

**Town of Corinth**  
**Special Meeting**  
Planning Commission Meeting  
February 1, 2017  
Unapproved Minutes

Attending for the Commission: Dick Kelley, Chairman; Dan Carter; Russ Pazdro; Zachary Kelley; Tim O'Dell, Energy Coordinator; Carolina Diaz, Clerk. Others; Patricia Rizzo, Greg Manning,

The meeting was called to order at 7:05 p.m.

Change to Agenda

Russ moves to approve the January 5 minutes of the Public Hearing. Tobin second. Motion passed

Correspondence

Received receipt from the mailing done of the Subdivision Bylaws.

New Application

Manning Subdivision Application: The board looked over the plans. The applicants need to compile the list of abutters. Each abutter needs to be informed of the change that is being requested. The PC will receive the name and addresses, from Gaylard, to send notice of the public hearing at least 2 weeks before. DKelley will schedule a public hearing on March 1<sup>st</sup> then vote to approve.

Old Business

a. Two River representative: Tim O'Dell is interested in being the town representative for Two River. DKelley explained at this moment, the town has a non-compliant town plan. The PC will be working on the Town Plan and apply for grants.

b. Energy Planning Grant: O'Dell will pass along a copy of a similar town's Town Plan for the PC to look over and apply for the Energy Grant. He also said the PC can look over Act 174 for the Sustainable Energy plan.

c. Town Plan update: Russ suggest for one person to take a section and do a draft, then share for discussion. DKelley agrees and have a second meeting, if necessary.

d. Russ moves to approve the Subdivision Bylaws and submit to the Selectboard on the 2/13/17 meeting. Zachary seconds. Motion passed.

Russ moved to adjourn. Tobin second. All in favor.  
The meeting adjourned at 8:30 pm

**TOWN OF CORINTH  
PLANNING COMMISSION  
minutes from Public Hearing**

March 15, 2017, 7 p.m.

at

Corinth Town Hall  
1387 Cookeville Road, Corinth, VT 05039

Attending for the Commission: Dick Kelley, Chairman; Dan Carter; Russ Pazdro; Zachary Kelley; Kerry DeWolfe; Patricia Rizzo; Carolina Diaz, Clerk. Others; Greg Manning, Thomas Otterman.

The meeting was called to order at 7:05 p.m.

Purpose of the meeting: To hear a request by Gregory Manning, residing at 1388 Center Road, Corinth, VT 05039 to subdivide property on Vance Road, recorded in book 91 page 391 of the Corinth Land Record create 4 lots, ranging in size from 11.6 acres to 34.3 acres.

This property is not a land lot, the lot is next to an easeman. Manning spoke with Blodgett and Porter in regards to the driveway.

Once the subdivision is approved and snow melts, they will measure and most likely create artesian wells instead of drill.

Rizzo makes motion to close the public meeting, DeWolfe seconds. Motion passed.

DKelley asked if anyone had any comments or objections. Then Rizzo made motion to having found the application to be complete and accept the application. ZKelley seconds. No objections. Motion passed.

The board discussed the Town Plan and it was determined they will look over the old plan and start updating.

Meeting adjourned 7:45 pm

Town Of Corinth  
Planning Commission Meeting  
April 5, 2017  
Unapproved Minutes

**Attendees:**

- Chair: Dick Kelley
- Vice Chair: Bill Tobin
- Members: Dan Carter, Russ Pazdro, Zachary Kelley, Kerry Dewolfe,
- Administrative Assistant: Anna Brown
- Other Attending: Energy Coordinator, Town Representative for Two Rivers: Tim O'Dell

**The meeting was called to order at 7:00 pm.**

**Agenda Modifications: None**

**Approval of Minutes:**

Kelley moved to table the approval of the minutes from the Public Hearing on March 15, 2017, until the next meeting, which will be held on Thursday May 4, 2017. Rizzo seconded.

MOTION PASSED UNANIMOUSLY.

**Resignations:**

The Commission noted the resignation of Carolina Diaz, Administrative Assistant effective April 5, 2017. We would like to thank her for all her hard work.

**Correspondence: None**

**New Applications: None**

**Old Business:**

*Rewriting the Town Plan:*

1. Tim O'Dell, Energy Coordinator and Town Representative for Two rivers, attended the meeting to discuss the Energy Section of the Town Plan. Wolfe suggested surveying the community to get their views on solar panels and solar farms. A survey was conducted back in 2012 and Rizzo volunteered to ask Nancy Ertle, Town Clerk, if she had copy of the old survey to get a better idea of 1) what kind of questions were asked 2) the best way to administer the survey. O'Dell said that he will also follow up with Two Rivers to see if they have a similar survey at their location. Carter is going to find out the budget for the Commission, and determining the most cost effective way of getting the survey to the community will be decided. Goal for the next meeting is to get the survey together and distribute to the community.
2. Sections of the Town Plan to be discussed next will be determined and distrusted at a later meeting, once the survey has been returned to the Commission.

**New Business:**

*Reorganization of Commission:*

1. Rizzo moved to name Dick Kelley the Chair. Pazdro seconded.  
MOTION PASSED UNANIMOUSLY
2. D. Kelley moved to name Bill Tobin the Vice Chair. Pazdro seconded.  
MOTION PASSED UNANIMOUSLY
3. D. Kelley moved to name Russ Pazdro Secretary. Z. Kelley seconded.  
MOTION PASSED UNANIMOUSLY

*Set Regular Meeting Times:*

D. Kelley moved to move the regular meeting time to the first Thursday of the month. Dewolfe seconded. MOTION PASSED UNANIMOUSLY

*Discussion:* D. Kelley asked members to go online and read the Rules and Procedures. If they find anything they would like to discuss, send an email before the next meeting, so it can be added to the agenda. Wolfe suggested to add to agenda for next meeting "possible amendments to rules" and to send out informal emails to appease the 24 hour notification policy. Amend the set meeting times at the next meeting.

D. Kelley motioned to adjourn the meeting. Rizzo seconded.

MOTION UNANIMOUSLY PASSED.

Meeting adjourned at 8:55 pm.

Town Of Corinth  
Planning Commission Meeting  
May 4, 2017  
Unapproved Minutes

**Attendees:**

- **Members:** Chair: Dick Kelley, Karen Galayda, Dan Carter, Russ Pazdro, Zachary Kelley, Kerry Dewolfe, Patricia Rizzo
- **Other Attending:** Energy Coordinator, Town Representative for Two Rivers: Tim O'Dell
- **Clerk:** Anna Brown

**The meeting was called to order at 7:00pm**

**Agenda Modifications:** None

**Approval of Minutes:** Pazdro moved to approve the minutes from the meetings on March 15, 2017 and May 4, 2017. Rizzo seconded. MOTION PASSED UNANIMOUSLY

**Correspondence:** None

**New Applications:** None

**Old Business:** *Financial Report*-Carter reports that the Commission has a total of 4,800. Kelley has been talking with Michael Storage from Two Rivers and they have been drawing up plans for a Hazard Litigation document. The Town Plan needs to have a reference to this document. Kelley has suggested that he speak to Peter Gregory at Two Rivers and mention that the Commission wants to apply for a Municipal Planning Grant.

Kelley moved for the Commission to apply for a Municipal Planning Grant this fall. Rizzo seconded. MOTION PASSED UNANIMOUSLY

*Survey*-O'Dell mentioned a polling institute at Castleton, and they will help the Commission draft the survey if we need the help. Dewolfe has had contact with them before and believes Castleton will be a great resource to help out with specific tasks. Rizzo talked to Nancy Ertle and she was able to locate two surveys from the past. Kelley believes the best way to approach the survey is to set up a committee. The responsibilities would be to draw up a survey, come up with a plan to implement the survey and the final step would be reporting the findings. Plan to have survey finished before October 1, 2017. Dewolfe and Rizzo have volunteered to be on the survey committee. Kelley suggested for Dewolfe to call Two Rivers and ask for sample surveys that other towns have implemented.

*Town Plan*- Kelley said that each commission member needs to pick a section that they want to revise.

- Pazdro-Emergency Services
- Rizzo- Education, History
- Dewolfe-Natural Resources
- Z. Kelley-Transportation
- Galayda-Housing Data, Land Use
- D. Kelley- Economy
- Carter-Utilities and Facilities
- O'Dell-Energy

Kelley said for the next meeting, the Commission needs to address the time and resources each section is going to take. Have the Commission get a general direction to head in. O'Dell said if members cannot find the regional document at the Two Rivers site, to ask him and he can get them an editable document.

**New Business:** Russ moved to name Karen Galayda to be the fill in for Bill Tobin during his absence from the Commission. Dewolfe seconded. MOTION PASSED UNANIMOUSLY

*Changes to Rules and Procedures-*

*Section IV: Regular Officers*

1. Kelley proposes to replace "on the first Tuesday of April" with "at its first meeting following March 31".
2. Add at the end of "D"- "or an administrative assistant employed by the PC"

*Section VI: Regular and Special Meetings*

3. Replace "at 7:00 PM in the Town Hall per the following schedule" with "on the dates and at times set by the PC at its first meeting following March 31"
4. Delete three lines beginning "May-October"

Russ moved to set the changes to the rules and procedures. Rizzo seconded. MOTION PASSED UNANIMOUSLY

Kelley moved to adjourn the meeting. Dewolfe seconded. MOTION PASSED UNANIMOUSLY

**Meeting was adjourned at 8:30 pm.**

Town Of Corinth  
Planning Commission Meeting  
June 1, 2017  
Unapproved Minutes

**Attendees:**

- **Members: Chair:** Dick Kelley, Karen Galayda, Zachary Kelley, Kerry DeWolfe, Russ Pazdro
- **Other Attending:** Energy Coordinator, Town Representative for Two Rivers: Tim O'Dell
- **Clerk:** Anna Brown

**The meeting was called to order at 7:00 pm**

**Agenda Modifications:** None

**Approval of Minutes:** Z. Kelley motioned to approve the minutes from the meetings held on October 5, 2017; December 7, 2016 and May 4, 2017. DeWolfe seconded. MOTION PASSED UNANIMOUSLY

**Correspondence:** Municipal Summary Maps from Two Rivers

**New Applications:** None

**Deliberations:** None

**Old Business:**

***Subdivision Bylaws Revision-***

The Selectboard is holding a Public Hearing on June 6, 2017 at 7:00 pm. Steve Long had previously contacted D. Kelley, asking a few questions regarding the changes to the Bylaws. Kelley discussed with the Commission the concerns of the Board. The Commission has decided that D. Kelley and Pazdro will attend the Public Hearing to share the Commissions thoughts.

***Survey Report***

DeWolfe has composed a draft of the survey. D. Kelley has suggested reformatting the survey to better accommodate the survey questions and answers. The Commission discussed the questions on the survey and reformatted some to best fit what information they want to gather from the Town through the survey. DeWolfe is going to make the necessary changes and then Anna Brown, Commission Clerk, will get the survey into format.

**New Business:** None

Z. Kelley motioned to adjourn the meeting. DeWofle seconded. MOTION PASSED UNANIMOUSLY

Meeting adjourned at 8:30 pm.

Town Of Corinth  
Planning Commission Meeting  
July 6, 2017  
Unapproved Minutes

**Attendees:**

- **Members:** Chair: Dick Kelley, Karen Galayda, Dan Carter, Russ Pazdro
- **Clerk:** Anna Brown
- **Absent:** Zachary Kelley, Kerry DeWolfe, Patricia Rizzo

The meeting was called to order at 7:15pm

**Agenda Modifications:** Addition to Old Business: Administrative Officer Roles

**Approval of Minutes:** Pazdro moved to approve the minutes from the June 1, 2017 meeting. Galayda seconded. Motion unanimously passed.

**Correspondence:** Newbury's New Unified Bylaws. D. Kelley received an email from Kevin Geiger regarding The Town Plan, and the services Two Rivers can provide. He also received a follow up email regarding the Municipal Planning Grant.

**New Applications:** None

**Deliberations:** None

**Old Business:** D. Kelley mentioned that back in August of 2015, there was discussion to modify the roles of the Administrative Office. At that meeting, no motion was moved to ratify those roles. D. Kelley moved to ratify the actions of the Administrative Officer that were discussed at the meetings on August 5, 2015 and November 4, 2015. On the behalf of and at the request of the Planning Commission, all applications except nonexempt subdivisions. Carter Seconded. Motion unanimously passed.

D. Kelley informed the Commission that he spoke with Kevin Geiger and Geiger said that since the Commission has held a Public Hearing on the Revisions to the Subdivision Bylaws, they are in effect, regardless if the Selectboard has signed off on them.

*Survey:* D. Kelley is wondering if a census should be done of all the town members who are in small scale businesses, agricultural, etc. Galayda is going to collect some information on community members who run small businesses in the town. Pazdro asked about the status of the survey, and nothing has been done yet.

D. Kelley said the Commission will keep the August 3, 2017 meeting on the schedule, but if nothing is added to the agenda or any new applications are not submitted, the meeting will be canceled.

**New Business:** None

Galayda moved to adjourn the meeting. Pazdro Seconded. Motion unanimously passed. Meeting adjourned at 8:15 pm.

Town Of Corinth  
Planning Commission Meeting  
September 7, 2017  
Unapproved Minutes

**Attendees:**

- **Members:** Chair: Dick Kelley, Karen Galayda, Russ Pazdro, Dan Carter, Kerry DeWolfe, Patricia Rizzo, Victoria Littlefield Two Rivers Representative
- **Clerk:** Anna Brown

The meeting was called to order at 7:00pm

**Agenda Modifications:** None

**Approval of Minutes:** Pazdro moved to approve the minutes from the meeting held on July 6, 2017. Rizzo Seconded. Motion unanimously passed.

**Correspondence:** Regional Plan has been approved by Two Rivers, given to the Commission on a flash drive. Letter from Peter Gregeroy.

**New Applications:** None

**Deliberations:** None

**Old Business:**

*Municipal Planning Grant Application-* Victoria Littlefield attending the meeting tonight representing Two Rivers to help the Commission complete the Municipal Planning Grant. Kevin Geiger outlined a few sections of the Town Plan that needs some elaboration. Kelley explained to Littlefield how the Commission plans to break down each section of the Town Plan, have the sections be worked on individually and then be discussed at upcoming meetings. Littlefield said applications are due in October 2, 2017. The Commission worked to fill out the resolution to prepare to be passed to the Selectboard. Pazdro moved to adopt the Municipal Resolution to the Municipal Planning Grant. Rizzo seconded. Motion unanimously passed.

*Review Survey-* DeWolfe presented to the Commission a draft of the survey with the changes discussed at the July meeting integrated. The Commission will send out the survey with the Town Newsletter, and request return address and “stamp” be posted on the flipside so the survey can be easily returned. Galayda is going to contact Anne McKinsey, Town website coordinator, regarding getting the survey online. Rizzo moved to allocate up to \$500 for postage on the survey. Pazdro seconded. Motion unanimously passed. Galayda gathered information about the residents of Corinth regarding how many work in and out of town, retirement, unemployed etc. The Commission held some discussion surrounding the Agricultural section. Rizzo volunteered to write the introduction section to the plan.

**New Business:** None

Rizzo Moved to adjourn the meeting. Kelley Seconded. Motion unanimously passed. Meeting Adjourned at 8:20pm



Town Of Corinth  
Planning Commission Meeting  
October 5, 2017  
Unapproved Minutes

**Attendees:**

- **Members:** Chair: Dick Kelley, Russ Pazdro, Patricia Rizzo, Zachary Kelley **Clerk:** Anna Brown
- **Absent:** Kerry DeWolfe, Dan Carter, Karen Galayda

The meeting was called to order at 7:10pm

**Agenda Modifications:**

**Approval of Minutes:** Z. Kelly moved to approve the minutes from the September 7, 2017 meeting. Rizzo seconded. Motion unanimously passed.

Rizzo moved to change the word “approve” in the March 15, 2017 meeting to “grants the application”. Z. Kelley seconded. Motion unanimously passed.

**Correspondence: None**

**Deliberations: None**

**New Applications: None**

**Old Business:**

*Survey:*

Rizzo reported that unfortunately we are not able to do the bulk mailing to get the surveys out. Nancy Ertle spoke with the Bradford Town Office, and they advised us on how to get the surveys out via mail, and the Commission will only have to pay for what comes back. The Commission plans to send the survey out in the December Town Newsletter as well.

*Town Plan Update:*

The commission talked through sections of the Town Plan, there are many things that have changed since the plan was last updated and the Commission feels the Town Plan needs to reflect those changes i.e. agricultural landscape in town. Discussion followed. D. Kelley noted changes and updates the Commission thought necessary.

**New Business:**

Rizzo moved to accept the resignation of Anna Brown, Clerk. Z. Kelley seconded. Motion unanimously passed. The Commission would like to thank Anna for all her work.

Rizzo moved to adjourn the meeting. Z. Kelley seconded. Meeting adjourned at 8:00pm