

**TOWN OF NORTHFIELD, VERMONT**  
**PLANNING COMMISSION**  
**Minutes of October 21, 2019**  
**Town Plan Public Hearing and PC Meeting**

The Public Hearing was called to order at 7:05 PM by Chair Hill-Eubanks.

**Roll Call:** Present for the Public Hearing were Commissioners Nancy Peck, Ruth Ruttenberg, Aaron Rhodes and Laura Hill-Eubanks; also present was Zoning Administrator and Clerk Mitch Osiecki. Members of the public present for the hearing were residents Carlos Frank Amory Pinkham and Christine Pinkham.

**Welcome of Guests:** Chair Hill-Eubanks welcomed guests and briefly explained the purpose of the Public Hearing.

Mr. Pinkham opened the discussion by commenting that he's impressed with the overall Town Plan, but has a few concerns, particularly about potential development on Old Mill Hill Road, with respect to transportation. He referenced Policy 11 on page 29, which states that the town should "consider whether to discontinue or reclassify Class 3 town roads that provide access to three or fewer developed properties and that do not form part of an interconnected road network."

Also raised concerns about maintenance plans for private roads. Response was to refer such questions to the Select Board/Municipal Manager Jeff Schulz/Road Foreman Trent Tucker.

Another concern was in regards to second to last paragraph on page 29, which states that new state permitting requirements under Act 64 will require the town to significantly improve town roads and associated infrastructure.

Also curious about maintenance plans for culverts – is there a map of existing culverts? Referred to Manger Schulz and/or Foreman Tucker.

Another concern raised was maintenance costs associated with private roads serving a single dwelling. Wonders what the difference is between a private road and a driveway in this instance. The Select Board is grappling with that very question.

Paragraph headed Transportation Energy on page 31: curious about the definition of density standards for the low-density district. That question is answered on page 12.

Map on page 32 depicts Loop Road crossing into Williamstown, when it is contained entirely within Northfield. The Planning Commission will double-check the source map and correct as necessary.

With no additional comments raised, the Public Hearing concluded at 7:28.

Planning Commission Meeting commenced immediately following close of Public Hearing

**Roll Call:** Present for the meeting were Commissioners Nancy Peck, Ruth Ruttenberg, Aaron Rhodes and Laura Hill-Eubanks; also present was Clerk Mitch Osiecki.

**Set/Adjust Agenda:** No adjustments to the agenda.

**Town Plan Update:** Several technical corrections have been identified. These include:

- i. Page 2 of pdf - change credits to read: *The Municipal Planning Grant Program, administered by the VT Department of Housing and Community Development is credited with funding the Town Plan update.*
- ii. Page 5 of pdf (page 1 of Plan): remove 'etc.' from 3<sup>rd</sup> paragraph at last sentence.
- iii. Page 36 of pdf (page 32 of Plan): Figure 31: Transportation Map shows Loop Road crossing into Williamstown; Loop Road is entirely within Northfield. Check source map.
- iv. Page 40 of pdf (page 36 of Plan): red dots – should be in legend?
- v. Page 51 of pdf (page 47 of Plan): check numbers in the Overview section.
- vi. There are currently several blank pages in document: pages 14, 42 and 52.
- vii. References to Town Forest Stewardship Plan throughout: update to read: “2019 Town Forest Stewardship Plan,” and change link to the new plan. [need to make this link flexible, as the TFS Plan is currently in the approval process.]
- viii. Finally, some possible confusion about references to “highways” vs. “roads” at page 29 of the Plan.

Chair Hill-Eubanks read into the record a resolution approving the Town Plan (attached).

Ruttenberg moved to approve the resolution; Rhodes seconded. **Motion carried 4-0.**

Ruttenberg thanked Hill-Eubanks for her leadership and hard work throughout the entire process of updating the Town Plan.

**Approval of Minutes:** Peck moved to approve minutes of September 8 and September 16; Ruttenberg seconded. **Motion carried 4-0.**

**Timeline:** Brandi Saxton will update the plan once Hill-Eubanks reviews pending minor corrections. Hill-Eubanks will then talk to Municipal Manager Schulz to get the Plan on a Select Board agenda. Will hope to have consultant Saxton and Planning Commission members attend the Select Board meeting at which Town Plan is presented.

**Next Regular Meeting:** November 18, 2019. (Ruttenberg will be out of town).

**Adjournment:** Ruttenberg moved to adjourn; Peck seconded. **Motion carried 4-0.**  
Meeting adjourned at 7:52 PM.