

**Regular Meeting of the Barre City Planning Commission  
Meeting Minutes for July 25, 2019 at 6:30 P.M.**

A regular meeting of the Barre City Planning Commission was called to order by Commission Chair Michael Hellein at 6:31 pm at City Hall. In attendance were Commissioners Rachel Rudi, David Sichel, Jacob Hemmerick, Jim Hart, Rick Badem and Jackie Calder. Also in attendance was Planning Director Janet Shatney. Chair Hellein determined that there was a quorum was present.

**Absent:** None.

Agenda clarity and timing of release of agenda with materials was discussed. With the agenda not out meeting state meeting law, the Chair wanted to be sure that Draft agenda with meeting minutes and packet of materials will be released on the Friday prior to a meeting.

**Adjustments to the Agenda:** None.

**Visitors and Communications (for anything not on the agenda):** None.

**Old Business:** The July 18, 2019 minutes were approved by a motion from Commissioner Sichel, seconded by Commissioner Badem; a friendly amendment was made by the Chair to correct and to ensure consistency throughout with names, and to correct a motion naming who was the motioner, of which Commissioner Sichel agreed to. **Motion carried.**

Discussion regarding tabling at Farmer's Market on Wednesday, July 17, 2019: Commissioners Hellein and Hemmerick sat at a table at the Farmer's Market from 5 pm to 7 pm, and talked with people that stopped by, both said it was a good time spent there. Chair Hellein had come up with a few questions that folks could respond to, and has not had a chance to review them. He will collate responses once the tabling is all done.

The next step is to ensure the on-line version of a form is completed so that people can fill out: the Director will use a program the City utilizes called Jotform and that all answers can be collated directly into an excel spreadsheet. A motion was made by Commissioner Badem and seconded by Commissioner Hemmerick to use Jotform on the city website and the City's Facebook page as a means for public awareness and polling.

Discussion regarding master plan introduction section: Commissioner Calder made suggestions to various sentences, as did Commissioner Sichel. Commissioner Rudi and others suggested keeping the health pyramid but perhaps flip the content of paragraphs surrounding it. Redundant sentencing was pointed out, as was the intent of Placemaking; and where the City is headed. A question was raised about community wellness and where that fit in, and Commissioner Rudi suggested reviewing other municipality's plans, is there a mention of a health coordinator.

**New Business:** Draft Rules of Procedure were introduced. As the Commission and the Development Review Board split in May of 1997, no rules of procedure were adopted for the Commission. The Director has taken the 1997 document and added to it. Will be on the agenda for August 8 for further discussion. The City Council's Conflict of Interest Policy will be attached as part of the Commission's packet.

To be approved at the 08-08-19 Planning Commission meeting

Next discussed was file sharing of packet materials – what is the better way to share files? Dropbox, or other means of file sharing was talked about. The concern is to be sure we meet any open meeting law rules on this, and some were not in favor of having to install another link to a program they weren't familiar with and while Dropbox is a convenience for Commissioners, its not a convenience place for the public to access. The Commission asked to continue to receive email reminders with the packet of information, and agreed to have staff place materials on the website as well for public transparency.

Commission longevity, specifically emails and files to keep, was brought up. In the vein of emails and files, it was asked what might be the records retention requirements and how it affects personal email addresses as well. Staff will review the Secretary of State's website to see what is required, even when a Commissioner steps off the board, what retention requirements there may be.

**Public Comment:** No other public was in attention. Staff spoke to the Pouliot Stormwater construction project occurring in the City. Also, the City Council meeting for the zoning correction is slated for July 30<sup>th</sup>, that the Chair is going to attend.

**Adjourn:** The Planning Commission meeting adjourned at 8:13 pm by a motion from Commissioner Calder, seconded by Commissioner Rudi. **Motion** carried.

There is an audio recording of this meeting.

Respectfully Submitted,  
Janet Shatney, Planning Director