

**Town of Grand Isle Joint Meeting of the  
Planning Commission & Selectboard  
October 7, 2014 Minutes**

**PC Board Members Present:**

Andy Paradee, Chair  
David Borthwick-Leslie  
Dwight Bullis  
Mitch McGrath  
Melissa A. Boutin, Scribe

**Selectboard Members Present:**

Melissa Estus, Chair  
Mark Cobb  
John Lawrence  
Adam White

**Absent:**

Colleen Cobb

**Guests:**

- A. Meeting was called to order at 7:02PM by Andy Paradee, Chair.
- B. Amend Agenda for Matters not Listed: Training for PC & DRB was in the prior meeting minutes of the Planning Commission for agenda action items but not listed on the agenda.
- C. Agenda items Listed: Requested items moved from PC agenda to SB agenda – Training for PC & DRB and Enforcement/Adherence
- D. Meeting was called to order at 7:03PM by Melissa Estus, Chair.
- E. Amend Agenda for Matters not Listed: Agenda items moved from PC agenda to SB agenda –accepted.
- F. Guests: No additional people in attendance.
- G. Capital Budget Plan – Mark Cobb explains the presence of the Selectboard members at tonight’s meeting is to discuss developing a Capital Budget Plan. Looking to the Planning Commission to begin again the Capital Budget Plan that was started years ago and presented to the SB last in November 2006. Brian Martin, a prior PC board member was instrumental in the strategically planned working document. The Capital Budget Plan is needed to smooth out the bumps in the road for town & school infrastructure, equipment for all departments, including fire and rescue. If possible the two water districts as well. Adam White mentions the library new roof, falling apart floor joices, purchase of a new highway dump truck and the fact that all the building are in need of something. The Capital Budget Plan is one way to help level out taxes and yet plan for the needs of the town. Planning is key. Through NRPC there is funding left for one more municipality to help develop a capital budget plan. This would be under the direction of Bethany Remmers, Assistant Director. The prior plan took five years to put together with no involvement from Northwest Regional Planning Commission. They

have the experience to put together a comprehensive plan in a timely fashion. The Planning Commission does not need to reinvent the wheel but should familiarize themselves with the spreadsheets from November 2006 and the other handouts from regional planning. Adam White, Selectboard Member makes a motion to have the Planning Commission look into, pursue and develop a Capital Budget Plan and seconded by Mark Cobb. Selectboard members vote. All are in favor. Motion carried.

- H.** Selectboard New Business: Training for PC & DRB – Mitch McGrath addresses his concerns on the lack of training for those who are volunteering on Town boards. Having served briefly on the DRB and now on the PC there is not much information given to new members. VLCT was mentioned as a great resource. Adam White and John Lawrence attended a conference in Montpelier for newly elected officials. A suggestion was to put together welcome packets for new members.
- I.** Selectboard New Business: Enforcement/Adherence – Mitch McGrath discusses the concerns with regard to check and balances for the Bylaws and Subdivision Regulations. Once permits are issued or decisions are made shortcuts can be taken. Linda Effel, Zoning Administrative Officer does currently require complaints or potential zoning violations to be in writing. Adam White states Burlington and Colchester are the only towns that have Enforcement Officers. This is an area that the SB may want to address further with the ZAO.
- J.** Old Business: Town Bylaws & Subdivision Regulations – The draft Town Plan and proposed Town Bylaws & Subdivision Regulations were electronically forwarded to Taylor Newton of NRPC for review. This action did not come by vote of the PC board. Some members of the PC were not aware that NRPC provided forty (40) hours of time annual for the dues that are paid or any other items that may be included. Mark Cobb refers to directing questions to the Chairman of any board. The town boards are not micro- managed by the Selectboard. Adam White and David Borthwick-Leslie are appointed Grand Isle representatives that serve on the NRPC board. Information for all boards is brought back to benefit the town. Money well spent for getting things done such as the Town Bylaws and Town Plan. Adams White and David Borthwick-Leslie will meet with Bethany Remmers to obtain the funding for the Capital Budget Plan. Follow up joint meeting will be scheduled in the near future.
- K.** Selectboard Motion to Adjourn: Melissa Estus thanks the Planning Commission for having them at the meeting. A motion is made by John Lawrence and seconded by Mark Cobb. Members vote. All are in favor. Motion carried. Meeting adjourned at 8:27PM.
- L.** Old Business: PC Budget FY'16 – A motion to approve the budget was made by David Borthwick-Leslie and seconded by Dwight Bullis.

Bylaws = \$80  
Total Revenue = \$80

Administrative = \$3600  
FICA = 275  
Dues = 2000  
Legal = 0  
Bylaws/Plan = 300

Public Notices = 240  
Prof. Education = 100  
Mileage = 0  
Total Expenses =\$6515

**M.** New Business: Regular meeting to be held on November 4, 2014 needs to be cancelled and warned due to General Election Day. A motion is made by David Borthwick-Leslie to cancel the PC meeting of 11/04/14 and seconded by Dwight Bullis. Members vote. All are favor. Motion carried. Brian Costello of Local Motion would like to be on a future agenda. It was decided he will be the first guest on the November 18, 2014 meeting.

**N.** Review & Approve Minutes of September 16, 2014: Add “see printed attachments” and staple all paperwork together. A motion was made by Mitch McGrath to accept the minutes of 09/16/14 with the addition and seconded by Dwight Bullis. Members vote. All are in favor. Motion carried.

**O.** Agenda for next meeting on October 21, 2014:

Amend Agenda for Matters not listed  
Guests  
Town Plan/Bylaws – Taylor Newton of NRPC  
Capital Budget Plan – Bethany Remmers of NRPC  
Old Business  
New Business  
Review & Approve Minutes: 10/07/14  
Adjournment

**P.** Next meeting of the Commission to be held on Tuesday, October 21, 2014 at 7PM at the Grand Isle Town Office Community Room.

A motion to adjourn is made by Dwight Bullis and seconded by Mitch McGrath. Members vote. All are in favor. Motion carried. Meeting adjourned at 8:36 PM.

Respectfully Submitted: Melissa A. Boutin, Planning Commission, Scribe