

**TOWN OF CHESTER  
PLANNING COMMISSION  
August 21, 2017  
Minutes**

**Commission Members Present:** Naomi Johnson, Tim Roper, Barre Pinske.

**Staff Present:** Michael Normyle, Zoning Administrator, Cathy Hasbrouck, Recording Secretary.

**Visitors Present:** Julia Purdy.

**Agenda Item 1, Review draft minutes of the February 28<sup>th</sup> and August 7th meetings**

There were not enough members present who were present at the February 28, 2017 meeting to approve the draft minutes from that meeting. That business was tabled.

Barre Pinske moved to accept the minutes from the August 7, 2017 meeting. Tim Roper seconded the motion. There was no discussion. A vote was taken and the minutes were accepted.

**Agenda Item 2, Citizen Comments**

No citizens wanted to speak.

**Agenda Item 3, Update on advertisement for the Zoning Administrator's position**

Cathy Hasbrouck reported that ads had been placed on the Vermont League of Cities and Towns website and the indeed.com. Naomi Johnson reported that a couple of letters of interest have been received by the town. The two online ads require a response by September 5, 2017.

**Agenda Item 4, Discuss dates for noise regulation presentation from Timothy Jones**

Naomi Johnson stated that the Development Review Board and Planning Commission had agreed to meet on September 18, 2017 at 7:00 PM for this presentation. This will be a formal, warned meeting. Michael Normyle explained that any conclusion the combined boards arrive at will have to be written into the Chester Unified Development Bylaws by the Planning Commission. The commissioners discussed the topics to be covered by the meeting and the recent history of noise regulation in Chester. They also discussed some ideas for modifying the current bylaws.

**Agenda Item 5, Discuss Proposed Survey**

Three surveys were cited as examples. The commissioners had been given copies of the Chester 2008 survey, which was developed primarily by the Southern Windsor County Regional Planning Commission. Naomi Johnson distributed copies of a survey from Glover VT and mentioned another survey she found online from Royalton, VT. Royalton's survey was short and included questions about setting up zoning regulations, since Royalton currently does not have zoning. In an earlier meeting, Jason Rasmussen advised the commissioners that survey questions asking for free-form input were difficult and time consuming to collate. He felt it would be important to offer a list of choices respondents could pick from in order to make analyzing the data simpler. The commissioners also received information from the workshop presented by the Planning Commission in January 2009.

After considerable discussion, the following conclusions were drawn about a proposed survey:

- A survey of citizens' opinions on issues addressed in the town plan was wanted.
- Press releases about the survey would be given to increase the response rate.
- The survey would be mailed to citizens.
- Responses could be sent by return mail or entered via the internet.
- The survey would have an area for comments.
- The Commission would set up an e-mail address for additional comments.
- No comment would be accepted for consideration if the author could not be identified.
- The Commission may publish a comment and withhold the author's identity if requested.
- The 2008 survey needs to be re-organized to reflect current priorities.
- Some topics, such as renewable energy and flood resilience need to be added to the survey.
- Some information about recent legislation on these topics may be included in the survey packet.
- Some acknowledgement of current tensions in the community on topics such as renewable energy should be made.

Barry Pinsky agreed to make a draft of the new survey incorporating this information.

A letter inviting members of the community to offer testimony to the Planning Commission was also discussed. Representatives from organizations such as the Chamber of Commerce, Rotary Club, Chester-Andover Family Center, local churches, local real estate agents, and local committees such as the Conservation Commission and Historical Society would receive the letters. David Pisha and Julie Hance have a monthly meeting with representatives from many committees. The meeting currently has no official title. All the people who attend that meeting would also receive the letter. Naomi Johnson asked Cathy Hasbrouck to draft the letter.

Tim Roper volunteered to work on a draft of a press release. The Commission discussed the content of the release, when it should be sent out and how to attract notice from local media with Julia Purdy, the sole audience member who represented the Vermont Journal. The Commissioners thanked her for her insights.

Naomi Johnson said the Commission had good input from Town of Chester department heads and would seek updates from them at some point in the future.

The next meeting of the Planning Commission will be Thursday September 7, 2017 at 7:00 PM.

Tim Roper moved to adjourn the meeting. Barry Pinske seconded the motion. A vote was taken and the meeting was adjourned.