

Town of Grand Isle
PLANNING COMMISSION

Regular Meeting Minutes

Tuesday, February 4, 2025 - 6:00 PM

- I. Call Meeting to Order: The meeting is called to order at 6:01 by Emily Clark
- II. Amend Agenda for items not listed: Open meeting law, code of ethics and cyber security
- III. Guests: Jennifer Del Monte

New Business: The Planning Commission discussed various training requirements and the importance of understanding conflicts of interest and open meeting law. Members also touched on cybersecurity training. It was agreed that all board members, including planning commissioners, should undergo the required training. The training for open meeting law will be available in April, coinciding with the new board members for the Select Board. Additionally discussed the possibility of a cybersecurity training. It was agreed to raise the issue of cybersecurity training at the select board meeting.

IV. Old Business:

- a. Library Capital Grant Progress Update: Discussed the progress of the library capital grant, confirming that the money was in the Vermont Department of Libraries' hands. Emily Clark also reached out to the architects to discuss planning and design, considering the possibility of generating marketing and fundraising materials. PC members suggested a process check-in to plan for future meetings and to align with the site plan and sketch review timelines. Jennifer Morway agreed with the idea of moving forward with the project, despite some uncertainties. Library Updates and Capital Campaign -The friends of the library are aware that changes may be needed for the new space. Jennifer Morway also mentions that the library friends are waiting for drawings before discussing fundraising with Wendy Rosica. Emily Clark plans to email Karen Allen and Howard DeMars about attending the first meeting of each month, where library updates will be prioritized. They discuss the upcoming library board meeting and the need to introduce Wendy Rosica's role in developing a larger capital campaign for the library. The conversation touches on the distinct roles of the library board and the friends of the library in fundraising and fund allocation, emphasizing the importance of maintaining separation between the two groups due to their different funding sources and responsibilities. Town Library Project Allocation -discussed the allocation of funds for a project, suggesting the use of the Town Library Project for phase 2, which could include a fabulous outdoor amphitheater. Also emphasized the importance of good stewardship of public funds and the opportunity for people to contribute through donations. Also discussed the need to submit a site plan and form to the Vermont Department of Historical Preservation, which is planned to be completed. Jennifer Morway advised sending the form to Marlena of NRPC for review before formal submission, as she had previously experienced issues.
- b. MERP Update: Nothing new noted.
- c. Town Plan Update: Discussed the update, focusing on factual editing and the sensitivity around the involvement of private entities in the town's water system.

PC members agreed that minor edits could be made up until the point of the hearing, and that the Select Board could approve these edits during the adoption of the plan. The upcoming Selectboard hearing has been scheduled for 02/17/25 and the proposed plan is hoped to be adopted at the Select Board meeting. Jennifer Morway mentioned a possible error in the meeting time, which needs to be double-checked.

- d. Priority Project List Update: Nothing new noted.
 - e. Job descriptions – Zoning Administrator, PC Clerk and PC Member - tabled.
 - f. Bylaw Discussion – tabled.
 - g. Capital Budget - tabled.
- V. Update from other Meeting attendance: Nothing noted.
- VI. Administrative Recap: Wendy Rosica to tackle job descriptions for planning commission roles. Emily Clark to email Howard DeMars and Karen Allen attending the next planning commission meeting. Jennifer Morway to follow up with Greta Brunswick about finalizing the grant paperwork for the town plan. She will also to inquire with Greta Brunswick about submitting a bylaws municipal planning grant. Carrie San Angelo will check the exact time for the Selectboard Public Hearing time and as well look into the availability and potential use of unused town-owned laptops for the library. Planning Commission members to complete ethics training by the end of February. Planning Commission members to complete open meeting law training by the end of April.
- VII. Review & approve Minutes: 01/21/2025 – tabled until next meeting after discussing the use of Clerk-Minutes to compare Zoom AI for accuracy