

TOWN OF LINCOLN

Selectboard Ad hoc Committee Meeting on PC/ZBA Organization
Monday, November 15, 2021 @ 6pm, Lincoln Town Office — In person and via Zoom

Call to Order: Bill Finger @ 6pm

Present: Josiah Jackson, Serena Fox, Will Sipse, Bay Jackson, Matt Atkins, Sally Taylor, Ann Moreau-Kensek, Bill Finger (2 members each from the ZBA, Selectboard and Planning Commission plus Bill and Ann)

Opening Statements: Committee formed to try to take a look at the issue of streamlining the process so that it's more friendly to applicants and citizens. An investigatory effort. Goal is to make recommendations regarding restructuring of the boards.

- Bill asks if there are **any perceived conflicts** or conflicts of interest, etc... Sally mentioned family members being on a board together. Bay mentioned she'd spoken with Benj and this should not be an issue (mostly because we are not discussing money or finances).

Election of Committee Chair, Vice-chair, and minute-taker (Secretary?): Sally nominated Matt, but discussion progressed and it was decided that (because we don't have by-laws) we could have Co-chairs—and those were determined to be Matt and Bay. Sally nominated Matt and Bay as Co-chairs of this committee and divide up the responsibilities. There was not a second, but all were in favor.

- Matt and Bay will be Co-chairs. Matt will run the meetings. Bay has agreed to do most of the administrative duties, including notifications, agendas and postings. **Meeting warning/agenda 24 hours in advance.**
- Serena will take minutes and send along to Bay for posting. **5 days post meeting.**

ACTION ITEM: Serena will transcribe minutes from the recording and send to Bay.

Basics of Applicability and Compliance to Vermont Open Meeting Law

- Bill emphasized that this committee is subject to Vermont Open Meeting Law.
- Will suggested that we can give advance notice of meetings and therefore only post Agendas and Minutes.
- We established regular meetings. No executive sessions necessary.

Dates Set for Meetings: Meetings will be on the third Monday of the Months for three months (Jan-Feb) at which point the committee will be ready to offer recommendations. Two meetings for gathering information—and a final longer meeting for finalization of the recommendations. **Dec 20th, Jan 17th and Feb 21st.**

ACTION ITEM: Bay will put together agendas for the next meetings.

“It is the charge of this committee to determine if it is possible that there could be a clearer, more efficient process for planning, zoning, application and permitting that exists presently.”

p.s., We discussed the town's involvement. Sally suggested not due to a simple reorganization. However, we decided that a presentation to the town is important (re: education and transparency).

Identify Individuals and Organizations Who/That May Contribute: Bay expressed that she's made lots of connections and will continue to. Dave Wetmore, Jason Barnard and Spencer Harris, for example, were mentioned. Folks in Bristol, Starksboro, Middlebury, etc... that we can connect with. It was suggested that we have some conversations, take notes and report to each other. Bay will focus (organize a list and email) more on this and let us know if and who we should be connecting with (did I get that right?). **We may have speakers (15 mins). Sally recommends we have two at the next meeting.**

GOAL: Make the process easy and straight forward for citizens.

The Charge of the Committee: We are clear that we are to

- Analyze the present PC and ZBA organizational structures and processes to better serve communities
- Analyze the present application, permitting and approval processes
- Determine changes that need to be made to streamline the process
- Recommend action to be taken by the Lincoln Select Board to implement changes.

Discussion continued around commitment to a vibrant community supported by committed boards and board members. Emphasis on Planning Commission and citizen support, processes and organization.

ACTION ITEM: Review state statutes for different boards.

Due Date: Town Meeting Day, February 28, 2021 or sooner.

NOTE: We did not discuss reporting our progress to the Selectboard each month; however, we need to do this.

Motion to adjourn: Matt
Seconded by Sally.