

Town Of Corinth  
Planning Commission Meeting  
January 18, 2018  
Unapproved Minutes

**Attendees:**

- **Members:** Chair: Dick Kelley, Russ Pazdro, Kerry Dewolfe, Zachary Kelley
- **Others:** Tory Littlefield, Two Rivers RPC; Tim O'Dell, TRRPC Commissioner and Corinth Energy Committee Chair

The meeting was called to order at 7:15 pm

**Town Plan Update**

Tory Littlefield led a discussion of changes to the Plan starting with Section 1: Introduction, through Section 3 A: Employment and Income. Population table will be expanded. Emphasis to be placed on the many changes occurring over the years. Discussion on the merits of using the American Community Survey and the methodology used vs. reliance on Census data. Will expand income table to include Topsham and Washington and attempt to compare same-year data.

Brief discussion of town survey. Approximately 100 responses so far, a very good response. Members will keep getting the word out, and remind residents that there is no deadline. Survey is available on the town's website; O'Dell offered to make blank surveys available at Town Meeting.

**Approval of Minutes:** Z. Kelly moved to approve the minutes from the October 5, 2017 meeting. Pazdro seconded. Motion unanimously passed.

**Correspondence: None**

**Deliberations: None**

**New Applications: None**

**Old Business:**

***Designated Posting Locations:***

D. Kelley asked if there might be a better posting location than the transfer station. The posting board there is behind the gate, and parking is awkward without blocking the entrance for town equipment. Kerry offered to check with the library for a place to post there. No decision was made on changing posting locations at this time.

***Subdivision Applications:***

Brief discussion concerning application fee for Major Subdivisions, and application forms. The commission felt that the application forms could be reduced to one page but would like to discuss the forms with the Administrative Officer. D. Kelley will ask Admin. Ofc. Galayda if she can attend the next meeting.

**New Business:**

D. Kelley announced the resignation of Dan Carter from the commission. Members voiced their appreciation for Dan's contributions over the years. Dan has offered to serve as an alternate.

Pazdro moved to adjourn the meeting. Z. Kelley seconded. Meeting adjourned at 9:00 pm

Submitted by D. Kelley

Town Of Corinth  
Planning Commission Meeting  
February 1, 2018  
Unapproved Minutes

**Attendees:**

- **Members:** Chair: Dick Kelley, Russ Pazdro, Kerry DeWolfe, Patty Rizzo
- **Others:** Tory Littlefield, Two Rivers RPC; Tim O'Dell, TRRPC Commissioner and Corinth Energy Committee Chair

The meeting was called to order at 7:00 pm

**Approval of Minutes:** Pazdro moved to approve the minutes from the January 18, 2017 special meeting. Rizzo seconded. Motion unanimously passed.

**Old Business:**

***Designated Posting Locations:*** DeWolfe reported that there is a good place in the library for posting agendas. The commission agreed the transfer station site does not work well. Kelley will pose the suggested change to the Selectboard.

***Subdivision Applications:*** Discussion continued on the application fee for Major Subdivisions and application forms. Kelley will talk to Admin. Officer Galayda to draft revised forms.

**Town Plan Update:** Continued work on the Town Plan update, focusing on taxes, economic development, and emergency services. Littlefield presented a graph of population from 1790 to present. Further discussion on the high margin of error inherent in the American Community Survey compared to the published U.S. Census data. Extensive discussion surrounding the goal of maintaining the town's rural residential character and recommendations to include in the Plan. General agreement that appropriately-scaled land-based enterprises constitute positive development, while larger enterprises with high environmental impact and not land-based on the opposite end of the scale. Discussion on the changing local economy and what changes are likely in the next eight years. Results of the town survey will help to clarify this. Littlefield offered language concerning capital budgets. Kelley will contact the Selectboard for input on this topic. Responses to the town survey continue to come in. We will aim to compile results starting in April.

Suggestion that we invite the town's emergency management coordinator for input on this section of the Plan. Pazdro will call Joe Truss to see if he can attend a meeting. Discussion on police coverage and the absence of any local constables. DeWolfe will research crime stats for Corinth.

**Correspondence: None**

**Deliberations: None**

**New Applications: None**

**New Business:**

***Resignation:*** Kelley announced the resignation of Zach Kelley from the commission. Members voiced their appreciation for Zach's contributions. Members will step up efforts to recruit new members.

**Adjournment:** DeWolfe moved to adjourn the meeting. Rizzo seconded. Meeting adjourned at 9:00 pm

Submitted by D. Kelley

Town Of Corinth  
Planning Commission Meeting  
March 1, 2018  
Unapproved Minutes

**Attendees:**

- **Members:** Chair: Dick Kelley, Russ Pazdro, Kerry DeWolfe
- **Others:** Tory Littlefield, Two Rivers RPC; Tim O'Dell, TRRPC Commissioner and Corinth Energy Committee Chair, Nick Kramer

The meeting was called to order at 7:10 pm

**Public Comments:** Nick Kramer attended as he is considering joining the Commission. Members welcomed Nick and are looking forward to his appointment by the Selectboard.

**Approval of Minutes:** Pazdro moved to approve the minutes from the February 1, 2018 meeting. DeWolfe seconded. Motion unanimously passed.

**Old Business:**

***Designated Posting Locations:*** Kelley talked to Chris Groschner, who will bring the subject up at a Selectboard meeting. One possibility is to move the town board at the transfer station to the village post office, if the post office agrees.

***Subdivision Applications:*** Kelley is working with Admin. Officer Galayda to draft revised forms.

***Town Plan Update:*** Continued work on the Town Plan update, Chapters III and IV, Economy and Emergency Services. Re-worked Objectives and Recommendations for Economy. We would like fire department to weigh in on the Fire Protection section; Joe Truss as well.

Received a few more responses to the town survey. We have close to 200 returned surveys now, or approximately 22% of households.

**Correspondence: None**

**Deliberations: None**

**New Applications: None**

**New Business:**

**Adjournment:** DeWolfe moved to adjourn the meeting. Pazdro seconded. Meeting adjourned at 9:15 pm

Submitted by Dick Kelley

**Town of Corinth  
Planning Commission Meeting  
April 5, 2018**

**ATTENDEES:**

Planning Commission (PC): Dick Kelley, Chair; Kerry DeWolfe; Russ Pazdro; Nick Kramer; Patty Rizzo; Kenya Lazuli. Others: Tom Otterman and Rick Cawley

The meeting was called to order at 7:00 pm

1. Changes to the Agenda: DK moved to change consideration of the Thompson matter to the top of the agenda. KD seconded. Motion passed unanimously.
2. Thomson subdivision: T. Otterman and R. Cawley, on behalf of the applicants, asked the PC for an extension of time to file the mylar plat memorializing the permitted subdivision. KD moved to extend the filing deadline for the Thompson subdivision mylar to May 4, 2018 for good cause shown. KL seconded. After discussion, the motion passed unanimously.
3. Reorganization: Pursuant to the relevant rule, the PC undertook its annual reorganization. RP nominated DK to serve as Chair. KD seconded. DK elected Chair. RP nominated KD to serve as vice-chair. PR seconded. KD elected vice-chair. DK nominated PR to serve as Secretary. KD seconded. PR elected Secretary. The PC agreed that notes shall be taken by on a rotating basis commencing with KD.
4. Approval of Minutes: RP moved to accept the minutes from the March 1, 2018 meeting. KD seconded. Motion passed unanimously.
5. Correspondence: None
6. New Business: None
7. Posting Locations: Any document required to be posted shall be posted on the bulletin boards at the following locations: Town Hall; East Corinth Store; Blake Memorial Library.
8. New Forms: Discussion was had regarding new forms and fees. The PC decided that it supported a flat fee system for permits rather than a direct cost system. A subcommittee was formed to draft new application/instructions for permits: KD, DK, KL. KD shall generate a draft and circulate same for discussion at the next meeting.
9. Scheduling: The PC decided that it was premature to schedule a public meeting on the town plan. The PC intends to provide information to the public on the process in the town newsletter and on the town website.
10. Town Plan: General discussion of the process and the members' visions for the future and current issues.
11. Adjournment: KD moved to adjourn the meeting. NK seconded. Meeting adjourned at 8:55

Submitted by Kerry DeWolfe

Town Of Corinth  
Planning Commission Meeting  
May 3, 2018  
Unapproved Minutes

**Attendees:**

- **Members:** Chair: Dick Kelley, Nick Kramer, Kenya Lazuli, Russ Pazdro, Patty Rizzo
- **Others:** Tory Littlefield, Two Rivers RPC; Tim O'Dell, TRRPC Commissioner and Corinth Energy Committee Chair; Chris Groschner, Selectboard Chair; Karen Galayda, Administrative Officer

The meeting was called to order at 7:05 pm

**Public Comment:** Galayda suggested the Commission recommend someone to the selectboard to fill the vacancy on the Zoning Board of Adjustment. Groschner presented a poster to be mailed to all landowners, explaining the Development Notification Form.

**Approval of Minutes:** Kramer moved to approve the minutes from the April 5, 2018 and April 26, 2018 meetings. Pazdro seconded. Motion unanimously passed.

**Old Business:**

***Subdivision Applications:*** Galayda brought up the recent statutory increase of recoding fees from \$10 to \$40, and said flat fees for subdivision applications would be acceptable to her.

***Town Plan Update:*** Continued work on the Town Plan update. Discussed and modified draft language for Education and Transportation.

Concerning process, we are on track regarding the municipal planning grant. Tory (Two Rivers) will let us know if we start getting behind. Discussed the timing of holding a public forum with the prevailing opinion that it would be better to wait until later in the summer or early fall. Discussed the need to solicit the views of the various stakeholders prior to the forum, e.g. Conservation Commission, Fire Department, etc. Also, it was mentioned that prompt publication of the survey results would be a good thing – perhaps in the next newsletter. Finally, the Commission agreed to schedule a meeting on the 17<sup>th</sup>. Littlefield will be unable to attend, so the agenda will be confined to Commission business, including discussion of application forms & fees, compiling a list of stakeholders for the Plan, and holding broad discussion on the future of the Town.

**Adjournment:** Lazuli moved to adjourn the meeting. Pazdro seconded. Meeting adjourned at 8:50 pm

Submitted by Dick Kelley

**Town of Corinth  
Planning Commission Meeting  
May 17, 2018**

**ATTENDEES:**

Planning Commission (PC): Dick Kelley, Chair; Kerry DeWolfe; Nick Kramer; Kenya Lazuli. Ann Little arrived at 7:35. Others: Tim O'Dell.

The meeting was called to order at 7:05 pm

1. Approval of Minutes: NK moved to accept the minutes from the May 3, 2018 meeting. KL seconded. Motion passed unanimously.
2. Correspondence: None
3. New Business: None
4. New Forms: Work on the revisions continues. A draft is not currently ready for review. The matter will be considered at the next meeting.
5. Survey: Work on presentation and of the survey results continues. Discussion was had regarding graphic presentation of the data. Charts will be generated for review at the next meeting.
6. Town Plan: The PC discussed various aspects of the Town Plan. The hope is to have the Fire Chief at the next meeting to discuss the portion of the Plan relating to his areas of expertise. There was discussion surrounding the timing of the discussion re the Energy portion of the plan and the substance thereof. There was also discussion regarding the timing of a public hearing.
7. Zoning Board of Adjustment: Based upon a request by Steve Long, and after discussion the PC decided that the PC will also serve as Corinth's Zoning Board of Adjustment. There was discussion of what was believed to be current ZBA issues.
8. Adjournment: NK moved to adjourn the meeting. KL seconded. Meeting adjourned at 8:35

Submitted by Kerry DeWolfe

Town Of Corinth  
Planning Commission Meeting  
June 7, 2018  
Unapproved Minutes

**Attendees:**

- **Members:** Chair: Dick Kelley, Nick Kramer, Kenya Lazuli, Ann Little, Russ Pazdro
- **Others:** Tory Littlefield, Two Rivers RPC; Ed Pospisil and Zach McNeal from Corinth Fire Department

The meeting was called to order at 7:05 pm

**Public Comment:** Ed and Zach were here for the Town Plan discussion concerning fire protection.

**Old Business:**

*Subdivision Application Forms:* Tabled to future meeting.

*Town Plan Update:*

**Fire Protection** – Discussed anticipated needs for the next eight years: additional dry hydrants; improving response times by reducing uncertainties in incident location, such as luminescent house numbers; expansion of smoke alarm coverage; more community involvement, (for example an auxiliary); response readiness for various events, ranging from flood events to power outages, and others. The fire department is a NGO with partial funding from the town. Staffing quality is excellent. Tory took notes and will work them into draft language for the Plan for discussion at a later date. Also discussed was the protocol or lack thereof for opening the school for emergency shelter. Kelley will contact the school concerning this.

**Natural Resources** – Tabled to future meeting.

**Approval of Minutes:** Lazuli moved to approve the minutes from the May 17, 2018 meeting. Kramer seconded. One change made: under Zoning Board of Adjustment, “also” as changed to “offer to”. Motion unanimously passed.

**Correspondence:** Email from K. Galayda about possible violation of flood plain bylaws on Eagle Hollow Road.

**Meeting Schedule:** Due to various member commitments there will be no July meeting. Next scheduled meeting is August 2.

**Adjournment:** Pazdro moved to adjourn the meeting. Kramer seconded. Meeting adjourned at 9:05 pm

Submitted by Dick Kelley

**Town of Corinth**  
**Planning Commission Meeting**  
**August 2, 2018**

**ATTENDEES:**

Planning Commission (PC): Dick Kelley, Chair; Kerry DeWolfe; Kenya Lazuli; Patty Rizzo; Russ Pazzo; Others: Tim O'Dell, Victoria Littlefield, Glynn Pellegrino

The meeting was called to order at 7:08 pm

1. Approval of Minutes: RP moved to accept the minutes from the June 7, 2018 meeting. PR seconded. Motion passed unanimously.
2. Correspondence: None
3. New Business: None
4. New Forms: Work on the revisions continues. A draft is not currently ready for review. The matter will be considered at the next meeting.
5. Survey: Data analysis and graph reviewed by the PC. The decision was made to have the data analysis and bar graph on the Town website. KD to reach out to Anne McKinsey to make this happen.
6. Town Plan -Forums: The PC discussed various aspects of the Town Plan and public forums on same noting that the grant requires two such events. The PC decided that a public forum will be held at the regularly scheduled PC meeting in October. At the September meeting, the PC will decide on selected topics that will be discussed at the forum. TL will arrange for notice of the forum in local newspapers. As the date approaches, notice will be placed with the LRN and the Town website.
7. Glynn Pellegrino: GP, chair of the Conservation Commission, discussed Act 171 with the PC so that of the law could be considered and included in the Town Plan. Essentially, Act 171 is intended to against forest fragmentation and create/maintain connectivity corridors for the benefit of wildlife. The Conservation Commission will review mapping and identify critical areas in Town that fulfill this purpose and continue to work with the PC on the relevant portion of the Town Plan. GP also mentioned Act 174.
8. Town Plan – Natural Resources: With the support of TL, the PC continued revisions to the Natural Resources section of the Town Plan.
9. Adjournment: PR moved to adjourn the meeting. RP seconded. Meeting adjourned at 8:55

Submitted by Kerry DeWolfe



**Town of Corinth  
Planning Commission Meeting  
September 6, 2018**

**ATTENDEES:** Planning Commission (PC): Dick Kelley, Chair; Kerry DeWolfe; Kenya Lazuli; Patty Rizzo; Russ Pazdro; Others: Tim O'Dell, Victoria Littlefield, Nate Dudenhoff, Anne McKinsey, Dina DuBois, Ed Chiles

The meeting was called to order at 7:00 pm

1. Approval of Minutes: RP moved to accept the minutes from the August 1, 2018 meeting. PR seconded. Motion passed unanimously.
2. Correspondence: None
3. New Business: None
4. Town Plan -Forums: The PC discussed various aspects of the Town Plan and the public forum to be held on October 4, 2018. It was agreed that TL will bring refreshments, the event will be publicized in the following platforms: J.O., LRN, Town web site, Front Porch Forum. The PC will steer the conversation towards economic development and land use, but all questions and comments by community members will be encouraged.
5. Town Plan - Internet: A general discussion was had with the community members present regarding their view that the service currently provided to the town is too slow and too expensive. Potential solutions to this problem were identified as: the formation of a REDI district; working with EC Fiber; working with Washing Electric Coop; and, attempting to get better service from the existing provider. Pros and cons of the various possibilities were discussed and the community members made plans to explore these options as an informally organized group.
6. ZBA: The PC agreed that RP shall be the Chair of the ZBA and, when the PC meets in its capacity as the ZBA, separate minutes shall be generated. Immediately following the next PC meeting there shall be a ZBA meeting.
9. Adjournment: PR moved to adjourn the meeting. KD seconded. Meeting adjourned at 9:00

Submitted by Kerry DeWolfe

**Town of Corinth  
Planning Commission Meeting  
October 4, 2018**

**ATTENDEES:**

Planning Commission (PC): Dick Kelley, Chair; Kerry DeWolfe; Patty Rizzo; Russ Pazdro: Others: Tim O'Dell, Victoria Littlefield, and approximately 20 community members

The meeting was called to order at 7:02 pm

1. Public Hearing: The Chair modified the agenda and the public hearing on the Town Plan, currently being drafted by the PC was begun. A brief explanation of the process was described by T Littlefield, the Two Rivers Consultant assisting the PC. Members of the public had questions and comments about the process. It was suggested that the PC prepare a handout for distribution at the next hearing which sets forth the interrelationship of the Town planning process and the State and Regional laws, regulations and plans so that the limitations and requirements can be readily understood.

Community members expressed concern about number of topics which included the following: whether the East Corinth Water/Sewer situation would be addressed in the plan; Economic development and the different roles of the Town plan and a potential zoning ordinance; the larger area's experience with the "New Vista" plan of a single wealthy developer and the potential effect of the Town Plan on such a plan; there was considerable discussion Act 174 and the Town's enhanced Energy Plan and the Town's ability to control the size and location of renewable energy projects. Town resident Anne Margolis is an expert in this area and expressed a willingness to work with the PC to draft a Plan that conforms to the law and maximizes the Plan's effectiveness. Residents expressed concerns relating to the clean-up of decommissioned energy projects, the exemption of residential solar projects from limits by the town and the need to consider whether a renewal energy project is a cooperative project of individuals as opposed to a corporation. Community members discussed the possible desirability of growth and providing cluster type housing to attract new families to insure a supply a children for the school versus the desire to stay the same. Finally, the need for after school care was brought to the attention of the committee. The Maple Sugar Pre-School which had provided this service to the community for a number or years recently closed. Families needing this service are struggling to find a solution.

The public hearing was concluded at approximately 8:10 and the PC took a socialization break. The meeting reconvened at approximately 8:40

2. Minutes. RP moved to accept the minutes from the September 6, 2018 meeting. KD seconded. Motion passed unanimously.
3. Correspondence: None
4. New Business: None
5. Town Plan: The PC discussed the remaining work and the Town Plan and a tentative schedule for completion of the work. The PC decided that addition meetings to work on the Plan will be held on the third Thursday in the months of November, January, February and March to ensure completion of a final draft by June 1, 2018.
6. Adjournment: PR moved to adjourn the meeting. KD seconded. Meeting adjourned at 8:55

Submitted by Kerry DeWolfe

**Town of Corinth  
Planning Commission Meeting  
November 15, 2018**

**ATTENDEES:**

Planning Commission (PC): Dick Kelley, Chair; Kerry DeWolfe; Patty Rizzo; Russ Pazdro:

The meeting was called to order at 7:02 pm

1. Minutes. PR moved to amend the proposed minutes from the October 4, 2018 meeting by changing the term “Public Hearing” to Public Forum” and to accept the minutes as amended. RP seconded. Motion passed unanimously.
3. Correspondence: None
4. New Business: None
5. Discussion: The PC members believed that Tom Otterman and Karen Galyda would be attending the meeting to discuss the Knapp subdivision. They did not appear. Attempts to reach both by telephone failed. There was a general discussion of PC procedures and redesign of permit applications.
6. Adjournment: DK moved to adjourn the meeting. KD seconded. Meeting adjourned at 8:05

Submitted by Kerry DeWolfe

**Town of Corinth  
Planning Commission Meeting  
December 6, 2018**

**ATTENDEES:**

Planning Commission (PC): Dick Kelley, Chair; Kerry DeWolfe; Patty Rizzo; Russ Pazdro; Kenya Lazuli. Tori Littlefield from Two Rivers and Tim O'Dell also attended and participated in discussion.

The meeting was called to order at 7:0 pm

1. Minutes. RP moved to accept the minutes from the November 15<sup>th</sup> meeting. PR seconded. Motion passed unanimously.
3. Correspondence: None
4. New Business: None
5. Discussion: PC members worked on the Land Use section of the Town Plan. The Chair reminded the members that the Energy Planning will take place on the January 17<sup>th</sup> meeting.
6. Adjournment: PR moved to adjourn the meeting. KL seconded. Meeting adjourned at 9:00

Submitted by Kerry DeWolfe