

1 Richmond Planning Commission

2 Regular Meeting

3 Wednesday, December 2, 2015

4 Unapproved Minutes

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5 **Members Present:** Brian Tellstone, Sean Foley, Mark Fausel (Vice Chair), Bruce LaBounty  
6 (Chair), Lauck Parke, Marc Hughes, Joy Reap

7 **Others Present:** Clare Rock (Town Planner/Staff to the DRB)

8  
9 **7:05 PM LaBounty opened the meeting**

10  
11 **Public Comment**

12 Marc Hughes commented on the installation of the new water tank and the new municipal  
13 requirement for property owners to install a pressure reducing value. Hughes felt this additional  
14 requirement was an additional burden for those on the system. LaBounty added the Water and  
15 Sewer Commission is discussing a possible rate increase next year and encouraged people to attend  
16 those meetings to provide comments.

17  
18  
19 **Town Plan**

20 Survey Results Presentation – Rock presented the Our Town Our Future survey results. These  
21 results are also available to be viewed on the project website. LaBounty requested a hard copy of  
22 the results.

23  
24 Vision Statement Status – Rock asked the PC to revisit the PC’s motion to approve the Vision  
25 Statement as a draft. Rock requested the PC consider formally endorsing or supporting the  
26 Statement to it would no longer be a draft. This was so it can be used as a solid basis for future  
27 discussions and a launching point to move the topic discussion further. This would also make  
28 communications and engagement clearing to the public to demonstrate progress in the project.

29  
30 PC discussion followed about the Vision Statement and members reiterated their position that  
31 nothing about the plan is final until it is voted upon by the Selectboard or the voters. Foley  
32 cautioned against approving a documents which used terms such as “provide” or “protect” due to  
33 the potential legal implications or people’s misinterpretation of municipal intent or authority.

34  
35 Discussion continued on the use of the document, how it will be used and the need for additional  
36 language in the town plan which would further clarify the intent of the vision statement. PC  
37 members also expressed hesitation to approving or adopting pages 2-3 of the “Richmond  
38 Community Vision Documents” which includes “achieving our mission means...”

39  
40 *Tellstone made a motion to support page 1 of the Richmond Community Vision Documents, with the*  
41 *following changes: the additional of “organized alphabetically by topic” at the top, change the*  
42 *word “protect” to “support” in bullet 9, and change the word “provide” to “ensure” in bullet 10,*  
43 *seconded by Foley, all in favor. So voted.*

44  
45 Fausel requested the draft watermark be removed for pages 2 and 3 for easier reading in future  
46 discussions.

47  
48 Schedule and Engagement Activities Review – Rock went over the hand out and shared the changes  
49 by the Steering Committee. The PC was supportive and suggested the local access TV tape the  
50 sessions.

51  
52 **Other Business**

1 Permit Tracking System – Rock reported that the P&Z office will be developing a permit tracking  
2 system. Discussion followed about the permit process and how towns do things slightly differently  
3 and there are tracking systems which can be purchased from software developers. Rock referenced  
4 an online system recently implemented by Waterbury.

5  
6 Parke made a motion for the PC to support purchasing permit tracking software, seconded by  
7 Fausel, all in favor. So voted.

8  
9 Draft Richmond All Hazard Mitigation Plan (AHMP) – Rock reported that the CCRPC is in the  
10 process of updating the Richmond AHMP and once CCRPC incorporates Town comments a draft  
11 will be provided to the PC for review. The Town Plan is required to reference the AHMP and  
12 hopefully review of this documents can coincide with the discussion on Safe and Resilient  
13 Communities.

14  
15 **Administrative Items**

16 Approve Minutes – Nov 4, 2015, Nov 18, 2015 –  
17 made a motion to approve the Nov 4, 2015 minutes with minor changes, seconded by  
18 Tellstone, all in favor with 3 abstentions. So voted.

19  
20 made a motion to approve the Nov 18, 2015 minutes with minor changes, seconded by  
21 Parke, all in favor. So voted.

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23  
24 At the next meeting the PC will discuss the format of the topic sessions which shall start in January.

25  
26 Mark Fausel suggested folks who live in the Williams Hill area test their water due to a geologic  
27 formation which may impact groundwater.

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29  
30 **Adjourn**

31  
32 Foley made a motion to adjourn, seconded by Reap, all in favor. So voted.

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34 The meeting ending at 9:00PM.

35  
36 Respectfully submitted by Clare Rock, Town Planner/Staff to the DRB