

Bridport Planning Commission Meeting Minutes

Date: May 9, 2023

Location: Bridport Town Office

Member Attendance: Renée Brodeur, Adam Broughton (Chair), Sharron Macklin, Andrew Manning, Edward Payne, and Drexel Wheeler

General Public: none

Call to Order: Chair Adam Broughton called the meeting to order at 7:00 p.m.

Secretary's Report: BPC members approved the April 2023 meeting minutes. Drexel Wheeler made a motion to approve and Adam Broughton seconded the motion. The member vote was unanimous to approve the minutes.

New Business:

- **New Meeting Time:** The BPC discussed and voted on a new meeting time – 6:30 p.m. Sharron Macklin made a motion to change the new time to 6:30 p.m. Ed Payne seconded the motion. All BPC members voted unanimously to approve the new time. Renee Brodeur will inform the Town Clerk so that the Town website can be updated.
- **Land Use Application Tracking:** The BPC discussed a draft spreadsheet prepared by Renee Brodeur for tracking Land Use Applications including dates for hearings, notices, approvals, and required documents. The BPC agreed it would be a helpful tool and should be reviewed at each meeting.
- **Minor Subdivisions:** The BPC discussed and suggests that it would be helpful for applicants of a Minor Subdivision to attend a BPC meeting prior to submitting a Minor Subdivision application to informally discuss their subdivision plans with the BPC. The BPC may be able to identify potential problems before the applicant files their application and subdivision plan.
- **Tennis Courts:** BPC discussed the town tennis courts and the need to fix them for community use for both pickleball and tennis. If ARPA funding is not used, then the BPC may want to pursue the project. Drexel suggested getting quotes from multiple contractors and perhaps using the *Better Places* crowdgranting method of crowd funding. *Better Places* is a funding incentive from the VT Agency of Commerce and Community Development (<https://accd.vermont.gov/community-development/funding-incentives/better-places>).
- **Bill of Sale:** A Bill of Sale is not required for a boundary line adjustment if both parties agree to the new property line(s).

Old Business:

- **VCRD CV update:** Drexel Wheeler updated the BPC on the Select Board's interest in Bridport participating in the Community Visit program sponsored by

VCRD. They voted unanimously in favor of moving forward and the Select Board Chair will draft a Letter of Interest to be sent to VCRD for consideration in the next round of town selections for the VCRD Board of Directors.

- **Zoning Administrator:** The BPC discussed the role of the Zoning Administrator and various ideas to solve work load and current backlog issues.
- **Regulation review:** for approved subdivisions, the Chair of the BPC must mail (USPS) a subdivision approval confirmation letter to the applicant within 45 days of approval. A copy of the letter must be submitted to the Town Clerk.

Adjourn: Meeting adjourned at 7:55 p.m.

Respectfully submitted:
Renée Brodeur, Secretary