

Sutton Planning Commission
Minutes of meeting September 24, 2019
Sutton Town Office

In attendance: Paul Brouha (chair), Hank Parker, Darlene Ahrens, Patrick Seymour, and Martha Tack, Clerk

- 1) Paul called the meeting to order at 6:05PM.
- 2) Paul suggested an addition to proposed agenda in New Business to include an update on the status of the Nelson Family Building permit application and a discussion of the Sutton zoning bylaw regarding building permits in flood plains.
- 3) Draft minutes of the July 23, 2019 PC meeting, and the last DRB meeting were not available so decisions re. acceptance were tabled to be read at the next regular meeting.

4) **Old business**

Sutton Survey Progress: Darlene reported she had scanned 60 completed paper and 13 on-line Surveys of Sutton Residents noting that not many had filled out the raffle form. During tabling at the recycle site, 100 surveys were given out on 9/7, 50 on 9/14, and 25 on 9/21 since many townspeople came to the site weekly. A brochure for the Energy Committee was also passed out as well as materials on the popular idea of local broad band.

Darlene brought four packets of paper Sutton Surveys, lists of geographically divided addresses, and card stock with information about how to access the on-line survey and enter the raffle drawing for cash and other prizes. It was suggested that each attending member take along approx. 71-83 resident addresses (some of which may be land-only sites) and survey packets to be distributed, completed, and returned by Monday, October 7 or thereabouts. The Commission will reconvene on Tuesday, October 8.

Paul suggested Darlene write a precis of instructions for members to use as guidelines with the packets while distributing the surveys.

Recruitment: Byron will speak to Carol Garcia. Paul will follow up to speak with Danielle Fortin, also inviting her to join the PC.

5) New business

Energy Committee Update was given by Darlene who reported that tabling with energy conservation materials at the Sutton recycle site ended for the year. She will look at the Sutton survey energy question response to assess resident needs.

Energy Committee will look into the availability of free energy audit for municipal lighting needs. Paul said an audit was done years ago; Dana reported to the EC that the Fire Station was audited when it was built.

A Work Day for Window Dressers to learn the system in Greensboro will be scheduled; Darlene hopes to collaborate with another town for this instruction as the process is detailed and time consuming and interest by Sutton residents has yet to be determined. Hank suggested this interest could be explored at next year's Town Meeting, stipulating that interest would entail an expectation for the resident to help with creating the Dressing. Details on the training will follow.

Darlene explained that all of the tabling materials were now in the Town Clerk's Office in the brochure section at the front of the lobby, including the Energy Committee brochures.

Sutton Bulletin Board at West Burke Post Office. Martha reported that the Post Master of the W Burke Post Office designated a place for a new Sutton bulletin board on the right side of the front door to the post office public service desk. Sutton need only purchase a bulletin board for town business to be posted on and read by all post office patrons. Paul agreed to speak to the Town Clerk about the matter.

Sutton zoning bylaw regarding building permits in flood plains. Base flood plain elevation requirement for town participation in the National Flood Insurance Program (NFIP) was discussed. The current bylaw must be the regulatory framework under which any current application is considered and there was general agreement more information is needed about NFIP requirements before bylaw amendments are considered.

6) After confirming the next meeting will be October 8th @ 6 pm, the meeting adjourned at 7PM.

Submitted by Martha Tack, Clerk