**Grafton Planning Commission**

**Regular Meeting Minutes**

7:00 pm; Tuesday, November 10, 2020

*(Following the Town Plan Public Hearing)*

This meeting was held electronically pursuant to 1 VSA 312, including The Legislature’s H.861 (2020) “Temporary Suspension of Designated Physical Meeting Location Requirements”.

This meeting was called to order directly after the conclusion of the Public Hearing on proposed Town Plan amendments.

(Motions in **Bold**)

1. Meeting called to order at 7:10 pm
2. Attendance – Planning Commission Members - Dave Culver, Eric Stevens, Matt Siano, Chris Wallace; community members – Al Sands, Ben Jones, Cathy Siano.
3. Approval of Agenda through consent.
4. Approval of Minutes – October 13, 2020 Regular Meeting through consent.
5. Town Plan *(Documents described below can be found on the Town website.)*
	1. **Motion by Chris W. to approve the proposed Town Plan amendments. Seconded by Eric S. Unanimous approval after no discussion.**
	2. **Motion by Matt S. to approve the Town Plan Report that accompanies the proposed amendments to the Town Plan, as written. Seconded by Chris W. Unanimous approval after no discussion.**
	3. **Motion by Eric S. to present the approved Town Plan and the Report to the Selectboard and Town Clerk. Unanimous approval after no discussion.**
6. Grafton Planning Commission Vacancy – *(Reminder – Valerie Rooney submitted her letter of recommendation to the Selectboard in August, 2020)* The Planning Commission welcomed Ben Jones to the meeting. Ben contacted the commission a week ago, expressing interest in filling the vacant Planning Commissioner position. After an informal conversation, **Chris W. motioned to recommend Ben Jones to the Selectboard to replace Valerie Rooney through the remainder of Valerie Rooney’s term (March, 2022).** The motion passed unanimously. Dave C. will email the Selectboard tomorrow.
7. Annual Budget Proposal – **After discussion, Chris W. motioned to approved the proposed FY22 budget (*see following page*) to be submitted to the Selectboard for approval.** Matt S. seconded the motion. The motion passed unanimously. Key elements of the discussion included:
	1. The PC eliminated the $1,400 request for "Planning Administrator Wages".  The PC has been without Chuck Wise's services for a while now, which included his expert advice and taking meeting minutes.  Although not quite as convenient, the PC has been functioning without this role being filled since he left.  Note-taking by a commissioner during the meeting is not as effective as someone dedicated to that task but meetings are recorded (via Zoom while we are in the COVID-emergency; by FACT-TV when we return to in-person), so we've been 'filling in the holes' of note-taking by reviewing the recording on the following day.  Not having an expert at the table means that we can't get quick answers to our questions but the PC has been very happy with Bill Kearns' willingness to advise us with legal and technical issues we have run into.  Also, having the Town Plan approved has eliminated much of our need for 'expert-advice'.
	2. The PC again included $500 for the matching portion of the Municipal Planning Grant.  The Planning Commission plans to meet with the Selectboard in the spring to discuss how this planning grant can be best utilized so we are prepared to apply for the grant next September (during the grant-application window).
	3. Last year the PC requested $2,000 to implement a community survey.  Although that request was rejected, the PC still feels this is an important endeavor so 'Office Supply" request has increased from $100 to $500.  This increase would cover potential copying, mailing and other expenses of the survey.
	4. Chris W. asked about the status of the flood regulations update and whether we need to consider any funding for reviewing and updating them. Dave C. told him that Bill Kearns felt that updating was necessary but the updates would not be substantial. Therefor we would not have to contract with the WRC for their services. Bill was going to do an in depth review of Grafton’s present regulations and compare them to present state statutes. Dave C. said he would check with Bill on the status of the review.
8. Public Comments
	1. Al S. wanted to make it clear that the Road Crew did not want anyone using the Town Garage meeting room until the COVID emergency was over. The PC agreed and plans on all meetings being virtual until the emergency is over.
9. Next Scheduled Regular Meeting – Tuesday, December 10, 2020; via teleconferencing. The link will be sent out along with the agenda.
10. Meeting adjourned at \_\_\_\_\_\_\_\_.

December 9, 2020

 TO: Town of Grafton Selectboard

 FROM: Town of Grafton Planning Commission

 RE: Budget Request for FY22

The following recommendations are based on the Grafton Planning Commission’s discussion of FY22 funding needs during their regularly scheduled meeting on November 10, 2020.

1. Municipal Planning Grant (MPG) $500
	1. 10% match required for a maximum of a $5,000 MPG
	2. Possible areas
		1. Flood Mapping
		2. Lidar Data
		3. Septic/Water Initiative
2. Professional Development $500
3. Office Supplies/Community Survey. $500

**Total Request for FY22 $1,500**