaining to the Zoning By-laws, Planning Board regulations and land use related matters
- Knowledge of standard office principles and procedures.
- Knowledge of basic capabilities and functions of word processing applications software.
- Knowledge of principles of business English, grammar and punctuation.
- Knowledge of principles of telephone etiquette.

Abilities

- Ability to work independently
- The ability to follow standardized rules and procedures and to operate office machines
- The ability to analyze different and unrelated issues and choose the appropriate course of action from many alternatives.
- The ability to establish and maintain effective working relationships with those contacted in the course of work

Skills

- Good typing ability with moderate speed and excellent accuracy
- Good written and verbal communication skills, including competency in grammar, punctuation and spelling
- Skill in using general office equipment such as telephones multi-line telephone system, fax, duplicating machines, copiers, and computers.
- Skill in recording and retrieving general information.
- Skill in dealing effectively with the general public.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

ATTACHMENT C

[LETTER OF SUPPORT TO SELECTBOARD]



TOWN OF WEATHERSFIELD

LAND USE ADMINISTRATOR'S OFFICE

(802) 674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

landuse@weathersfield.org

Weathersfield Selectboard
5259 US Route 5
Ascutney, VT 05030

Dear Selectboard Members,

On behalf of the Town of Weathersfield Planning Commission we wish to express our strong support for combining the offices of the Listers and Land Use to create 1 full-time position, contracting with NEMRC, and continuing to keep an elected board of listers with an annual stipend of \$500 per lister.

The proposal contracts the high-level assessment services to NEMRC and adds administrative and tax mapping duties and responsibilities to a combined position with NEMRC support and training. It is our understanding that NEMRC provides similar services to several other towns within the State of Vermont, and we support a similar arrangement in Weathersfield.

We would like to reiterate our strong support for this position and if you have any questions, please do not hesitate to contact us.

Respectfully,

Howard Beach, Chair
Weathersfield Planning Commission



Town of Weathersfield

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To: Planning Commission
From: Town Manager
Date: August 11, 2021
Re: Hiring Process

Dear Planning Commission,

Once we agree on the position & job description, we will advertise the position in the newspaper, indeed, VLCT, and social media. We have already advertised the Land Use Position and received three (3) applications. If we move forward with the proposed combined positions, I recommend the following interview team:

First Interview

- 1 member of the Zoning Board
- 1 member of the Planning Commission
- 1 member of the Board of Listers
- Human Resources
- Town Manager

Second Interview

- Joint Planning Commission / Zoning Board

Final Interview / Hiring

- Selectboard / Town Manager

If you have any questions or concerns, please do not hesitate to contact me.

Respectfully,

DocuSigned by:

Brandon Gulnick

8/11/2021

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Brandon Gulnick
Town Manager