

MINUTES  
PLANNING COMMISSION – ST JOHNSBURY VERMONT  
Regular meeting  
September 17, 2013 7:00 pm  
1187 Main Street – Public Safety conference Room

Commission members present: Susan Cherry, Maurine Hennings, William Nickerson, Ben Copans, Jim Brown, Bob South

Chair Susan Cherry convened the meeting at 7:00 PM

- 1) Jim Brown made a motion and William Nickerson seconded to accept the minutes of the September 10 work session to review ordinances. At this working session the group reviewed the proposed ordinance revisions including placing tickets from the VT judicial Bureau into all civil ordinances with the exception of parking and water/Sewer and will revisit all fines before submitting to the Select Board. Motion passed.
- 2) Gail Aloisio presented a draft request for an extension to EPA for the Brownsfields grant through June of 2014 and changes to the grant work plan and budget. The requested changes in the work plan budget were to provide an additional \$2,365.65 for NVDA project management taken from qualified consultant line, and shifting other funds line item from Task 1 which has been completed to Task 3 and 4 which are ongoing. There was discussion regarding how funding would be addressed to cover the project management from December 31<sup>st</sup> through June 30<sup>th</sup> 2014.

A motion as made by William Nickerson and seconded by Bob South to Reallocated \$2,365.65 within the St Johnsbury Brownsfields Work Plan from the Contractual Qualified Environmental Consultant line item to the NVDA Contractual line item to allow continued program coordination support from NVDA through December 2013. Motion passed.

A motion was made by Ben Copans and Seconded by William Nickerson to approve other work Plan revisions as presented in the work plan revision 2 including redistribution of the Other/legal budget between work plan tasks and the associated explanation in the work plan narrative. The meaning of the changes were discussed including the fact that all expenditures need to come before the planning commission before being made however concerns were raised regarding changing the budget without providing a specific need for the budget item and that we could amend the workplan with EPA at a later date when such expenses became known. Motion failed.

A motion was made by William Nickerson and seconded by Bob South to submit a grant amendment to EPA for an extension of the performance period of the hazardous assessment brownsfields grant through June 30<sup>th</sup> 2014. Motion passed.

The next brownfields grant will be due 60 days from the release of the grant guidelines which are expected to come out around the end of September. A work secession was scheduled for October 8<sup>th</sup> at 6:00 at the public works conference room.

- 3) Ordinance revisions were discussed. William Nickerson presented the specific changes that had been proposed through the September 10 work secession. William Nickerson made a motion and Jim Brown seconded the motion to approve changes as presented to Chapters 8 and 12 and to present these to the select board. Motion passed. Bob South made a motion seconded by Jim Brown to approve changes as presented to chapter 7 and present these to the select board. Motion passed.
- 4) William Nickerson provided an update on his research into the town forest planning committee. The planning committee has been working on a town forest management plan which addressed wood resources buckthorn and invasive species, Wildlife and limited information about recreation and education opportunities on town forest lands. Bob South made a motion seconded by Jim Brown for the Chair to recommend William Nickerson to be added to the town forest planning committee.
- 5) Maurine Hennings provided a zoning administrator report. To date the zoning office has handled 53 permits, four applications to the Development Review Board, with five permits under review. There are certificates of compliance that need to be done for each permit and many that were approved in previous years. Since there has been no funding for the zoning administrator position other planning commission members offered to assist with this or other aspects of the zoning administrator position.
- 6) William Nickerson discussed the maps needed for the September 23<sup>rd</sup> presentation of the Bylaws to the Select board. The map of zoning districts will be produced although the map of the historic district may not be available and the map of flood hazard areas has been developed but not printed yet.
- 7) A contractor has not been hired to complete the MPG grant and the Planning Commission is running against some deadlines for the grant. Bob South made a motion and Jim Brown seconded to request the chair determine if an extension is possible for the grant. Motion passed.
- 8) William Nickerson requested members of the planning commission review the town plan initiatives so these can be discussed at the next planning commission meeting.
- 9) Bob South made a motion to go into executive secession which was seconded by William Nickerson. Motion passed. Meeting entered executive secession at 9:10.

10) Motion to adjourn was made by William Nickerson seconded by Maurine Hennings. Motion carried. Meeting adjourned at 9:30.

Respectfully submitted,

Ben Copans

Secretary, St Johnsbury Planning Commission