



Town of Bolton  
3045 Theodore Roosevelt Highway  
Bolton VT 05676  
802-434-5075

### **Planning Commission Meeting Minutes**

January 11, 2016  
6:00 – 8:00 p.m.

Planning Commission members present: Linda Baker (Chair) (via Skype), Steve Barner, Jim Bralich, Rodney Pingree and Deb Shelby

Planning Commission members absent: None

Also present: Emily Nosse-Leirer (CCRPC) and Armand Bernagozzi

Clerk: Carol Devlin

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#### **Agenda**

1. Public Comment
2. Additions and Deletions to the Agenda
3. Minutes ~ December 14, 2015
4. Municipal Planning Grant & Pilot Program Updates
5. Vision Statement
6. Goals
7. CCRPC (Chittenden County Regional Planning Commission) Unified Planning Work Program Application
8. Zoning Administrator Search
9. Meeting Schedule
10. Other communications/mail
11. Adjournment

#### **Call to Order**

Linda Baker called the meeting to order at 6:04.

#### **Agenda Item #1 ~ Public Comment**

The floor was opened to public comment. There were none.

#### **Agenda Item #2 ~ Additions and Deletions to the Agenda**

There were none.

**Agenda Item #3 ~ Minutes December 14, 2015**

Rodney Pingree made a motion to accept the minutes of December 14, 2015. Jim Bralich seconded the motion. The motion carried (5-0).

**Agenda Item #4 ~ Municipal Planning Grant and Pilot Program Updates**

Emily Nosse-Leirer updated the PC on the status of working with the Chittenden County Regional Planning Commission on the Municipal Planning Grant and the pilot program. Regina Mahoney and Emily Nosse-Leirer will be working with the PC to write the plan. The Vermont Department of Housing and Community Development has developed a new Planning Manual and selected Bolton as a pilot community for testing it. An Advisory Committee has been established consisting of Deb Shelby from the PC, Sharon Murray as the SB representative to the PC and a professional planner, Carol Devlin as PC clerk, Regina and Emily from the CCRPC and John Adams from the DHCD. An independent contractor will be selected this spring to develop the graphics for the plan. The RPC has increased the time Emily has budgeted to assist Bolton for the second half of the fiscal year.

**Agenda Item #5 ~ Vision Statement**

The PC discussed a draft of the vision statement and made recommendations for some changes. Carol and Emily will forward the new draft to the Advisory Group.

**Agenda Item #6 ~ Goals**

The PC discussed a list of possible goals for the plan. Some suggestions were made.

**Agenda Item #7 ~ CCRPC UPWP**

Carol Devlin explained that in order to receive the Chittenden County Regional Planning Commission's (RPC) assistance with writing the Town Plan, the PC needs to apply for the RPC's FY 2017 Unified Planning Work Program (UPWP). The scope of work is the same as the RPC's portion of the Municipal Planning Grant. The match is covered by the \$20,000 MPG and \$1,300 of the match from the PC budget for the MPG. Jim Bralich moved that the PC apply for the UPWP; Deb Shelby seconded. The motion passed 5-0.

**Agenda Item #8 ~ Zoning Administrator Search**

The PC discussed the procedure and applications for Zoning Administrator.

**Agenda Item #9 ~ Meeting Schedule**

- January 20 – Meeting re: Zoning Administrator's Position – 6-8
- January 26 – Local Business Forum – 6-8 @ Smilie
- February 6 – Senior Forum – 2-4 @ Smilie
- February 8 – PC Meeting – Continue work on Vision Statement & Goals
- February 29 – TOWN MEETING

**Agenda Item #10 ~ Other communications/mail**

Deferred.

**Agenda Item #11 ~ Adjournment**

Jim Bralich moved that the meeting be adjourned. Deb Shelby seconded. Motion carried 5-0. The meeting adjourned at 8:10 p.m.

Carol Devlin  
Clerk, Planning Commission

*These minutes are unofficial until accepted.*

These minutes were read and accepted by a quorum of the Planning Commission on:

February 8, 2016

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For the Planning Commission