

**Thetford Planning Commission
March 21, 2017 – APPROVED Minutes**

Present: Kevin O’Hara (Chair), Jamie Thaxton, Liz Ryan Cole, Dean Whitlock (Recording Clerk)

Absent: Jason Crance, Michael Schunk

Guests: None

(Numbers below refer to agenda items.)

1. Kevin called the meeting to order at 7:17 p.m.

2. Public Comment: None

3. Review of the minutes for the 2/21/17 meeting
The minutes were accepted as amended.

Review of the 3/7/17 meeting
The minutes were accepted as amended.

4. Selectboard Report

Kevin referred the commissioners to an email sent by Jessica that evening, explaining that she wasn’t able to attend and reporting that she had been chosen by the new Selectboard to continue as the Planning Commission liaison in the coming year. The commissioners unanimously agreed with the selection. Jessica also asked if Liz would be leaving, since her term was ending, or would like to stay on the Commission. Liz said she would remain on the Commission. Dean said he had emailed Michael earlier in the evening to see if he was planning to remain given the demands of his new job but had not yet received a response. The Commission is already short-handed by one. With Kevin planning to resign the Commission will need 2 new members; if Michael decides to resign it will need 3. There was a brief discussion of one possible candidate who Kevin has been in contact with. Kevin will follow-up. Dean also mentioned a possible candidate and will reach out to her.

5. Town Plan (7:30)

a. Next Steps:

Follow-up from last meeting – Review and update out-of-date references

Dean had gone through the draft Town Plan discussed at the warned hearing and located all references that were out-of-date. He had also discovered several instances where recommendations were not supported in the narrative. The commissioners went through the document with him, determining how to address each instance. In some cases, the reference was easily updated by changing a date or briefly changing the wording to indicate that a planned or in-process activity had been completed. In the case of the unsupported recommendations, simple descriptions were added to the narrative sections to acknowledge and describe the recommendations. One recommendation was found to have already been completed and was

removed. Dean will incorporate these changes into the Master List of Changes. When done, he will send the list to the copy editor and meet with her to go over all of the changes to be incorporated in the final draft.

b. (8:44) Comment Resolution Doc – Jamie reported that he had not been able to review the document since the previous meeting. Dean noted that it needs some editing for the sake of readability. Comments taken during the hearing were written very quickly and could be confusing to people who hadn't been there for the discussion. It will then need to be converted to a PDF file and posted on the Planning Commission web page on the Town website. Jamie said that the formatting will have to be changed so that the text in the PDF is large enough to be legible. Kevin referred the commissioners to a list of comments that Stuart Blood had emailed. They checked the spreadsheet and it appears that those comments had not yet been added. Jamie will add Stuart's comments and all of the commissioners will review the entire document in preparation for a final discussion at the next meeting.

c. Cover letter to the Selectboard – There was another discussion of the steps taken to encourage public participation while the Town Plan was being rewritten. This will be included in the cover letter in order to inform the new Selectboard members. Kevin will draft a list of other items to include in the cover letter.

6. Subdivision – next steps (9:15)

Kevin referred the commissioners to his email of March 8, which included the date of the meeting at which the Subdivision Regulations were last discussed (August 2, 2016) and the text of the minutes concerning that discussion. He will email the most current draft of the Subdivision Regulations to the commissioners so that the discussion can resume at the next meeting.

7. Other Business (9:20)

Kevin reminded the commissioners that the regional planning commission was holding a hearing in Thetford on April 13 at 6:00 p.m. about amendments to the regional plan. The same night at 7:00 pm there will be a hearing in Strafford about the Strafford Town Plan.

The meeting was adjourned at 9:23 p.m.

Respectfully submitted,
Dean Whitlock, Recording Clerk, Thetford Planning Commission