

**Thetford Planning Commission**  
**September 20, 2011 – APPROVED Minutes**

Present: Kevin O'Hara, Patrick Kearney, Michael Schunk, Terry Longo, Liora Alschuler, Dean Whitlock (Recording Clerk)

Absent: Rick Howard

Guests: None

(Numbers below refer to agenda items)

1. The start of the meeting was delayed by the selectboard hearing on the draft zoning bylaw. The meeting called to order by Kevin O'Hara at 9:25 PM

2. Public Comment: None.

3. Review of the Minutes of 9/6/11:  
The minutes were adopted as amended.

4. Selectboard Report: None.

5. Town Plan – Open House

a. Discuss contrasting statements to spur discussion: Liora handed out a sheet she had prepared with contrasting statements in 5 topics: Villages, Rural Residential Area(s), Agriculture, Natural Resources, and Energy Independence. Patrick proposed a change to one of the statements; otherwise, the group felt they were great starting points for discussion. Terry reported that he had worked on some statements but that they were more at a logistical level. He said he preferred Liora's. . Sally Hull of Two Rivers Ottawaquechee Regional Commission (TRORC) had also prepared statements and a draft of a flyer, which she emailed to the commissioners for consideration (email of 9/19). Her questions were split into similar topics and similar to Liora's but did not improve on them.

b. There followed a lengthy discussion about how to use the statements to attract townspeople to the open house. The final plan was to create a series of flyers, each one featuring one of the statements, along with time/date details and a call to action, such as Join the Discussion, Make Sure Your Opinion Counts, What's Important to You, and several others. Michael will create draft flyers to run by the others for fine-tuning before posting them around town. Kevin will write announcements for the listserve that use the same statements and calls to action. Sally Hull is going to use the text from her draft flyer to create a transaction ad, which she will place in the Valley News.

c. Finally, the group spent some time discussing the structure of the meeting and the materials that would be needed (easels, flip charts, etc.). Liora will bring her laptop and projector to display documents or collect comments as needed. The meeting is scheduled for 7:30 PM on October 4, and the commission will adjourn at 6:30 PM for a practice run-through. The intent of the meeting is to determine the areas of focus in which the townspeople are interested. As Liora said, "To determine issues, not decide them." Liora expressed concern that the commission did not yet have a final schedule and process to present to the attendees. She will try to finalize the one that Sally Hull had started at the previous meeting and will email it to the members so it can be discussed quickly first thing on the 4th.

7. Driveway Section of the Draft Zoning Bylaw

The item was mooted by the bylaw hearing.

8. Old Business

None.

9. New Business

a. The commission has received the Act 250 application for the equipment shed on Thetford Academy property, which will house equipment used to maintain the trail system. Michael took it home for review.

b. Kevin briefly described an online discussion with Tara Bamford regarding the use of the Planning Commission listserv to discuss items. She questioned whether that activity was in violation of open meeting laws. Kevin said he had replied that it was not being used to make decisions or for discussions, which always take place at warned meetings. Kevin said he will research the statutes and check with a legal expert if necessary to clarify what is and isn't allowed, because we have every intent to conform to the open meeting laws.

The meeting was adjourned at 10:24 PM.

Respectfully submitted,  
Dean Whitlock, Clerk, Thetford Planning Commission