

# Draft Minutes

**Middlesex Planning Commission  
Wednesday, April 12, 2017 6:00 PM  
Middlesex Town Clerk's Office  
5 Church Street  
Middlesex, Vermont 05602  
(802) 223-5915**

Planning Commission Members  
Steven Martin, Chair  
Barry Bolio  
Troy Sumner  
Mitch Osiecki, Guest

The meeting was called to order at 6:05.

Troy Sumner moved to accept the March 15, 2017 draft minutes, seconded by Barry Bolio. They draft minutes were approved unanimously by all Planning Commission members.

The PC decided to amend the agenda to discuss new business prior to old business.

## **New Business**

Zoning Administrator Nomination:

Steve welcomed Mitch Osiecki who has been identified by the Middlesex Select Board as a possible candidate to fill the vacant town position of Zoning Administrator. Steve identified that per zoning regulations the Planning Commission must agree upon a candidate for Zoning Administrator, once approved the candidate nomination is sent to the Select Board for final approval. Steve invited Mitch share some information about himself. He is a Middlesex town resident. Mitch previously worked at National Life, he detailed that last year took on the role of Middlesex Recreation Director which he has enjoyed. Mitch advised that he has been working with Maryke Gillis and Sarah Merriman to get up to speed with Middlesex zoning administrator tasks.

Barry Bolio moved that the Planning Commission nominate Mitch Osiecki to position of Zoning Administrator for the town of Middlesex (3 year term). The motion was seconded by Dick Alderman. The motion was approved unanimously.

Steve briefly described that the Zoning Administrator will often attend Planning Commission meetings, to advise of incoming permitting requests. While these often don't need Planning

Commission approval, it does allow the commission to stay apprised of incoming requests and provide feedback and information to the Zoning Administrator.

Mitch did briefly bring up a pending permit request from Bill Boedecker who has bought a property off of route 12, he has a permit application in to build a house. Mitch described that Bill has already put in a driveway, which turned out to be a wetland. Because of this Bill has Wetland permit application filed with the state asking for a variance for the driveway which has been built. Bill has been prodding Mitch via email to see if the permit for his house construction can be started prior to receiving the variance form the state regarding the placement of his driveway within a wetland. Mitch sees no issues with approving the construction permit, however prefers to wait until variance has been approved by the state. Currently Bill Boedecker's wetland permit application is in the public review period. Mitch has advised that he has notified Bill of his decision with his email correspondence.

### **Old Business**

Town Plan, Town wide Middlesex Survey:

Troy opened up the discussion by detailing how he extracted data from the 2012 Middlesex town plan survey. Troy used excel to generate multiple charts, which allows the Planning Commission to see areas of importance for town residents back in 2012. For context the data used was collected from 127 participating town residents. Troy reiterated that the Planning Commission wants to try and get a higher return rate for the upcoming town wide survey, as 127 participants in (2012) as it is a small percentage of the total residents. Steve advised the Planning Commission is shooting for 51% of registered voters, which will give the commission consensus when developing the upcoming Middlesex Town Plan. The Planning Commission reviewed each of the seven graphs; Survey Questions, Community Assets, Recreation Type Based on Frequency, Expectation in the Next 10 Years, What Type of Community is Middlesex, Middlesex Should Move Toward Community Types in the Future, Age of Household.

Upon review the Planning Commission decided that we should identify by percentage the questions that surveyors felt had high importance. The commission also wants to limit the number of questions to be between 10 and 15, in an effort to increase participation. Steve suggested we identify all questions that had high importance of 45% or greater. By doing so the questions identified were; Keeping Farm and Open Land, Affordable Housing, Maintain a Rural Character, Renewable Energy – Solar, Develop Middlesex Village (Route 2), Written Surveys, Participation, Planning and Zoning Regs Should Direct Growth, Should Encourage Businesses with 3 – 10 full time employees 45, Town needs more day care services, Town needs improved elderly care services, Funds Should Be Reduced - Town highway services. The commission feels that the survey should include a question regarding how Middlesex should grow within the next 10 years, which is similar to the 2012 question Middlesex Should Move Toward Community Types in the Future. Also, it is important to develop an affective question regarding household age demographics.

The commission decided that prior to our next meeting, each commissioner will use the data from tonight's meeting to draft possible questions.

The Planning Commission briefly touched upon how the survey should be setup to allow for voter tracking, while at the same time giving the Planning Commission the opportunity to obtain its 51% participation rate.

Other Business:

Steve briefly raised a correspondence the Planning Commission had received from Bill and Emily Boedecker. Informing the commission that the driveway that had been put in on their property had been constructed partially on a wetland. This was discussed by Mitch Osiecki earlier in this meeting.

The next meeting date is set for Wednesday May 17<sup>th</sup> at 6:00

The meeting was adjourned at 7:35