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**Town of New Haven
PLANNING COMMISSION
New Haven Town Hall
Monday, September 13, 2021
Meeting Minutes
DRAFT**

Planning Commission Members Present:

Benj Putnam, Rob Litch, Bev Landon (phone), and Kathy Cahill

ABSENT: Maggie Eaton, Pat Palmer

Staff Present:

Aaron Brown, Zoning Administrator & Town Administrator; Peggy Connor: Minutes

Visitors Present:

Amanda Bodell, John Mazzuchi; DRB members Kathy Barrett and Susan Smiley

I. Call to Order:

Planning Commission co-chair Benj Putnam called the meeting to order at 7:18 p.m.

1. Adjustments to Agenda:

- Add: **2.a.** Schedule date to invite conservation planner Jens Hawkins-Hilke of Vermont Fish and Wildlife to speak on minimizing forest fragmentation
- Add: **VII.** Executive Session to discuss personnel matter

2. Visitors' Business:

None

2.a. Schedule date to invite conservation planner Jens Hawkins-Hilke of Vermont Fish and Wildlife to speak on minimizing forest fragmentation

DRB member Susan Smiley noted that Hawkins-Hilke's presentation to the Conservation Commission in June focused on strategies towns may adopt, short of changing zoning districts, to prevent forest fragmentation. Amanda Bodell added that he had recently worked with the Town of Waltham on the Town Ordinance and was very knowledgeable. PC members agreed to tentatively schedule a meeting on October 12th.

II. Review of Draft Unified Bylaws

Aaron Brown noted that PC members Kathy Barrett and Bev Landon have been working with John Van Hoesen of the Addison County Regional Planning Commission on the most current draft of the zoning map, which is available on the Town's website:

[NewHavenZoning_24x36_draft2_August_2021.pdf \(newhavenvt.com\)](#)

Benj Putnam noted that since the zoning map is incorporated in the Unified Bylaws, the Planning Commission should act on both simultaneously once finalized.

Following discussion, PC members agreed to the following changes to the draft zoning map:

- Adjust colors on Legend to better coordinate with those on map; specifically, change NC from red to dark green, and RA5 to a darker orange.
- Eliminate small arrows and boundary line measurements from streets, which are inconsistent, and may not be current.
- Extend RA2 color designation (yellow) along Plank Road to Lower Hardscrabble Road.

Benj also noted that the language in the Unified Bylaws regarding options for split lots should be further clarified and consistent throughout the document. He suggested that PC members review the most current changes to the draft prior to their October meeting.

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III. ZA Update

Aaron reported that sales are still swift, with some new development. There are a few sketch plans in the works for minor projects.

IV. Energy Committee Update

On behalf of Maggie Eaton, Aaron reported that the Vermont Council on Rural Development (VCRD) grant that the Town applied for to build window inserts for Beeman Academy was granted. The Town applied for \$4,000 and received \$2,000. It was a very competitive grant. Also, the Town is likely to be assigned a Middlebury College student to design an educational project for the teachers and students about how weatherizing a home (with installations like these inserts) can save money on energy bills, make homes more comfortable and, because less fuel will be needed to heat the home, reduce greenhouse gases. With the VCRD grant, we are now over-subscribed on applicants for these window inserts. They will all be built at workshops at Holley Hall from November 4-9, COVID willing.

V. Regional Planning Commission Activities

Aaron reported that the Agency of Commerce and Community Development (ACCD) and the Northern Borders Commission has awarded the Town \$750,000 to move the train depot, and Selectboard Chair Steve Dupoise is researching additional grants. Aaron suggested to the Selectboard that they consider applying for a building permit to house offices in the train depot, and any future change of use would then go through the DRB.

VI. Minutes for August 9, 2021

Lacking a quorum, approval of minutes for August 9, 2021, DEFERRED.

VII. Executive Session to discuss personnel matter

Rob Litch moved that the Planning Commission enter into Executive Session to discuss a personnel matter; Kathy Cahill seconded. **MOTION PASSED BY UNANIMOUS VOICE VOTE 4-0.**

Planning Commission members moved to Executive Session at 8:10 p.m.

Rob Litche moved to exit Executive Session at 8:42 p.m.; Kathy Cahill seconded. **MOTION PASSED BY UNANIMOUS VOICE VOTE 4-0.** No formal was action taken.

Respectfully submitted,
Peggy Connor

Benj Putnam

Beverly Landon

Rob Litch

Kathy Cahill