

Sutton Planning Commission  
Minutes of meeting 1-22-19  
6:00 PM, Sutton Town Office

In attendance: Paul Brouha (chair), Chip Devenger, Lucien Belanger, Hank Parker, Darlene Ahrens, Patrick Seymour [Sutton PC], Brandon Mazur (clerk), Martha Tack

The meeting was called to order at 6:03 P.M. Attendees were introduced. There were no additions or deletions to the proposed agenda.

Brandon read the minutes of the PC meeting on 10-23-18. Chip moved to accept. Darlene seconded. After a vote the minutes were accepted as read.

Brandon read the minutes of the PC meeting on 11-5-18. Chip moved to accept. Darlene seconded. After a vote the minutes were accepted as read.

Brandon read the minutes of the DRB meeting on 12-7-18. Hank moved to accept. Darlene seconded. After a vote the minutes were accepted as read.

Old business. The PC discussed the Select Board hearing for review of town plan draft and what lessons might be learned from it to apply at the next hearing. Lessons learned:

Town Clerk needs to improve advance communications processes announcing hearing, inviting residents to hearing, and informing them what the hearing is about.

Town Clerk needs to ensure everyone has been able to get and to review the correct handout materials.

Moderator needs to ask attendees to sit, needs to set the expectations concerning hearing process, to introduce the topic, and to keep comments/discussion focused on the hearing topic.

Patrick Seymour joined the meeting at 6:30.

New business. The PC discussed suggestions for developing more effective communication strategies and complying with Vermont Open Meeting Law (1 V. S. A. Sections 310-314).  
Communication suggestions:

In addition to notices/agendas being posted in Caledonian, Selectboard needs to clarify where the "Official" posting places are in Sutton—are they the Town Bulletin Board outside the Town Office, Scott Spencer's Garage, and Fire Station or has the Burke Post Office now replaced the Fire Station?

Town of Sutton website needs to be kept updated with current announcements/agendas/information and URLs for specific items posted on other media platforms (Facebook, Front Porch Forum, cell phone network texts, list-serve, school paper, radio, church bulletin boards, White Market).

Include question in the next Town survey about what the best way of contacting the survey respondent is.

Send "Every Door Direct" mailing to Zip Code 05867 residents @ \$0.17 per piece—URL <https://www.usps.com/business/every-door-direct-mail.htm> (our 05871 residents can be mailed as regular mail).

Next, the PC discussed Energy Committee plans for 2019. Since EC Chairman Rich Nicol was not in attendance, it was suggested the PC should start some things. It was suggested the PC Chair meet with Rich and Byron Savoy to see if their availability/circumstances have changed as they have not come to several recent meetings.

Then, in response to Patrick Seymour's comment at the Town Plan Hearing on January 5<sup>th</sup>, the PC discussed developing a survey of Sutton Residents to use as basis for the next amendment to the Town Plan. Paul shared a survey obtained from Alison Low, NVDA, and used by the Town of Westfield as an example. He suggested members review the survey at home, and come to the next PC meeting with feedback and suggestions for Sutton's potential next survey.

Finally, the PC confirmed the 2019 PC/DRB membership, terms of office, and schedule (date, time, and place--unchanged) for regular monthly meetings. Paul will attend the next Select Board meeting, present letters of interest, and recommend the Board confirm the list of members and alternates. Chip raised the issue of PC members being given a stipend as an inducement to new members. The sense of the group was a stipend was not appropriate.

Hank moved to adjourn. Lucien seconded. After a vote, the meeting adjourned at 7:39 P.M.

These minutes prepared by Brandon Mazur, Clerk.