

**TOWN OF WATERFORD  
PLANNING COMMISSION  
MEETING DATED AUGUST 20, 2014  
MINUTES**

**MEMBERS PRESENT:** Bill Dimick, Howard Remick, Bob duMaire,  
Mike Barrett, John Gillott, Tom Robinson

**MEMBERS ABSENT:** Tom Villeneuve

**NONMEMBERS PRESENT:** Chris Brimmer, Gary Allard, Lou Brach, and  
Secretary, Carol Priest

---

The meeting was brought to order at 7:00 P.M. by Bill.

#### Minutes

Bill noted one correction to the July 16<sup>th</sup> meeting minutes: to add the words “other business” at the conclusion of the agenda as determined for the following meeting. Howard moved to accept the minutes of the July 16<sup>th</sup> meeting, as corrected. Bob seconded the motion. Bill called for a vote and all present approved the motion to accept the minutes as corrected.

#### Citizens’ Concerns

Lou Brach suggested that the board look at old town plan data as it makes revisions to see what has been accomplished from one town plan to the next. Bill explained that the board does review each page and collects updated data, statistics, etc., to make timely and appropriate revisions, as needed.

#### Old Business

Mike updated the board on the town website. It is basically up and running at this time, and includes meeting dates for municipal boards, agendas, minutes, etc. He would like to put photos on there as well. He is setting up a training session for the town clerk and assistant town clerk, as well as a Selectboard member, so that they may administer the site in the future. Bill suggested the board check the website at each meeting, and he suggested that all municipal boards could do that also.

Howard updated the board on the status of the tax mapping project. He has spent a great deal of time with LSC on the many rounds of edits that need to be done. He anticipates approximately one more week will be needed. Bill suggested putting some of that usable tax map data on the website. The listers do have photos of properties on file at this time. In the future, they are hoping to link them with tax mapping data on the website. This raised a discussion on privacy issues, as some homeowners may object to that information being on the site.

The board reviewed the template for the zoning application provided by A.O. Chris Brimmer. He recommends two separate documents, one for the application, and a separate permit document, using parcel I.D. numbers, not property owners’ names for identification. Members suggested the following changes to the document: 1) add “Lower” to Waterford in the heading; 2) replace “septic permit” with “septic document”; 3) move “Have you signed your check?” to the applicant

signature area; 4) replace “Fairlee” with “Waterford” on page 2; 5) provide an instruction sheet to accompany the document. Howard moved to forward the permit application document to the Selectboard for approval, with the changes noted above. Mike seconded the motion. Bill called for a vote and all present approved the motion. Chris will look into writing a grant to assist the board in revising the bylaw. Members reviewed the waiver language and home occupation language templates Chris provided. Bill asked that a request be sent to the DRB Chairman, Bernie Brochu, to have that board review it at their September meeting, which is scheduled for two days prior to the next PC meeting. He would like them to report their suggestions for change, if any, to the PC on September 17<sup>th</sup>.

Bill read an email he received from the A.O., advocating that a septic permit should be a prerequisite for a permit application to be complete, if the project requires one. This was discussed at the recent DRB meeting as well.

Discussion on the proposed home occupation language continued. John noted that the fee schedule may need to be changed to keep pace with requirements, adding that an increase in some fees may be necessary.

#### Town Plan Revision

This will be continued at the September meeting.

#### NVDA Data Review

Bill will send it electronically to the Secretary, who will forward it to the members for them to review and discuss at the September meeting.

#### New Business

The board will continue to adhere to the policy of establishing an agenda for the following month’s meeting, posting it in three places, including the town website.

#### Other

The September 17<sup>th</sup> agenda was set: Minutes; Citizens’ Concerns; Old Business, specifically waiver language, home occupation language, town plan revision (p. 7 forward); NVDA data review; Other. There was no other business brought before the board.

The meeting adjourned at 9:10 P.M.

Respectfully submitted,

Carol Priest, Secretary

Approved: