

Town of Woodbury Planning Commission

September 21, 2020 Meeting Minutes

Planning Commission Members Present: Thomas “Skip” Lindsay-Chair; Michael Gray, Jayne Nold-Laurendeau; Jim Schweithelm, PhD

The “virtual” meeting was called to order at 6:03 PM.

Members of the Public Present: Clare Rock & Zach Mia-Central Vermont Regional Planning Commission

Adjustments to the Agenda: None

Municipal Plan Project Update:

- Contract Update:
 - The contract document was displayed and discussed in great detail. The “Scope of Work” section came under the most scrutiny as the Commissioners want payments to the CVRPC linked to the deliverables in the contract’s “Scope of Work” section. Skip developed a three-payment schedule where payments based on the successful completion of these deliverables will be issued in December 2020, June 2021, and final payment linked to the Plan’s approval by the CVRPC in September of 2021. Clare indicated the CVRPC would rather invoice the Town on a monthly basis. A discussion ensued with Skip noting Section 5 in the Contract states that payments to the CVRPC: “*which may be monthly or otherwise agreed to by both parties*” allows for payments based on deliverables. Clare will edit the contract document accordingly and have it ready for signature by September 22. Michael asked that Skip forward the contract to the other Select Board members. The Contract is due for signature by the Select Board Chair at their September 28, 2020 meeting
 - In response to a question posed by Jim regarding who is responsible for writing the plan, Skip replied the CVRPC will function as the authors of the plan using input from the Commissioners and Woodbury residents.
- Municipal Planning Grant Application (MPG) Update
 - Skip displayed the on-line MPG application form and his responses to numerous questions in the application. The Commissioners were all in agreement with the application’s content. The MPG application is aimed on augmenting the CVRPC’s role in the municipal plan development and focuses strictly on a robust community outreach strategy that will ensure an all-inclusive Municipal Plan.

Here's the URL that gives a complete description of the MPG program:

<https://accd.vermont.gov/community-development/funding-incentives/municipal-planning-grant>.

- The MPG budget document was displayed for the group. The budget totals \$4,000 of which the Town would have to come up with a 10% match or \$400.00.

Budget items include:

- Public Outreach Collaterals
- Media Advertising for Planned Events
- Town Plan Printing
- Facilitating Public Engagement Events
- Development of Geo-Spatial Maps.

The Commissioners expressed their agreement with the budget categories and budgeted amount.

Central Vermont Regional Planning Commission:

- Project Time Line:
 - The project timeline GANNT Chart was displayed listing Tasks, Sub-Tasks, Start and Complete Dates, and Resources. Skip noted that he edited the chart to include discrete tasks taken from the CVRPC Scope of Work-Deliverables section and identifying them as payment mile stones. Here's the link to the project timeline on the Woodbury WEB site:
[https://www.woodburyvt.org/wp-content/uploads/2020/09/Municipal-Plan-Timeline- Sept.-21.-2020.pdf](https://www.woodburyvt.org/wp-content/uploads/2020/09/Municipal-Plan-Timeline-Sept.-21.-2020.pdf)
- Roles and Responsibilities:
 - The Commissioners and CVRPC participants discussed the Scope of Work and Deliverables section of the contract in great detail. One of the tasks, a Planning Road Map, is nearing completion. Other tasks in the Scope of Work will be completed based on the project timeline finish dates for these tasks.
 - Roles and responsibilities tied to specific tasks were identified and agreed upon. Skip will post the contract on the Woodbury WEB site once the contract is signed by the Select Board Chair at their meeting on September 28, 2020.
- Next Steps Discussion:
 - The CVRPC will provide a concise document describing the communications/public outreach strategy. The Planning Commissioners aim to utilize this information in targeting audiences and communications

channels to ensure citizen participation in the planning process. Actionable items include but are not limited to distribution of surveys, conducting interviews and submitting project updates.

The communication strategy will include outreach plans to the Conservation Commission (WCC), the Woodbury Historical Society, Woodbury Volunteer Fire Department, Lake Associations, the School Board and other entities in Woodbury.

Adjourn:

Skip introduced a motion to adjourn at 7:28 PM and the motion was approved unanimously.

The next regularly scheduled Planning Commission Meeting is October 19, 2020 at 6:00PM.