

Craftsbury Planning Commission
September 18, 2014 Minutes

Attending: Linda Wells, Bob Alexander, Gordon Waterhouse, Tony Jones, Farley Brown, Susan Houston, Sung-Hee Chung

1. Approved Minutes of April 24, 2014 Meeting – Gordy moved, Bob seconded
2. Update from Susie on ERAF (Emergency Relief Assistance Fund):
Susie reported that the Craftsbury Emergency Operation Plan is up to date. The town will be working on a Hazard Mitigation Plan starting in 2015. NVDA has received funding to assist towns and will help the town in the process of developing this plan. (The Hazard Mitigation Plan is not tied to the Town Plan.)
3. Update from Sung-Hee on Village Designation:
The re-designation paperwork is completed and submitted. Thank you, Sung-Hee.
4. Mapping Update from Farley and Sung-Hee:
Maps were drafted by Andrew Doherty from the Craftsbury Outdoor Center, with assistance from Tracy McIntyre at NVDA. Sung-Hee shared some of the challenges Andrew faced while constructing these maps, such as correlating the lakes and ponds spatial data with the base map.

It was agreed by commission member that it would be helpful to have buildings on the base map. The group discuss if 911 structures would suffice and did not come to a conclusion.

The commission should make final suggestions at the next meeting since Andrew has limited time to assist the town.
5. Annual Meeting of NVDA on Thursday Sept 25th: We will not have a representative this year.
6. Farley reported on progress Municipal Planning Grant due September 30th:
Purpose: For town plan update, including public participation, inconsistencies with statewide planning goals, and development of flood resilience element.

Specifically to hire NVDA to assist in the drafting of specific elements such as affordable housing and flood resilience, and help coordinate public survey for the update of the Craftsbury Town Plan. This project will also include assistance in the final write up of the town plan, including printing and distribution.

Amount: \$7,938

Public Survey:

- Since the town will be working with the Council on Rural Development's Community Visits Project, the commission might want to solely focus on the public survey. According to Alison Low, we had 700 surveys printed of the previous survey in 2004 and we received 409 responses. She believes that we could have a higher return with a combination of paper and computer survey techniques.
- NVDA would assist in the creation, conduct the mailing and complete the data entry.

Affordable Housing:

- Gather data regarding septic permits and Lister data to show where development has occurred and could occur.

- Alison is still available to conduct an affordable housing workshop with us.

Flood Resilience:

- Gather digital data such as structures in the floodplain and erosion risk layer. (from Agency of Natural Resources)
- Compile data re: FEMA public assistance received in the past.
- Develop updated floodplain map using the state River Corridor Protection Map

Budget:

Task Name: *Craftsbury Town Plan Update*
Description of Task: *Hire NVDA personnel to assist in the drafting of specific elements such as affordable housing and flood resilience, as well as help coordinate public outreach for the update of the Craftsbury Town Plan. This project will also include assistance in the final write up of the town plan, including printing and distribution.*
(max 250 characters)

Responsibility: *Craftsbury Planning Commission*
Paid Personnel: *Alison Low, Northeastern Vermont Development Association, Senior Planner*

Hours: 65
Hourly Rate: \$65
Personnel Cost: \$4225

<automatic calculation>
Material Description: GIS Mapping \$2325
 Printing and Postage \$868
 Meetings and Hearings \$520

Material Cost: \$3713
Total Cost: \$7938

7. Re-organization of Craftsbury Planning Commission: Linda announced that she would be stepping down as chair and retiring from the planning commission. Linda has served on the commission since the inception and we truly appreciate all the work she has done as a member, vice-chair, and most recently as chair.

Members brainstormed some names to fill the vacancy on the commission and Susie will suggestions to the next Selectboard meeting.

Meeting adjourned at 8:35 pm.

Respectfully submitted,

Farley Brown