

Isle La Motte Town Planning Committee

Regular Meeting

07 August 2023

6:00 PM

Town Office at Isle La motte School and via Zoom

In Attendance: Carmine Centralla, Neil Chaffee, Catherine Dimitruk (via Zoom), Joel English, Mary Catherine Graziano, Sylvia Jensen, Emily Klofft, Anne Jobin-Picard, Laura Miraldi, Steven Reeve, Cary Sandvig (via Zoom), Michael Simanskas

1. Call to order: Meeting was called to order at 6:00 PM by Selectboard Chair Mary-Catherine Graziano.

2. Administrative Work: The session began with each Commission member providing a brief introduction.

- **Organize Committee:** After discussion, The following slate of officers was offered by motion of Sylvia Jensen, seconded by Joel English, all in favor:

Chair – Carmine Centralla

Vice Chair – Steven Reeve

1st Clerk – Neil Chaffee

2nd Clerk – Laura Miraldi

- **Review, discuss and potentially approve Committee Policy document**

- **Review, discuss, and potentially approve Conflict of Interest Policy**

By motion of Carmine Centralla, seconded by Neil Chaffee, all in favor, the above two agenda items were moved to follow the Orientation.

3. Orientation:

- **Open Meeting Law Overview:** Catherine Dimitruk of the Northeast Regional Planning Commission (NRPC) introduced Emily Klofft, who will be our NRPC contact during the planning process. Emily reviewed the history, objectives and essential elements of Vermont Open Meeting Law. Mary Catherine Graziano stressed the importance of adhering to the Open Meeting Law and she, Emily and Catherine answered questions from the Commission members. The following points were made:

Any non-public communication among a quorum of the Commission is in violation of the Vermont Open Meeting Law while communication between one or two Commission members is allowed. This includes electronic communications so refrain from using "Reply All" in emails. Discussion of what agenda items to include are allowed but discussion of agenda item details are not. Agenda items can be introduced through the Clerk but should be posted as "Read Only". If the Open Meeting Law is violated accidentally, the violation can be "cured" by acknowledging the violation at the next public meeting and repeating the violating communication at the public meeting. Agenda items must be described on the Agenda so that the public has some idea of what specifically is being discussed. "Other Business" (minor items) can be introduced at the beginning of a public meeting and discussed as the final Agenda items. All public meetings must be posted in 2 physical locations in town. Meetings can also be posted in 2 virtual locations (It was suggested that we coordinate postings with the Town Clerk). In closing the discussion, it was suggested that the Commission members review the Open Meeting Law documents provided and raise any questions at the next meeting.

Emily then provided an overview of the municipal planning process. Members were also encouraged to review a copy of Module 1 of the State Planning Manual entitled "*The Municipal Plan*" published by the Vermont State Agency of Commerce and Community Development. Emily also provided a copy of the 12 Required Elements of a municipal plan: 1. Statement of Objectives, 2. Land Use Plan, 3. Transportation Plan, 4. Utility and Facility Plan, 5. Statement of Policies, 6. Educational Facilities Plan, 7. Recommended Implementation Program, 8. Statement of How the Plan Relates to Development Trends and Adjacent Municipalities, 9. Energy Plan, 10. Housing Element, 11. Economic Development Element, and 12. Flood Resilience Plan.

Emily reviewed some Isle La Motte demographic data with the caveat that, because of our small population size, the margin of error for this data is fairly large.

A proposed initial planning schedule was reviewed with a target date of June of 2024 to complete a final draft Town Plan and September of 2024 for a Selectboard hearing to review our final draft.

Chair Carmine Centralla asked about how the Commission should get started on a set of general objectives for the Town Plan and the Commission reviewed a copy of sample community survey questions provided by Emily. It was generally agreed that completing a community survey should be among our first orders of business.

4. Next Steps: There was a brief discussion of the requirements to apply for a Municipal Planning Grant. It was agreed that we should attempt to coordinate our efforts with the ARPA Committee so that there is no duplication of work. The ARPA Committee is scheduled to meet on Friday, August 11. Carmine Centralla volunteered to attend that meeting and report back to the Town Planning Commission.

Given the timeline to finalize and distribute a survey by October of 2023, Carmine motioned that we schedule a second meeting for August to discuss and develop the focus for the survey. The motion was seconded with all in favor.

Joel English motioned that the next meeting be held on Tuesday, August 22 at 6:00. The motion was seconded by Neil Chaffee with all in favor.

Steven Reeve mentioned that the Town had conducted a survey several years ago. Mary Catherine Graziano agreed to distribute a copy of that survey.

Carmine Centralla motioned that we table the review of the Commission Policy Document and Conflict Of Interest Policy until our next meeting. The motion was seconded by Neil Chaffee with all in favor.

At 7:45 pm Laura Miraldi motioned to adjourn. Anne Jobin-Picard seconded the motion with all in favor.