

Sutton Planning Commission Special Meeting

October 8, 2019

6:00 pm at Town Office

Attendees: Paul Brouha, Chair, Darlene Ahrens, Hank Parker, Martha Tack, Clerk

1. Meeting was called to order by Paul at 6:10 PM.
2. No introductions, additions or deletions to the proposed agenda.
3. Clerk read the draft minutes of the 7/23/19 Planning Commission meeting; Hank moved to approve and Paul seconded. Motion passed. Clerk read draft minutes of the 9/24/19 Planning Commission. Paul moved to approve and Hank seconded. Darlene clarified that no data compilation and analysis would be done during the current meeting—last sentence 2nd paragraph under Old business will be corrected to reflect that only the completion of distribution will be done. Motion passed.

4. Old Business

Review of progress on assignments to complete the distribution of Sutton Community Survey.

Darlene suggested stuffing envelopes be deferred to after the business of the meeting was completed. Paul reported that the survey distribution was in process or being finished. Paul, Darlene, and Martha need more time to complete distribution to people on their lists. Hank finished all on his list. Patrick has not yet reported his progress.

Discuss progress on recruitment strategy for alternate members.

Paul reported that he has a signed letter from Danielle Fortin requesting appointment as an alternate member. He will attach her letter of application and forward it to the Select Board with his letter documenting Patrick Seymour as a regular member replacing Chip Devenger and requesting approval to recruit for Lucien's replacement as an alternate member.

Hank suggested contacting Devin Kendrick, an East Ridge resident who is extremely interested in the work of the planning commission. Paul said

he and Byron are still working to recruit Cheryl Garcia who was suggested as an interested person.

5. New business

Review Energy Committee (EC) plans.

Darlene reported the Energy Committee interaction with Window Dressers is on schedule for 2020. She attended a workshop in Glover. The town of Glover will mentor Sutton for this work. She described the process and the materials needed; there will be a target of 70 windows in the first year. Darlene will inform the Select Board and request approval to apply for a small grant (i.e. USDA \$1-2000) to cover window dressing costs to 2-3 low income households. Darlene asked to launch the program at the 2020 Town Meeting. Paul suggested she ask the Selectboard to add an information article to the warning for the Town Meeting.

Darlene questioned whether there were funds available for an energy audit of the Municipal Building; the last one was done in 2011 according to Alison at NVDA (she will forward the report).

Short discussion followed about the process, details, costs, and availability of Window Dresser's weatherization program.

Progress on Relocating the Sutton bulletin Board at West Burke P.O.

Town Clerk and Post Master OK'd purchasing a 2'x3' Bulletin Board.

6. Date for next meeting

Agreed to October 22nd, 6PM for Raffle Drawing. Darlene will contact Front Porch Forum and Gail will post on Town Clerk's Office front door. Town has allocated \$100 with other prizes made as donations.

7. Meeting formally adjourned at 6:45 PM

Members stuffed envelopes for households missed during distribution.

Submitted by Martha Tack, Clerk