

**Thetford Planning Commission**  
**June 7, 2016 – APPROVED Minutes**

Present: Kevin O’Hara, Jason Crance, Patricia Norton, Michael Schunk, Liz Ryan Cole, Jamie Thaxton (acting clerk)

Absent: Dean Whitlock (Recording Clerk)

Guests: Jessica Eaton (Select Board)

(Numbers below refer to agenda items.)

1. Kevin called the meeting to order at 7:15 p.m.

2. Public Comment: None

3. Review of the minutes for the 5/17 meeting  
The minutes were accepted as amended.

4. Selectboard Report

The Selectboard discussed the status of the Town Plan and whether it was ready to be printed. Stuart Rodgers asked about including solar power generation language in the Plan, and Kevin referred them to the minutes.

5. Town Plan

a. Discussion to warn the public hearing – Final edits have been done and are with the editor, Diana Wright. Thetford’s newspaper of record is the *Journal Opinion*. Because this is a weekly publication, the public meeting notice and publication dates need to be coordinated. The Commission must pick a hearing date and then mail the Town Plan to interested parties at least 30 days before the warned public hearing, and then publish the notice in the paper at least 15 days before the hearing.

b. Printing – Discussion of which company to use for printing the Plan. RC Brayshaw prints the Town Report and Gnomon Copy has also been used. Kevin asked Town Clerk Tracy Borst about her involvement in the process. Tracy said that if we tell her how many copies we need she can arrange the printing. A total of at least 35 is needed: five for Thetford libraries, five for the town office, fifteen to lend out, five for the Selectboard, and five for neighboring towns and the regional planning commission. The cost for printing the plans is in our budget. The drafts will be printed in black and white.

A question came up about using 8.5x11 paper for the maps, but the consensus was that keeping the 11x17 map size was important. A discussion followed regarding the maps and the statement in the 2007 Town Plan, Appendix B: “Maps are not intended to be a precise representation of the features of Thetford.” The commission will raise the issue of adding a maps appendix during the comment period. Patricia included a comment to that effect in the Comment/Resolution document.

To include on the front cover of the draft Plan: web address of where a copy of the report can be found on-line and the date of the special town meeting. Patricia is sending this wording to Tracy, Dean, and Diana.

The language for the Notice of Town Plan (the warning) was discussed. Patricia moved to approve the draft Notice of Town Plan contingent on receiving approval from Chris Sargent at the regional planning commission. Liz seconded. There was no further discussion. The motion passed unanimously. Jamie will send the notice to Chris Sargent. Kevin will send an email to Tracy and suggest that she speak with Patricia about printing the Plan.

#### 6. Subdivision Update –

Discussion of the draft subdivision regulations began with Article 3, Planning and Design Standards. Members debated the intention of section 3.2 (A) regarding changes to house siting to preserve rural character. Also discussed: driveways accessing town roads, Selectboard involvement, the role of the road foreman, definition of curb cuts, proposed driveways, and driveway standards.

#### 7. Other Business –

Michael and Kevin talked about attending the Energy Committee meeting to go over Thetford's renewable energy goals.

An application for determination of public good for the solar generation project along Route 113 in Post Mills – The PC determination is not needed but members felt that the project looks good.

Liz reminded members that the Lake Morey Planning and Zoning training event will be on June 15<sup>th</sup>.

The meeting was adjourned at 9:20 p.m.

Respectfully Submitted,

Jamie Thaxton, Vice Chair, Thetford Planning Commission