

06-03-2025 Planning Commission Meeting Minutes DRAFT

I. Call Meeting to Order: Emily Clark opens the meeting at 6:06PM

a. Board Members Present: Emily Clark and Wendy Rosica

Melissa Boutin, Clerk/Scribe

b. Board Members Present via Zoon: Sara Bullis

c. Board members Absent: Jennifer Morway, Carrie San Angelo

d. Community Members Present and via Zoon: No community members present

II. Amend Agenda for Matters not listed: No items added or deleted

III. Public Comment: None

IV. Review and Approve Minutes: A motion is made by Emily Clark to accept the minutes of May 20, 2025. Seconded by Wendy Rosica. No discussion. Members vote. All are in favor. Motion passes.

V. Guest: None

VI. Unfinished Business:

a. Library Capital Grant Project Update:

i. Architect Meeting: The architects' meeting discussed the RFP for the library capital grant project. The building size has been reduced, and the budget of 2 million has been clarified. The group discussed architectural design changes for a library building project, focusing on roof structure and aesthetics. They reviewed how the building design evolved from a single large structure to three smaller connected forms with a flat roof, though concerns were raised about the cost implications of the flat roof design and potential ice dam issues. The discussion concluded with a preference for a shed roof style overhang rather than a flat roof extension, with Town expressing a desire to see examples of similar designs before finalizing the decision.

ii. Construction Manager RFP: The RFP will be sent to Millbrook and possibly Dubuque Construction, though there is some uncertainty about the latter. Jeff Parizo is working on getting new credentials to upload the RFP to the state website, which has recently switched to a new platform.

- iii. Press Communications: Wendy Rosica's company is handling the PR. Sources they will be reaching out to will be shared – will be on letter head from PR agency. A banner on the town website was discussed as well. More to come as developed.
 - iv. Grant Administration: Nothing shared
 - v. Capital Campaign: PC members talked about the capital campaign, mentioning that announcements would likely be made in July. Sara Bullis offered to assist with social media. They discussed setting up a table at the farmers' market, with Sara Bullis reaching out to inquire about availability. It was also noted that Adam Lavigne had agreed to help with list-making for the campaign, though he was hesitant to commit too much time. The Planning Commission had a discussion on the need to clarify fundraising reporting requirements particularly regarding tax receipts and donation processes between the library, Friends of the Library, and the town. They explored historical donation practices and the purpose of the Friends of the Library organization, which was established to provide tax-deductible donation options and maintain control over library fundraising separate from town funds.
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- b. MERP update: No information yet. A joint to be held with the Selectboard is planned to review any RFP's on 07.15.25.
 - c. Bylaw Grant Update: Fully awarded – tabled until September unless otherwise noted.
 - d. Planning Commission Clerk Job Description: Tabled – Carrie San Angelo was combining two descriptions into one. June 26, 2024
 - e. Capital Budget Update: Emily Clark and Melissa Boutin plan to meet on June 26, 2025, to work on as well as composing a letter to gather project ideas from committees/departments.
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- VII. New Business: both grants discussed at the last meeting and not needed.
 - VIII. Other Discussion: Review of Planning revenues and expenses. Suggestion was made to renaming the grant account to "Grant Match" and proposed creating a new account to better handle future grant-related transactions. They decided to review the updated financial report at the next meeting, ahead of the capital budget discussion. Sara Bullis raised concerns about Emmons' Supermarket property potentially encroaching on town land. Tools like Google Earth and the state GIS data were mentioned and as well as speaking with Scott Brown, ZOA.

- IX. Admin Check-In: Reminder of joint PC/SC meeting on 07.15.25, Wendy Rosica capital campaign items and website, Emily Clark and Melissa Boutin capital budget items meeting on 06.26.25.
- X. Adjournment: A motion is made by Wendy Rosica to adjourn at 7:20PM. Seconded by Emily Clark. All are in favor. Motion carried.

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