

Sutton Planning Commission
Minutes of meeting
July 23, 2019 6:00 pm
Sutton Town Office

Attendees: Paul Brouha, Chair, Darlene Ahrens, Hank Parker, Byron Savoy,
Sutton Planning Commission, Danielle Fortin, Martha Tack, Clerk

The meeting was called to order at 6:05PM

There were no additions or deletions to proposed agenda.

Clerk and all members of the Commission read the draft minutes of the Planning Commission meeting on April 23, 2019. Byron moved the minutes be approved; seconded by Darlene. Discussion of window dressing plan of Energy Committee ensued. Minutes approved after vote;

Planning Commission meeting May 28, 2019, Darlene moved the minutes be approved, Byron seconded, Minutes approved. Discussion of raffle tickets to encourage participation in Sutton Survey. Danielle would like to help with the raffle as she has experience with the ATV committee. Minutes approved after vote;

Development Review Board Hearing minutes for May 14. Hank moved the minutes be approved; Darlene seconded. Discussion of correction to clarify house septic is on proposed 40-acre lot (not 7.9-acre lot) on page 2, and that applicants contemplate using existing water and wastewater facilities on page 5, top line. Minutes approved after vote.

Byron had question regarding the town committee working with FEMA needing to be researched with ZA Joe Witt. Discussion about the possible confusion of permitting septic sites with town and state. Paul said the norm was to apply for a building permit first as this is contingent upon state waste water permitting. Minutes approved after a vote;

Development Review Board Hearing minutes for July 19, 2019. Hank moved to approve; Darlene seconded. "Findings of Fact" are needed on page 4 and Paul agreed to add them. Danielle asked about there being one septic system for 8 buildings. The system was specially engineered when the site was created in the 1940's. Paul said he would make small grammatical corrections. Minutes were approved after a vote. There was a short discussion about the hearing follow-up letter Paul sent to David Prewitt, applicant. The Commission will meet to deliberate once more when applicant submits the requested information.

Old Business:

Sutton Town Survey. Darlene presented the latest iteration of the Survey, suggesting the last page with spaces for the responder to write their name be separated from the body of the survey. Corrections were made to contact data for members of the planning commission on the first page of survey.

Paul asked what Darlene planned to ask of the Select Board when she presents the survey for their approval. Darlene wants to give the Select Board as much

time as they need to study the survey and contribute ideas, but hopes the survey will not coincide with sending out tax bills next month. Discussion followed on methods to distribute survey. Darlene would like to have the members distribute survey through house visits where a card could be left with townspeople who are not at home. The card would list response options—doing the survey on-line, obtaining paper copy, and also include the raffle notice. Danielle suggested having the first # of respondents automatically win something. Also, to revise last page (with respondent identifying information to be part of the raffle entry). There was a discussion about using mapped areas to assign door-to-door canvassers. A map of Sutton roads will suffice—911 addresses are not needed. Hank asked when the launch will be and Darlene suggested sometime in September. In addition to reviewing the draft survey, the Select Board will be given some questions and proposals regarding the launch. Hank mentioned how the Board has seen earlier versions of the survey so the draft will be familiar.

Danielle mentioned that there is an electronic application for a device (Android, Apple) that towns people could perhaps use.

According to Darlene, the Town Clerk has said she will help to collate the surveys. Alison from NVDA will help create a Survey Monkey on-line version of the survey. NVDA will also help with distribution.

Develop Recruitment plan for Sutton PC/DRB alternate members

Paul stated that alternate member Patrick Seymour has replaced Chip Devenger so we have a 5th member. The commission is seeking two alternates. New Sutton resident Evan Carlson is currently on the Lyndonville Planning Commission and may consider joining when his term expires.

Paul noted he had invited Mark Hoffman and asked Danielle if she would consider becoming alternate; she agreed to consider the invitation. Darlene suggested the commission gradually seek people from younger generations.

There was general agreement on the need to train a replacement for the Chair (doing a great job; done a lot of important work) because he wishes to step down after his current term.

New Business.

Energy Committee Update

Darlene reported on having an information table (“tabling”) at the recycle area in Sutton on Saturday with the NEK Waste Management District person who presented materials and information about composting household garbage waste. About 25 townspeople visited and spoke with Sutton Energy Committee members David Tucker and Darlene. Another tabling activity will be scheduled for August 17.

David Tucker and possibly David Powers may soon be formally proposed as members of the committee.

Darlene passed out a mockup of a brochure for the Energy Committee with home

heat saving plans, resources for weatherization, and a listing of town elected and appointed people with their contact information. Burke publishes the contact information of all their elected and appointed officials. It was considered useful to publish ways to contact important individuals so that they could be contacted in emergency/on weekends, etc. when the Town Clerk's office was not open. The brochure will be presented to the Select Board at this month's meeting.

Paul suggested that the minutes of DRB deliberative sessions be included in the meeting minutes, asking if anyone had objections. Byron said he thinks it is a good idea and Darlene suggested it will improve transparency and be an added plus for townspeople who may have questions about process.

Hank made a motion to adjourn and Byron seconded it. The meeting adjourned at 7:45PM.

These minutes prepared by Martha Tack, Clerk