

Town of Bolton
Planning Commission Minutes
June 2, 2020

Board Members Present: Kaelyn Modrak, Evan DesLauriers, Steve Barner, Mike O'Malley

Planning and Zoning Administrator: Larry Lewack

Guests: Brandi Saxton (6:45-7:00)

Clerk: Paula Gervia

1. Planning Commission meeting was called to order by Evan at 6:10 pm.

2. Additions or Deletions to the Agenda

None.

3. Public Comment

None.

4. Approval of Past Meeting Minutes

Kaelyn made the motion to approve the minutes of 02-24-20, Steve seconded, motion was approved (4-0).

5. General Business

- New Members
 - Welcome Mike O'Malley as new appointment to the Planning Commission.
- Organization of Board (elect chair/vice chair, determine rules of procedure, set regular meeting day/time, appointments for terms, identify liaisons between committees/boards)
 - Kaelyn made the motion to elect Evan as chair, Kaelyn as vice-chair, Mike seconded, motion was approved (4-0).
 - Kaelyn made the motion to use Roberts Rules of Order for procedure of meetings, Mike seconded, motion was approved (4-0).
 - Meetings to continue on the third Tuesdays of the month.
 - Discussion about liaisons between other committees/boards. Kaelyn will be liaison to Conservation Commission, Steve already serves on Capital Planning Committee, Evan is a liaison to SelectBoard, Larry works also with Development Review Board.
- Municipal Grant

- Extension has been granted due to Covid-19. New deadline for completion is July 15.
- Larry shared draft information from Brandi to review prior to meeting.
- Survey is done. Brandi will send to members for review.
- Presentation will be completed soon for the website for members to review.
- Need to identify time for public engagement and Q&A. Set it up for participants to send in questions ahead of time - send to Brandi (her contact info will be provided). Promote via social media and front porch forum, consider postcard mailing as well. Meeting proposed for June 24th at 6:00.

6. Appointments

- (6:30) Brandi Saxton - see above with Municipal Grant

7. Other Business

- Next board meeting scheduled: June 16, 2020
 - Public engagement meeting: June 24, 2020
- Items for next agenda: Municipal Grant Update, BLUDRs Planning Session, New Members
- Other communications: None.

8. Adjournment

Kaelyn made the motion "to close the meeting", Mike seconded, no further discussion, all in favor and motion passed (4-0) at 7:15 pm.

Attest: Paula Gervia, Clerk Minutes are unofficial until approved.

These minutes were read and accepted by a quorum of the Planning Commission on June 16, 2020.