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Minutes of a meeting
of the Sutton Planning Commission
12-08-17, 11:00 A.M.
By conference call

In attendance: Paul Brouha (chair), Hank Parker, Joe Witt, Zoning Administrator, Misty Sinsigalli, USDA Rural Development Specialist, Tracy Montminy USDA Architect, Jonathan Harries, USDA Engineer

The meeting was called to order at 11:06 A.M.

The only agenda item was to evaluate status of grant/loan application to USDA for repurposing/moving the Grange Hall. As we lacked a quorum no actions could be taken and the group confined itself to informational discussion.

Paul began by noting that an application had been submitted via email by Town Clerk Danielle Fortin prior to the deadline, as required. Misty acknowledged receipt and agreed to forward the submission to all participants after the close of the meeting. Misty asked for an overview of the project and, after a brief description, Paul asked Joe to detail how the project would proceed and to address questions from USDA staff. Discussion ensued regarding keeping contract costs under \$150,000 in order to avoid a formal bidding process. Tracy & Jonathan both asked for detailed construction documents and Joe agreed to provide them.

Tracy noted that the State Fire Marshall should be contacted to see what that office would require related to scope of work and design. Misty noted the Town would have to apply for all permits. Joe agreed to contact the State Fire Marshall to see what was needed and to prepare an application for their permit. We will report back to Misty after Joe's discussion with the State Fire Marshall. Joe also agreed to prepare the local building permit application as required by Sutton's Development Bylaws. In addition to these permits, Jonathan stated the project would need an NEPA environmental assessment (EA) and an evaluation by the State Historic Preservation Officer (SHPO). Misty will provide guidance for the EA and will contact the SHPO.

The meeting adjourned at noon.

These minutes prepared by Paul Brouha.