

**Draft**  
**Town of Proctor**  
**Planning Commission/Economic Development Committee**  
**Regular Meeting Minutes**  
**October 7<sup>th</sup> 2021 – 6:00 P.M.**  
**Town Office Meeting Room**

**Board Members Present**

Dick Horner (Chair)  
Tom Doty (Vice-Chair)  
Dale Christie  
Tom Hogan  
Carol Protivansky

**Employees Present**

Robert Oberg (Zoning Admin/Recorder)  
Michael Ramsey (Town Manager)

**Others Present**

Kevin Dunn  
Charlotte Dunn  
David Carman

6:00 P.M. Meeting Called to order by Chair D. Horner

**Review and approve Agenda and Minutes**

D. Horner requested approval of Agenda with addition of Oak st lighting to Zoning Administrator Report and accept minutes of September 2, 2021 Meeting.  
Motion T. Hogan 2<sup>Nd</sup> D. Christie Approved by all

**Public Comments**

Town Manager Michael Ramsey took this time to remind the board and administrator it is budget season and reports will be coming due.

**Guests**

Kevin and Charlotte Dunn were present to discuss Solar Panel screening at 28 Gibbs St.

Dunns were not aware of screening requirements for ground solar installations spoke to town manager at time and only were informed of height requirements. Neighbors have not made any complaints directly to them at this time.

Board informed them of zoning requirements for solar installations and would have liked them to contact the Zoning administrator prior to erecting on property.

Zoning administrator and property owners will come up with a plan to provide landscaping to better fit the surrounding residential neighborhood. Proposed would be a spring timeline of completion due to the change in seasons.

### **Zoning Administrator Report**

Brief summary of Oak st. lighting by administrator. Thought it was dropped but now has resumed.

David Carman was present to ask about ordinance and give board and administrator information regarding how long the light has been installed.

Other property owner was not present has not returned zoning admins phone call.

Zoning Administrator will make decision and send out certified letter to necessary parties.

Time researching and gathering information regarding Solar Panel installation

Approval of sheds at 49 West ST., 12 Oak ST, and Proctor Elementary School

Several requests for information regarding stairs and decks

Requests for information regarding property building on West ST and Center ST.

### **Economic Development**

Great turnout for fall festival

No store in town West St Market will be a single family dwelling. Need to work over winter to find locations and interest in attracting stores or business.

Town Manager made comment about not much traffic down by the park. Looking into traffic data and an average of daily visits.

### **Old Business**

No Old Business at this time

### **New Business**

Information regarding Elm ST condominium Arrangement does not appear to require zoning or building at this time. Town Manager is following up with Listers if further action is needed by board or Administrator.

Signs-

Discussion related to welcoming signs for the town.

D. Horner would like to see marble still being used and better maintained to keep in line with the town.

C. Protivansky thought getting schools and kids involved with sign making would be a good avenue to donate and help fundraise some money.

T. Doty suggested Our Yard committee to help or take over project of signs.

Some discussion of adding one sign to West Proctor Road upon entry into the village area. But need is to fix existing signs at this time.

Town Manager looking into quotes and will work up numbers for what is needed for replacement of signs.

### **Other/Informative**

ARPA fund discussion and public input is Monday October 11<sup>th</sup> during Select board Meeting

Grandpas Knob wind turbine information will be available Monday October 11<sup>th</sup> during Select Board Meeting.

Sam Carlson will be at October 25<sup>th</sup> 2021 Select Board meeting to discuss and present plan.

Planning Commission decided to wait until information is given before giving approval/disproval to plan.

T.Doty and Michael Ramsey are on the LHMP team and have had one meeting so far. Still early in the process and will be reporting out on further developments.

### **Meeting Adjourned 7:03 P.M.**

Motion- T. Doty

2<sup>nd</sup>- D. Christie

Approved by all

Next Meeting Scheduled for November 4<sup>th</sup> 2021