

**Hartford Planning Commission/Town Plan Steering Committee Meeting  
2/11/19  
Draft Minutes**

**Attendance:** The following individuals attended the meeting which was held at the Hartford Town Hall in Room 2 at 171 Bridge Street in White River Junction on Monday, February 11, 2019. Planning Commission chair Bruce Riddle called the meeting to order at 5:30 p.m.

Bruce Riddle	Planning Commission
Peter Merrill	Planning Commission
Dave Sherman	Planning Commission
John Reid	Planning Commission
Pat Stark	Historic Preservation Commission
Kim Souza	Selectboard
Lori Hirshfield	Director, Department of Planning and Development Services
Matt Osborn	Planner

**Draft Minutes of the January 14, 2018 Meeting:** Bruce Riddle asked if there are changes to the Steering Committee Minutes of January 14<sup>th</sup>. There were no corrections. The minutes were accepted as written.

**Population Chapter:** John Reid asked how the Selectboard Strategic Vision would apply to the population chapter. Lori Hirshfield responded by encouraging a diverse community. John stated that to measure this, we need to include information on race. Matt Osborn responded by providing a new section on race utilizing census data. The data show that Hartford was more diverse in 2010 than in 2000. Bruce Riddle stated that this is a problem with the U.S. Census being taken once every ten years, which is a long time to wait. He suggested developing a list of data that we would like to have for the next update of the Population chapter. The Steering Committee agreed.

**Energy Chapter Community Meeting:** Bruce Riddle reported that the community meeting on the Draft Energy Chapter was held on Thursday, January 31<sup>st</sup>. Although there was a fairly small turnout, there was good discussion. Matt Osborn noted that the Energy Chapter has been finalized. He will e-mail it to the Steering Committee tomorrow.

**Schedule:** Matt Osborn presented a revised schedule noting that staff is scrambling to complete the Draft Town Plan.

2/20/19	Planning Commission Meeting to accept the Town Plan and Planning Commission Report
2/22/19	Deliver Draft Town Plan & Report to Department of Housing and Community Development, Two Rivers-Ottawaquechee Regional Commission & Adjacent Municipalities
3/25/19	First Planning Commission Public Hearing
4/1/19	Second Planning Commission Public Hearing (same evening as the regular Planning Commission public hearing to review development applications)
4/1/19	Planning Commission vote to approve Draft Town Plan
4/5/19	Planning Commission submits Draft Plan to the Selectboard
5/7/19	First Selectboard Public Hearing
5/21/19	Second Selectboard Public Hearing
5/21/19	Selectboard vote to adopt Town Plan
5/24/19	Submit Plan to Two Rivers-Ottawaquechee Regional Commission Board

Matt Osborn reviewed the status of the Town Plan update. John Reid asked when the Draft Plan will be sent to the Planning Commission and Town Plan Steering Committee. Matt responded that he will start sending out chapters as they are finished throughout this week into next week. Lori Hirshfield responded that although there isn't much time for the Planning Commission and Town Plan Steering Committee to review the Draft Plan before it is distributed, they can submit comments to staff any time and can discuss the comments at the 3/25 and 4/1 Planning Commission public hearings.

**Next Town Plan Update:** Lori Hirshfield noted that following adoption of the Town Plan this spring, we will begin work right away on the next update. It will be more involved, but spread out to have more time for a thorough review.

**Utilities Chapter:** Matt Osborn presented the Draft Utilities Chapter.

Bruce Riddle asked about abbreviations on Table 3. Matt responded that he will request the information from DPW. Lori Hirshfield suggested the table go in the appendix.

Peter Merrill requested that there be consistency in using gallons per minute or gallons per day.

Lori Hirshfield suggested connecting the information in the table with the goals, strategies and actions in the chapter

Kim Souza noted that the Selectboard struggled with prioritizing the Capital Improvements Program. She wondered how it would work in the Town Plan. Bruce Riddle suggested giving staff broad discretion on incorporating the Capital Improvements Program into the Town Plan.

Bruce Riddle noted that for economic development, it is important to provide high speed internet and broadband service throughout town. He suggested adding a strategy and/or action around the need to figure out how to spend limited public and private funds wisely. John Reid stated that he would like to know what percentage of the Town is served by broadband. Bruce responded that the information is likely to be proprietary.

**Community Facilities and Services Chapter:** Matt Osborn presented the Draft Community Facilities and Services Chapter.

Lori Hirshfield suggested reducing some of the text of this chapter and locating it in an appendix such as the descriptions of the parks and schools. Kim Souza thinks it is important to have detailed information about the parks and schools in the Town Plan as a way of attracting people to move here.

Lori Hirshfield suggested including a summary paragraph of the work of the Cemetery Committee as well as information on the current Certified Local Government grant (cemetery research and oral history).

Lori Hirshfield asked Bruce Riddle add information to the Child Care section based on his work on that section in the Regional Plan. Bruce agreed.

Matt Osborn stated that he will be sending updated chapters to the Town Plan Steering Committee this week into next week.

**Adjournment:** The meeting was adjourned at 7:00 p.m.