

**Thetford Planning Commission**  
**April 4, 2017 – APPROVED Minutes**

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

Absent: Michael Schunk

Guests: Jessica Eaton

(Numbers below refer to agenda items.)

1. Kevin called the meeting to order at 7:26 p.m.

2. Public Comment: None

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

4. Selectboard Report

Jessica said that the Selectboard has convened for a retreat last night and had asked about the current timetable for completing the Town Plan. Kevin said he expected to be able to deliver an approved draft to the Selectboard by the end of this month or early the next. The next steps were to get a master list of final changes to the copy editor and to tidy up the comments resolution document so it can be posted. The copy editor will be out of town for a week in the middle of April, which will affect the timing.

Jessica asked for confirmation on which members would be leaving the Planning Commission after the Town Plan had been pass along to the Selectboard. Kevin will be leaving. The others will be staying, except that Michael Schunk’s status wasn’t known. Because of his job changes, he has not been able to attend many meetings. Dean will try to reach him again.

5. Town Plan (7:39)

a. Next Steps:

Follow-up from last meeting – Revised wording from Kevin.

Kevin had emailed a new paragraph, to insert into the Recreation section in the Facilities chapter, about considering the purchase of appropriate state or federal lands within the town for recreational purposes. Liz asked why it referred only to state and federal lands. There was a discussion about the possibility of such lands becoming available outside of conservation easements. Dean moved that the recommendation be broadened to include land other than state and federal parcels. Liz seconded the motion. In the discussion that followed, Jessica said that a resident had recently approached the Selectboard about the possibility of donating a landlocked parcel. The proposal was currently on hold, but it did indicate that privately owned parcels could become available. Jamie commented that the town already had a lot of conserved parcels, and there was a brief interruption to study the map. Dean and Liz withdrew their motion so Jason could move to make specific changes to the paragraph Kevin had written. Dean seconded the motion and the vote was unanimous in favor. Jason then moved that the new paragraph be

adopted into the relevant section of the Town Plan. Liz seconded. The motion passed unanimously.

b. (8:44) Comment Resolution Doc – Dean had reviewed the entire Comments Resolution Document and noted comments that did not have a final PC Action recorded. The commissioners went down the list, discussing each one. In most cases, the initial PC Response did not need any further action. A few minor updates were required. Stuart Blood suggested that a specific recommendation to create the new Neighborhood Residential Land Use Area be inserted into the Land Use Chapter. Dean proposed a recommendation to read: The Planning Commission should update the Zoning Bylaw to include a Neighborhood Residential (NR) District in Post Mills based on the description of the NR Area in this chapter. Jamie seconded. The motion passed unanimously. Dean will update the Master Changes List and Jamie will proofread and correct the Comments Resolution Document. There was a brief discussion of the formatting of the PDF file to be produced from the spreadsheet. Jamie and Dean will complete these tasks by the next meeting.

c. Cover letter to the Selectboard (9:20) – Kevin handed out a draft cover letter for the other members to review and comment on. Kevin will update the text and bring the revised draft to the next meeting.

#### 6. Subdivision – next steps (9:27)

Kevin emailed the most up-to-date version on March 23. There were some display issues due to special formatting in text boxes in the document, but changing the font size seemed to clear them up. By the next meeting, everyone will review the sections that had not yet been discussed.

#### 7. Other Business (9:20)

Liz will preview the online Planning training session presented by the regional planning commission last week and let the others know if it is worth viewing.

Kevin reported that the regional planning commission will be holding a hearing on amendments to the regional plan on April 13 at 8:15. He is planning to attend but encouraged others to join him. He also reported that Chris Sargent, Thetford's primary contact within the regional commission, had left to take a new job.

The meeting was adjourned at 9:37 p.m.

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