

Town of Proctor
Planning Commission/Energy Committee
Regular Meeting Minutes
September 14, 2023 – 6:00 P.M.
Town Office Meeting Room

Board Members Present

Dale Christie
Tom Hogan
Carol Protivansky
Tom Doty
Phil Anderson

Others Present

Judy Frazier (Town Manager)
Anthony Preston (Zoning Administrator)

Review & Approve Agenda

Motion to approve made by Tom Hogan, seconded by Tom Doty and passed

Review & approve Minutes from July 6, 2023.

Minutes reviewed and after an error was corrected the motion to approve was made by Dale Christie, seconded by Tom Hogan and passed

Public Comment

No Public Comment

Energy Committee

- The committee reviewed the status of various grants to better keep track of their status, Judy Frazier informed the committee that she had applied for an energy assessment to help secure a future grant for the town office and garage.
- The committee assigned Phil Anderson to make contact with Efficiency Vermont for informational materials to distribute at the fall festival
- Judy Frazier will look into the school making a banner for the Energy Committee table at the fall festival

21 North St. Update

The committee appraised the new town manager Judy Frazier regarding an ongoing zoning issue at 21 North St, town records will be checked to assess whether the issue has been resolved

Briefing from new Town Manager

- Committee welcomed the new town manager to her new position with questions regarding the state of Zion Growers, Judy Frazier informed the committee that the grant process is waiting on Zion to submit a budget before proceeding.
- Judy informed the committee that she had submitted invoices for reimbursement for recent pavement in accordance with the associated grant money
- The committee discussed updating zoning ordinances to remove errors and ghost clauses and including restrictions on short term rental accommodations

Updates on grants & Tri-Town Trail update

Judy Frazier informed the committee regarding the Tri-Town Trails project, the towns involved are choosing their top three picks for design consultants to conduct the scoping study

Zoning Administrator Report

- The zoning administrator informed the committee of permits approved in accordance with the zoning ordinances; subdivision of 1700 Florence Road into two plats one agricultural and one residential, a shed on 21 Eden avenue, and a pergola on 83 beaver pond road.
- The zoning administrator also informed the committee of informal letters of violation issued for non-compliance; 1725 Florence road for unpermitted structures, 74 Ormsbee avenue for an unpermitted shed

Other Business

Tom Doty is looking to step down once a replacement is able to take his place

Adjourn

Motion to adjourn made by Dale Christie, seconded by Tom Doty and passed at 7:16pm