

Bridport Planning Commission Meeting Minutes

Date: April 09, 2024

Location: Bridport Town Office

Attendance:

Members: Renée Brodeur, Adam Broughton (Chair), Steve DeCarlo, Sharron Macklin, Ed Payne, Drexel Wheeler

General Public: Hunter Carl

Call to Order: Chair Adam Broughton called the meeting to order at 6:31 p.m.

Secretary's Report: The minutes of the March 12, 2024 meeting was reviewed and the BPC unanimously approved the minutes.

New Business:

1. We discussed the merits of having job descriptions for paid and volunteer town officials. It would be helpful to provide a copy of job descriptions (roles and responsibilities) to new employees and volunteers, including new BPC members.

ACRPC Updates:

1. ACRPC small grants: No more funds available except for training of town officials.
2. MTAP grants: The first wave of funding is gone. Our application (planning of housing, infrastructure, economic dev) may be considered for the second wave of funding though more critical projects will be a priority. The process is more competitive.
3. Middlebury College land acquisition: Sharron suggested following this since it may impact Bridport.

Old Business:

1. Status of subdivision applications: Adam will contact Julie about signing the mylar for the State's acquisition of land around the Lemon Fair.
2. BPC terms expiring: The Select Board approved the reappointment of Andrew, Sharron, and Steve as full members of the BPC and Ed as the alternate member.
3. ACRPC Rep terms expiring: The Select Board approved Andrew and Ed as our delegates to the ACRPC. Steve and Renee were approved as alternates.
3. VCRD CV update – Adam and Renee discussed the CV Steering Committee meeting and outcomes. It was a very positive event: CV dates were selected, four forum topics were decided, and food and entertainment will be provided at the first CV on May 7.
4. Town Plan 2025: Renee had 2 phone meetings with Katie (ACRPC):
 - a. There are no specific regulations for an interim 1yr readoption of a town plan. We must readopt our plan by Jan 2025. We will be able to submit an updated Town Plan anytime thereafter. This will allow us to incorporate the results of the CV process into a version of the Town Plan which will reflect the desires of our community as ascertained from the CV process. Therefore, the update of our Town Plan will be done in 2 phases.
 - b. Phase1 update:
 - i. Katie suggested that we consider adopting the current plan with minor updates to ensure we are in compliance regarding expiration dates. Our current Town Plan expires in Jan 2025.
 - ii. She suggested that we allocate 4 months for the review process which must include a public hearing for residents to review and comment. We are planning for a public hearing on August 13, 2024.
 - iii. A cover letter will explain the 2 phased approach.
 - iv. We will begin reviewing the current Town Plan at a subcommittee meeting on April 23.

- c. Phase 2 update: in September 2024, ACRPC on our behalf will apply for the Municipal Planning Grant for the phase 2 update. If awarded, we will have ~2 years to complete the update. Reviews and approvals will occur after the work is complete.
 - d. Katie is still working on an editable version of the Town Plan.
 - e. Katie will conduct the ACRPC consultation at our June 11 meeting. She will warn the meeting.
5. Zoning/Subdivision Regulations:
- a. Sharron presented data on the existing substandard lots and the inconsistencies in our current zoning regulations.
 - b. We discussed the possibility of more dense housing around our Town center and some ideas for solving waste water issues. It was suggested that we invite a waste water expert to speak at a meeting.

Adjourn: The BPC Meeting adjourned at 7:40 p.m.

Respectfully submitted:
Renée Brodeur, Secretary
Adam Broughton, Chair