

Town of Corinth
Planning Commission
Minutes
January 3, 2012

Members: Robyn Brill, William Devins, Karen Galayda clerk, Sally Gundy chair, Peter Keene, Mark Nielsen, Linda Weiss

Meeting called to order at 7:10pm

Minutes of Dec 6, 2011 approved

Communications: Sally had an email from Karen worrying about the chart for 'Median Income' in the TP. Karen said she was over her concern and would put the chart in the TP

A new WWP for a redesigned system for Arthur Ruell

A Project Review Sheet for Maurice Smith to replace a failed septic on Eagle Hollow

Old Business: Bill will get info update on hours state police barracks is manned, try to get update on crime rate and try to get a list of FD equipment from David Danforth and email this to Karen

Karen presented rewrite of Education section

Karen & Peter presented rewrite Housing and Energy sections

New Business: Finished edit of rewrite

Karen will correct the plan and have copies for members at next meeting

Public Hearing to be held March 20, 2012 at regular PC meeting hour

Karen to send notice to JO by the 24th of Feb for publication in the issue of Feb 29th

Meeting adjourned at 8:15pm

Town of Corinth
Planning Commission
Minutes
February 7, 2012

Members: Robyn Brill, William Devins, Karen Galayda clerk, Sally Gundy chair, Peter Keene, Allen Locke ex officio

Meeting called to order at 7:15pm

Communications: Project review sheet for Kenneth & Louise Thompson to create Lot #7 of 3.8 acres with existing dwelling

Received Waste & Potable Water Permit WW-3-10518 for Suzanne Wescott for construction of a 2 bedroom house at 312 Bear Notch Road

Allen reminded all members that the Selectboard will be looking for the Plan Comm to appoint new members for 3 year terms.

Town Plan Rewrite: Karen presented copies of the 2012 rewrite to members and noted corrections that need to be made. Requested members to review document for other errors, final rewrite date Feb 15th, mailing to surrounding towns and Two Rivers set for Feb 17th

Allen suggested considering organizing and sending out a new survey, as was done in 2005, *following completion of the current effort.*

Fortunati subdivision approved

Sally had a discussion with Gail Auclair of Little Rivers Health Center, they are eager to be involved with the Plan Comm. Gail had received a notice of grant monies available for Planning/Health projects. Sally talked about a pool. Not enough time until deadline to create any project.

Peter had a message from the Fire Chief to disregard the article *in Town Clerk's quarterly newsletter* about the FD wanting into everyone's home to do floor plans.

Meeting adjourned at 8:15pm

***Changes to original*

Town of Corinth
Planning Commission
Minutes
March 20, 2012

Members: Robyn Brill, William Devins, Mark Nielsen, Ryan Dodge, Joshua Gaetz, Sally Gundy chair, Allen Lock ex officio
Admin Asst: Karen Galayda
Guests: Susanne Smith, Frank Roderick
Meeting called to order 6:58pm

Election of new officers: Robyn Brill Chairman, William Devins Vice Chair, Sally Gundy Clerk. Robyn appointed Karen Galayda as Admin Asst.

Minutes of Feb 7th approved.

Communications:

1. Email from Dan Wing: The Energy Comm would like to continue investigation into a Park & Ride. Meeting to be held May 1st at 7 pm at the Town Hall (this will run at the same time as the next Pc meeting). General interest expressed from members. Bill will do preliminary discussions with State/Shaina Clifford D7 Project Manager.

Susanne asked if the PC would like more selectboard member visits

2. VLCT Forum on Planning April 11th. Robyn expressed an interest in attending and was encouraged to do so. The fee of \$55 will be covered by the PC budget.

3. Letter from the Agency of Nat'l Resources Re: Greg Manning's permit WW-3-10417 amended to WW-3-10417-1 to increase Lot 5 to 13.6 acres and reduce Lot 1 to 88.5 acres. Agreed that this did not present any problems, but we would need to have a new map showing the changes. KG to call Greg and request a copy. This brought up the difficult issue of isolation shields and Bill said that the State is working to resolve this.

4. Letter from the Agency of Nat'l Resources Re: Permt WWW-3-9553-5
Kenneth and Louise Thompson are dividing Lot 7 and this is the Waste & Potable Water Permit.

PUBLIC HEARING ON TOWN PLAN 2012

Robyn opened the Hearing at 7:53pm and explained that the PC had been in the process of defining a new plan, but realized that time would not allow a good effort. It was decided to update the 2007 plan with new statistics & try to get this plan approved before the June 25th expiration date. This would also circumvent the new requirements that will be in effect July 2012; this new requirements will need much work.

Karen reported that the 2012 Revised Town Plan had been sent, certified mail, to all surrounding towns, 2 Rivers and the appropriate State authority.

Frank suggested that we could use a link to 2 Rivers to make the required maps available, Josh suggested to add this link to the Town Plan on the Town website. Karen to investigate.

Mark: 2 Rivers not asked to endorse the plan

Frank: It is not required to get their approval

Karen and Allen: Last email from Peter Gregory said that the plan must have maps to be approved, implying that with the maps it could be approved.

Allen: When sending this plan onward to the Selectboard please include statues outlining process and time line. Karen to do

Susanne: Please add update on current situation with NEK and Waste Mgt. And a hard copy would be preferred. Karen to do

Mark moved that we close the hearing – Bill seconded.

Final item: Mark noted that the archived meeting notes on the town website end Oct 2008. Karen gave him the folder contains the PC copies from Oct 2008 thru April 2011. Mark will scan these and forward to Rik. Karen will forward those since April 2011, and will also ask Rik to update new PC members.

Mark moved to adjourn the meeting at 8:28pm and Bill seconded.

Town of Corinth
Board of Selectmen
P.O. Box 461
Corinth, Vermont 05039

Minutes of the Financial Meeting, May 8, 2012
4 p.m., at the Town Hall

Present for the Board: Allen Locke, Chairman; Susanne Smith; Chris Groschner
Others present: Suzanne Hansen, Financial Assistant to the Board; Susan Fortunati, Town Treasurer; Joe Truss, proprietor of PikComm, guest.

The meeting was called to order at 4 p.m.

The Board reviewed outstanding bills and signed orders for their payment. Discussion followed concerning procedures for the Board's approval of bills for payment, with a view to identifying ways to improve the timeliness of payments. One measure considered was changing the date of the financial meeting from the Tuesday before the second Monday of the month to the first Tuesday of the month; in certain months, this would permit payment of bills one week earlier. There will be follow-up at a later meeting of the Board.

The Board reviewed the Treasurer's Journal Entries for the month of April.

The Board reviewed bids received from three public accounting firms and voted to offer a contract to Sullivan & Powers for the next year, based on price and past performance.

The meeting was adjourned at 6 p.m.

Corinth Planning Commission: Minutes of May 15, 2012

Present: Robyn Brill, Bill Devins, Ryan Dodge, Joshua Gaetz, Mark Nielsen, Holly Groschner

7:05 called to order

1. Social Network / Media: Laura Brill attended to describe and discuss social networking on Pintest (tourism) and Facebook and its usefulness as a public tool. Mark Nielsen moved, Holly Groschner second, to formulate a proposal to the select board to discuss the creation of a Town of Corinth facebook or Pintest page. The immediate purpose of the proposal is not funding. Mark Nielsen will write the proposal that describes the objectives of the project, which include sharing information, collecting feedback from the community, engaging more residents of the Town (including regular internet users) and setting Town objectives. Some of this information can be incorporated into Planning Commission initiatives. There will not be an immediate request for funding or staffing. Ryan Dodge and Robyn Brill will attend the Select board meeting on June 11 to discuss the proposal. Mark will circulate the proposal for comment.

2. The minutes were reviewed. The minutes were moved by Mark Nielsen and second by Bill Devins. Vote to approve.

3. Correspondence:

a. Notice of Chris Preston, regarding 10524 Bruleigh Road, Corinth: construction of single family residence. Project Review Sheet indicates no lot created. Letter from State of Vermont, Department of Environmental Conservation confirming complete application.

b. Proposed Bylaws of the Town of Newbury received.

c. Notice received of Waste Water Permit Number WW-3-10417-1: approval for Vance Place 3 bedroom residence on 13.6 acres (Lot 5) and reducing Lot 1 to 88.5 acres, application by Greg Manning.

4. Discussion of Select Board Business:

a. Received copy of Town of Corinth ordinance: 1991 speed limit of 25 mph. Bill Devins presentation of issues and discussion regarding stop signs that was discussed at May 14, 2012 Select Board meeting. Discussion ensued. Bill Devins agreed to identify intersections that the Commission may propose to be signed. Frank Roderick is developing a survey of stop signs that exist. Bill Devins suggested that the Select Board will consider revising the stop sign ordinance at a future meeting.

b. The Town of Corinth Town Plan was adopted by the Select Board on May 14, 2012. The Commission discussed the next step for publishing the Town Plan as adopted. Robyn Brill agreed to communicate with Rick Sheridan to post the plan on the Town website.

5. Administration: Robyn Brill asked if Karen Galayda has been paid to do administrative work for the Commission. Robyn will check with Susan Fortunati and Karen Galayda to identify the compensation and scope of work.

6. Park and Ride: Frank Roderick forwarded communications with Wayne Davis, Park and Ride coordinator for the State, and Mike Wichrowski, Fish and Wildlife. Frank will continue to investigate this issue of developing a Park and Ride, and will identify any role for the Planning Commission.

7. Internet Access. Bill Devins moved, Joshua Gaetz second, to write a letter to the Select Board requesting that the wifi internet access at the Town Hall be unlocked for public use. Joshua Gaetz agreed to produce a brief letter to the Select Board and to forward it to Robyn Brill.

8. Review of Subdivision Bylaws: The Commission reviewed the bylaw on subdivision. The functions of the bylaws were rigorously discussed. The Commission discussed the exemption for certain lots under the statutes. Robyn Brill requested that each member read the bylaws through several times for familiarity.

9. Cookies: Robyn Brill made delicious peanut butter cookies.

10. Adjournment: Ryan Dodge moved to adjourn; Mark Nielsen second. Approved.

Corinth Planning Commission: Minutes of June 5, 2012

Present: Robyn Brill, Ryan Dodge, Mark Nielsen, Sally Gund

7:00 called to order

1. Minutes: The minutes of May 15, 2012 were reviewed and approved.
2. Correspondence:
 - Wastewater system and portable water supply plant - notice from Christopher Preston Revocable Trust, 10670 Vermont Route 25, East Corinth, VT. Permit No. WW-3-10538;PIN BR12-0088.
 - Copy of the proposed Zoning Bylaws of the Town of Bradford.
 - Letter from Allen Locke saying that the Internet Access from Town Hall has been approved and is waiting for the technology required.
3. Old Business
 - Plan for Road Signs tabled until next meeting.
 - Robyn Brill emailed Karen Galayda regarding her work as the Commission's Administrative Assistant. Karen responded and said she had worked 21 hours so far this year, the majority of which was spent on the rewrite of the Town Plan. When she types the minutes it takes about one hour and the hourly rate is \$12. She indicated that she would not do the minutes unless instructed to do so. The Commission decided that it would be responsible for the minutes, and ask for Karen's assistance for bigger projects.
 - Mark Nielsen prepared and Robyn Brill sent to the Board of Selectmen a letter requesting permission to research establishing a Facebook page for the Town. Allen Locke responded and said the Board would consider the request on the agenda of the 6/11/12 meeting. Robyn Brill and Ryan Dodge will attend the Board Meeting on June 11 to represent the Commission on this request.

4. New Business

Robyn Brill asked the Commission members to review the Unified Bylaws, and their application to the Zoning proposition that was put on the ballot in March 2011. The Subdivision Bylaws govern the request for Subdivisions to divide parcels of land.

5. Adjournment: Josh Gaetz moved and Ryan Dodge second to adjourn. Approved and adjourned at 8:30.

Corinth Planning Commission: Minutes of June 19, 2012

Present: Robyn Brill, Bill Devins, Ryan Dodge, Joshua Gaetz, Mark Nielsen, Holly Groschner

Guest: Allen Locke, Chair, Board of Selectmen

7:05 called to order

1. Minutes: The minutes were reviewed and amended. The minutes as amended were moved by Mark Nielsen and second by Ryan Dodge. Approved.

2. Correspondence: None

3. Old Business

a. Street Signs: Discussion of Frank Roderick's work on the ordinance and considerations raised at the Select board meeting. Robyn will contact Frank about his progress on the ordinance. Bill Devins will research the State's ability and cost to do a speed study for town roads. Allen Locke pointed out that the information from the 2005 research for the town plan would have information about traffic patterns and road safety. Mark Nielsen suggested that we mark the speed limits on a map; he will provide one for the next meeting. Holly Groschner will provide information about what is required to amend existing ordinances.

b. Town Plan Recommendations: Robyn Brill indicated that the Plan recommendations are not the Commission's current priority.

c. Corinth Facebook Page: Robyn Brill and Ryan Dodge discussed their discussion with the board of selectmen, who were receptive to the Planning Commission's proposal to examine whether the Town should have a Facebook page. The Select board requested that the Planning Commission make a recommendation by September. Mark Nielsen discussed his research into town-based web pages, and identified recommendations. Josh Gaetz will contact the Fire Department to identify who manages the Department Facebook page and ask for a representative to discuss how it is managed at the Commission's next meeting.

d. 1102 Cookeville Road: The Select Board has determined that it doesn't have authority to address the state of the property. Allen Locke discussed the matter with Rick Cawley, counsel to the Town, and he is looking into reaching responsible parties at Bank of America through its law firm. The town has determined that it has no liability for the burned and abandoned building.

e. Park'n Ride: Robyn Brill discussed an email from Wayne Davis to Frank Roderick regarding the property on Route 25 at the Waits River. It is possible to apply for municipal grant program funding. Information is being sent. A park'n ride permit from VTrans would be necessary.

4. Schedule: The July 3, 2012 meeting is cancelled for the holiday. The next meeting will be July 17, 2012.
5. Cookies: Robyn Brill made delicious chocolate chip cranberry oatmeal cookies.
6. Adjournment: Josh Gaetz moved and Ryan Dodge second to adjourn. Approved and adjourned at 8:30.

Corinth Planning Commission Minutes August 21, 2012 - As Approved

Present: Robyn Brill, Mark Nielsen, Ryan Dodge, Holly Groschner,
Visiting: Allen Locke

7:27 Meeting Called to Order

Minutes from previous meeting reviewed and revised. Motion to approve by Mark Nielsen, seconded by Ryan Dodge.

Correspondence: Letter reviewed from TROC requesting a meeting to review the town plan process. The Commission discussed the purpose of a meeting with TROC and the Commission's needs. The Commission discussed asking TROC about the legal obligations of towns with regard to planning, and the participation or impact that Commissions can have in the land use and regulation. The Commission is interested in meeting with the TROC at a November meeting, and proposes to move the meeting to 11/20/12. Robyn will send a letter of invitation to TROC. A letter thanked the Commission for Corinth's due paid to the TROC. Town Fair is held this year at the Champlain Valley Fair Grounds on Thursday, October 4, 2012.

Old Business:

8:30 Huntington Subdivision and Process; Robyn Brill contacted Karen Galayda regarding the Huntington subdivision. Ms. Galayda indicated that the state should be sending notice directly to the Commission. Robyn Brill asked Karen Galayda to review transfers of partial parcels by looking back at past deeds since the fall of 2011. Ms. Galayda agreed to provide the research.

8:45 Facebook Study: Mark Nielsen offered to draft an invitation and distribute it to Emily Rowe, Anne McKinsey, John Morse, Val Stori, Ken Linge, Dan Wing, Ed Pospisal, and others. Robyn Brill will ask Karen Galayda to post a notice in the JO about the meeting and inviting the public.

8:45 Minutes to the Website: Robyn Brill agreed to organize the minutes as approved and distribute to the Town Clerk and to Rick Sheridan.

8:45 Review of Town Plan Suggested Actions: Mark Nielsen presented an organized table of suggested action items divided by the party (select board, planning commission, listers, others). Robyn Brill said that she would like the Commission to review which deliverables require zoning regulation. Holly Groschner proposed that the Commission consider whether those initiatives can be accomplished by means other than zoning and proposed that TROC could be consulted in that matter. Allen Locke requested that the Commission communicate with other parties that have "deliverables" under the Plan.

8:50 Flood Plain Ordinance: Holly Groschner asked what the flood plain ordinance discussion be postponed to the October meeting.

9:05 New Business

Robyn Brill indicated that she would like to follow up with the Commission members that are not attending. The issue is that the low attendance rates are impacting the Commission's ability to meet quorum or to plan for its meetings.

9:15 Meeting adjourned Ryan Dodge made a motion to adjourn the meeting and Mark Nielsen seconded.

**Corinth Planning Commission
Minutes September 4, 2012**

Present: Robyn Brill, Mark Nielsen, Ryan Dodge, Holly Groschner, Joshua Gaetz
Visiting: none

7:00 Meeting Called to Order

Minutes from previous meeting reviewed and revised. Motion to approve as amended by Mark Nielsen, seconded by Ryan Dodge.

Correspondence: None

Old Business:

7:11 Subdivision Applications and Process

Robyn Brill presented the research compiled by Karen Galayda regarding the land transfers in the past 12 months. Ms. Galayda's research indicated that there were 56 transactions of which 9 of which boundary line agreements or subdivisions. The Planning Commission will draft a letter to the Town Clerk, copy to the Board of Selectmen, requesting that transactions identifiable as boundary line agreements, annexations, lot line adjustments, and subdivisions be compiled for the Planning Commission's review. The Planning Commission has confirmed that it has not been receiving notice of transactions that may require Planning Commission review.

7:30 Facebook Study

Mark Nielsen agreed to reach out to Emily Rowe, John Morse, Val Stori, Ken Linge, and Holly Groschner will call Dan Wing, Nancy Ertle and Rick Sheridan; Ryan Dodge will contact Renee Salamaa and Gordon Kittridge. Robyn Brill will call John Morse, Anne McKinsey and Bob Pospisal following distribution of an invitation to attend a meeting to discuss the FaceBook initiative. Mark Nielsen has drafted and will provide the invitation and Robyn Brill will arrange to publish notice of the meeting. Topics for the meeting include (1) how would you imagine using a town FaceBook page; and (2) what could be included that would make it most usable? Mark Nielsen will structure the meeting. Holly Groschner offered some examples of town FaceBook pages:

<https://www.facebook.com/surfcitync>

<https://www.facebook.com/townofonslow>;

<http://www.facebook.com/pages/Town-of-Rindge/256811920149>

7:40 Flood Plain Ordinance Robyn Brill asked that we address the Flood Plain Ordinance at the October 1, 2012 meeting. Holly Groschner agreed to research the change in State requirements and recommendations for flood plain regulations.

8:45 Minutes to the Website

Robyn Brill agreed to organize the minutes as approved and distribute to the Town Clerk and to Rick Sheridan.

8:15 Review of Town Plan Suggested Actions

Mark Nielsen presented a revised table of suggested action items in the Town Plan, divided to show those items effected by the Planning Commission. Mark Nielsen agreed to send the list to Peter Gregory at TROC to ask whether any of these items can be implemented without zoning.

The Planning Commission discussed initiatives directed to the Planning Commission to implement. Ryan Dodge suggested that there are initiatives that are missing from the Plan that might be undertaken by the Planning Commission including (i) planning or promoting Internet access consistent with Connect Vermont, and (ii) facilitating compliance with the State's new energy efficiency rules and required filings. Ryan proposed that the Planning Commission compile a list of new construction requirements applicable in Corinth and sources of information regarding State requirements. Holly Groschner suggested that the Commission prioritize resource identification and strategic planning for education, natural resources, and prime agricultural lands. Discussion ensued, not action taken.

9:15 Meeting adjourned Ryan Dodge made a motion to adjourn the meeting and Joshua Gaetz seconded.

Corinth Planning Commission
DRAFT Minutes of September 18, 2012

Present: Robyn Brill, Mark Nielsen, Holly Groschner, Joshua Gaetz
Visiting: Allen Locke (Select board), Dan Wing (Energy Committee), and Ken Linge (Blake Library)

7:15 Meeting Called to Order

Minutes: from September 4, 2012 meeting reviewed, revised. Motion to approve by Mark Nielsen, seconded by Joshua Gaetz. Minutes approved as amended.

Holly Groschner will search for June 2012 minutes. Discussion ensued about publishing unapproved minutes.

Correspondence: Discussion of letter regarding recording and subdivision approval process reviewed and accepted. Holly Groschner will amend. Robyn Brill will send to Town Clerk and Select board.

Old Business:

7:15 Facebook Study

Mark Nielsen led a discussion regarding feedback and information regarding town Facebook pages. Bethel reports that they treat the Facebook page as a bulletin board and it takes approximately 30 minutes per week to administer. The rules of the page are important to organized administration. Ken Linge pointed to Town Meeting as an analogous paradigm of public expression; he added that it is important to clarify the purpose of the page. Mark Nielsen confirmed with Emily Rowe her interest in working as a volunteer administrator. Joshua Gaetz indicated that Mrs. Gaetz is also interested. There was substantial agreement in the meeting that Facebook could serve as a community building tool, bringing access to events and information to more residents. Mark Nielsen relayed that the town clerk in Manchester advised to be careful to remember that not all residents are digitally literate. Ken Linge indicated that it's a way to for more people to hear about what is going on in the town; it is a community builder and a means to connect locally. Holly Groschner reported that Nancy Ertle commented that she was not in favor of a Corinth Facebook page based on information from towns that reported being sorry that they started Facebook pages because the administration became burdensome, and towns paid for administration. The Commission discussed cyber security risk related to Facebook; the consensus was that individuals can choose not to engage, and that Facebook is not more risky than other transactions occurring on the web. Dan Wing raised questions around Town liability related to a webpage forum. Discussion of first amendment and public comment issues ensued. Mark Nielsen commented that most of the issues were resolved by creating appropriate user rules and suggested that each group or constituency that wants to be involved could have an administrator that review and posts information official for that group. Discussion ensued regarding user groups. Joshua Gaetz volunteered to research Facebook page structure. Holly Groschner volunteered to compile user rules. Robyn Brill agreed that the next meeting would tackle the subject of defining the purpose for the page. Mark Nielsen moved that the Planning Commission should continue to work on creating a Facebook page for the Town of Corinth. Joshua Gaetz seconded. Voted unanimously.

8:55 Review of Town Plan Suggested Actions

Mark Nielsen sent the list of questions to Peter Gregroy at TROC to ask whether any of these items can be implemented without zoning. Robyn Brill tabled discussion of initiatives in the Plan until the October 2, 2012 meeting.

9:15 Meeting adjourned Holly Groschner moved to adjourn the meeting and Joshua Gaetz seconded. Unanimous.

Corinth Planning Commission
ApprovedT Minutes of October 16, 2012

Present: Mark Nielsen, Holly Groschner, Ryan Dodge [QUORUM NOT PRESENT]
Visitor: Chris Groschner, Board of Selectmen

7:00 Meeting Called to Order

Minutes: from September 18, 2012 were reviewed but not approved since there was not a quorum present. The next meeting is November 20, 2012.

Old Business:

7:15 Facebook Study

Mark Nielsen led a discussion of a purpose and goals for the Town Facebook Page. Holly agreed to draft simple rules for the page, incorporating the purpose and goals for circulation to the rest of the Planning Commission.

7:15 Review of Town Plan TROC Suggestions

Mark Nielsen reviewed the response to the list of questions sent to Peter Gregory at TROC to ask whether any of these items can be implemented without zoning. Mark reviewed each response (see attached) and reviewed the agenda for the visit of TROC's representative, Chris Sargent (with Peter Gregory), on November 20, 2012.

1. Energy Efficiency Standards – no action recommended, but Commission has suggestions regarding education of efficiency standards.
2. Tower Regulation – no action recommended that is non-zoning and there is no basis for regulation based on state law.
3. Highways, Bikeways, and Trails – no recommendation other than land use regulation *except provisions that would impact Act 250 decisions by putting clear and convincing language regarding these resources into the Town Plan.*
4. Evaluate Road Signage – responsibility of the Town or the Select Board, not the Planning Commission, to ask TROC to study.
5. Fragmentation of Wildlife Habitat – Planning Commission's assessment require written criteria into the subdivision bylaws. Discussion ensued about identifying criteria for mapping significant wildlife resources.

No specific action was taken on these recommendations, except that the question about evaluating road signage has been recommended to the Board of Selectmen.

7:40 Letter to Town Clerk regarding Enforcement of Subdivision Review: Holly Groschner reported that she confirmed that Robyn Brill did send the proposed letter to the Town Clerk

New Business:

7:45 Mark Nielsen reported that George Denagy contacted him to discuss the relocation of a log lot to property on Route 25 adjacent to the ball field.

8:05 Meeting adjourned Ryan Dodge moved to adjourn the meeting and Holly Groschner seconded. Unanimous.

Corinth Planning Commission
Approved Minutes of December 4, 2012

Present: Robyn Brill, Mark Nielsen, Ryan Dodge, Holly Groschner, Joshua Gaetz

7:10 Meeting Called to Order

Minutes: from September 18, and October 16, 2012 meeting reviewed. Motion to approve by Mark Nielsen, seconded by Joshua Gaetz. Minutes approved.

Holly Groschner will search for June 2012 minutes. Discussion ensued about publishing unapproved minutes.

Correspondence: Review of TROC correspondence, delivery of 2012 Town of Corinth Town Plan. The mail box was sorted and no other correspondence was received other than notice of a forum held by VLTC.

Old Business:

7:15 Correspondence to Town Clerk Regarding Subdivision Permits

The Commission discussed the failure of the Town Clerk to respond to September communications regarding the absence of notice of Subdivisions. Mark Nielsen indicated that in email communication from the Town Clerk, she indicated that she has prepared a response. Robyn Brill agreed to go personally to the Clerk's office on Monday to request her response. Robyn will email the Clerk to advise her of this plan.

7:20 Discussion of the TROC Review of Plan

The Commission discussed the response of the TROC regarding the inadequacies of the Town Plan. A discussion of land use and future requirements ensued. Robyn Brill proposed to reschedule the TROC consultation to February 5, 2013. **All Planning Commission members are requested to make every effort to attend.**

7:50 Calendar Item

The meeting scheduled for January 1, 2013 will be cancelled and rescheduled to January 15, 2013. Robyn Brill agreed to advise the Town Clerk and the Board of Selectboard, and to provide the required notice.

8:00 Facebook Study

Mark Nielsen moved that, having studied the pros and cons of a Facebook page the Planning Commission should recommend to the Selectboard that it establish a Facebook page for the Town of Corinth. Ryan Dodge seconded. Voted unanimously.

8:05 Review of Recommendations in the Town Plan

Mark Nielsen agreed to draft a letter to other Committees and Commissions that are asked by the Town Plan to take actions or make decisions. Mark will send the proposed letter to Robyn Brill who will use the charted recommendations to direct the letter to the appropriate groups.

8:10 Administrative Assistant

The Board noted the receipt of Karen Galayda's resignation.

New Business

8:10 Budget Discussion

Robyn Brill attended the budget meeting last week. The Commission's request for a budget of \$500 was withdrawn with the confirmation by the Town Treasurer that the Commission has a balance of \$640

8:15 Plan Maps

Mark Nielsen agreed to work with the Town webmaster to post the maps from the Town Plan of 2012 on the Town web site.

8:17 Commission Appointments

The Commission discussed the participation of its members and the difficulty retaining a quorum at meeting issues. Robyn Brill will bring the issue of altering the number of members or considering future appointments to the Select Board.

8:25 Meeting adjourned Ryan Dodge moved to adjourn the meeting and Joshua Gaetz seconded. Unanimous.