

**TOWN OF GREEN MOUNTAIN FALLS
PLANNING COMMISSION MEETING
Tuesday, April 10, 2018 – 6:30 P.M.**

MEETING MINUTES

PC Members Present

Mayor Jane Newberry
Chairman Eric Caldwell
Commissioner Dick Bratton
Commissioner Greg Williamson

PC Members Absent

Commissioner Gerald Irwin

Secretary

Katharine Guthrie

Interim Town Manager

Jason Wells

1. Call to Order/Roll Call

Chairman Caldwell called the meeting to order at 6:35 pm.

2. Additions, Deletions, or Corrections to the Agenda

Bratton: Need to add an item to the agenda. 5.a., a deck plan for 6455 Spruce Avenue.

M/S Caldwell/Bratton

Motion: Move to approve the agenda with the additions.

Vote: Motion carried. All yeas.

Resolution: Item 5.a., a deck at 6455 Spruce Avenue.

3. Approve Minutes of March 27, 2018

Not available

4. Public Input

None

5. New Business

a. Building Permit—6455 Spruce Avenue, Mark and Linda Cowart

Deck project for home.

M/S: Bratton/Caldwell

Motion: Move to approve as submitted with the condition that setback is at least 15 feet.

Vote: Motion carried. All yeas.

Resolution: Fee of \$40 paid and plans stamped.

b. Interim Town Manager, Jason Wells requests a meeting to clarify roles and processes. Nathan Scott is assisting on a voluntary basis with several tasks at Town Hall.

5. Old Business

a. Comprehensive Plan Update

1. Progress Report--Eleven people have committed to serve on the CAC and several more have been asked to serve. More may join throughout the process. Plan to have one meeting per month. Several people have been asked to serve on the HMC.
2. Formulate responses to any e-mail questions on RFP
3. Discuss plans for first meeting of CAC (Citizen's Action Committee): Sent an email inviting CAC to Planning Commission meeting on April 24.
4. Discuss plans for first HMC (Hazardous Mitigation Committee) meeting: to be hosted by Fire Chief Steve Murphy at GMF Fire Station 7pm on April 18. Participates will include Gerald Irwin, Tyler Stevens, Rich Bowman, and Logan Sand of DOLA.
5. Discuss preparation of a contract for professional planning services: Town attorney to review a draft contract provided by DOLA.
6. Discuss opening of proposals on April 30 at 2pm. Hard copies and digital document to be submitted. Digital copy to be made available to reviewers. Proposal review criteria sheet to be used for each submittal. Score and rank proposals by May 8 and make a recommendation to the Board of Trustees.

7. Correspondence

None

Adjourned: 7:56pm

Eric Caldwell-Chairman

ATTEST:

Katharine Guthrie-Secretary