

Town of Barre Planning Commission

The Town of Barre Planning Commission held a meeting on Wednesday, September 15, 2021, beginning at 7:00 p.m. in the Municipal Building at 149 Websterville Road, Websterville, VT.

MEMBERS PRESENT:

Chris Violette, Mike Gilbar, Cedric Sanborn, George Clain, Terry Reil, and Byron Atwood (arrived at 7:12 p.m.)

MEMBERS ABSENT:

STAFF PRESENT:

Chris Violette

OTHERS PRESENT

1) CHANGES TO THE AGENDA

Mr. Sanborn called the meeting to order at 7:00 p.m. and asked whether there were any changes to the agenda. None were noted.

2) APPROVAL OF MINUTES

June 16, 2021

On motion by Mr. Gilbar, seconded by Mr. Reil, the Planning Commission approved the minutes of June 16, 2021, as written. Vote 5-0-0.

3) REVIEW CODE OF CONDUCT AND RULES OF PROCEDURE – (amend as necessary).

Mr. Violette provided an overview of the *Town's Policy Regarding Conflicts of Interest and Ethical Conduct* adopted by the Selectboard on September 25, 2018, with highlights of the document and their meaning on the following: Direct or indirect personnel or financial interest; Ex Parte Communication; recusal; and quasi-judicial proceedings. Discussion ensued amongst members for each highlighted subject with various examples.

Mr. Violette provided history of how the PC and DRB were developed in 2008 and the roles of each committee was established. He presented the current *Rules of Procedure, Conflict of Interest Policy, and Hearing Rules* for the Planning Commission. While the minutes show that they were adopted, no signed copy has been found.

The "Conflict of Interest" section and any reference will be removed as it is replaced with the town's policy.

Commission members reviewed the rules of procedure with the following highlights:

- Add Interested Person in the definitions
- Opening and closing hearings and deliberation in quasi-judicial proceedings
- Review and update State Statutes referenced and summarize within procedures.
- Recuse: when to and procedure when a member recuses oneself
- Quorum of the "Board"
- Virtual/Teleconference participation requirements for members, applicants, and public participation
- Potential variant of Robert's Rules
- Proper procedures and requirements to make a motion
- Place Public to be heard on future agendas
- Keep section Conflict of Interest with referral to the town's policy
- Notify members in advance of agenda items
- Overview of Ex Parte Communications
- Length of meetings not to exceed three hours
- Public participants must address the Chair not side conversations (example: public participant talking directly to applicant)
- Site visits must be warned; should be done as a group or individual with no Ex Parte communications; testimony cannot be given at that time
- Interested parties must have participated in the Public hearing either verbally or in writing to

be able to appeal

- Retention Policy timeline to keep applications and other materials
- Vote requirements regarding abstention

4) **DISCUSSION REGARDING RETAIL SALE OF CANNABIS AND HOW IT RELATES TO ZONING (as needed)**

Mr. Violette presented a handout for S.25 for discussion at a future meeting.

5) **ZONING BYLAW DISCUSSION AND AMENDMENT (as needed)**

Passed over

6) **TOWN PLAN DISCUSSION AND AMENDMENTS (as needed)**

Passed over

7) **OLD BUSINESS**

8) **OTHER**

Mr. Clain inquired about the timeline for a variance for 85 Bridge Street. Mr. Violette stated that what Mr. Clain is referring to is not a variance, it was approval for a second driveway and that there isn't a timeline unless the board specially required one. He will look into it and report back.

9) **FOLLOW UP**

10) **ROUND TABLE**

11. **DELIBERATIVE SESSION (as needed)**

12. **ADJOURN!**

On motion by Mr. Clain, seconded by Mr. Atwood, the Planning Commission voted to adjourn at 9:15 p.m. Vote 6-0-0.

Respectfully submitted,

Cindy Spaulding, Clerk

Cedric Sanborn, Chair

Mike Gilbar

George Clain

Byron Atwood

Chris Violette

Craig Chase

Terry Reil