

## Isle La Motte Town Planning Committee

Regular Meeting

22 August 2023

6:00 PM

Town Office at Isle La motte School and via Zoom

**In Attendance:** Carmine Centralla, Neil Chaffee, Joel English, Emily Klofft, Laura Miraldi, Steven Reeve, Michael Simanskas, Robin Gutierrez

**1. Call to order:** Meeting was called to order at 6:00 PM by Chair Carmine Centralla.

Carmine notified the Commission that, after much consideration, Anne Jobin Picard has withdrawn from the Commission. Carmine thanked her for her careful consideration and for her significant service to the town. The Commission Directory has been updated with Emily Klofft added as Advisor.

**2. Administrative Work:**

- **Approve Minutes of 8/7/23 Meeting** – Steven Reeve motioned to approve the minutes, seconded by Joel English all in favor.

- **Review, discuss and approve Committee Policy document** – The draft policy document was reviewed and the following recommendations made:

- Members must be recognized by the Chair before speaking or making a motion.
- Motions to close or limit debate **will** be entertained.
- The rules may be amended by a **majority** vote.
- Adjustments to meeting agendas may be made by a **majority** vote.
- Regular meetings shall take place on the **first Tuesday of the month at 6:00 p.m.** at the ILM School Building.
- **At the end of each agenda item discussion but before a vote is taken**, there may be **5 minutes** afforded for open public comment.
- By **majority vote**, the Commission may increase the time for open public comment and its place on the agenda.
- The last bullet point under Item 7 of PUBLIC PARTICIPATION was removed because maintaining order or removing disorderly persons is not part of the Town Constable's job description.

Neil Chaffee motioned to adopt the above recommendations, seconded by Michael Simanskas all in favor.

- **Review, discuss, and approve Conflict of Interest Policy** – The draft Conflicts of Interest and Ethical Conduct Policy document was reviewed and the following recommendations made:

- All references to **“elected”** should be changed to **“appointed”**.
- Article 9. Item 2 should be changed to reflect that the Commission answers only to the **Selectboard**.

Michael Simanskas motioned to adopt the above recommendations, seconded by Steven Reeve all in favor. Carmen Centralla indicated that he would incorporate the recommendations into the document and provide it to the Commission at the next meeting.

**3. Planning:**

**- Review and discuss potential ILM community survey questions.**

Michael Simansks provided a list of sample questions from other Grand Isle County surveys as a starting point for our conversation. After some discussion, Carmine asked for some input from Emily Klofft, our advisor from the Northeast Regional Planning Council. Emily provided some excellent guidance:

- Keep the survey concise
- Closed-ended questions are generally better than open-ended questions
- It is best to begin with a mission statement outlining general goals and then design the survey around those goals
- Give careful consideration to how the survey is distributed. Multiple methods were discussed including Survey Monkey, Word Cloud and mailings.

The Commission then discussed a broad range of topics, both specific and general, related to a Mission Statement. Included in the discussion were the following:

- How to foster a stronger sense of community
- Economic development
- Use of the former school building
- Supporting local businesses
- Town infrastructure, including roads

**4. Next Steps:**

Carmine indicated that he would begin to work on a draft Mission Statement for our next meeting and encouraged the members to provide input. Emily said that she would begin to formulate possible questions for the Town Survey.

The next regular Commission Meeting will be on Tuesday, September 5 at 6:00 PM at the ILM School building.

The meeting was adjourned at 7:40 PM