

**Hartford Planning Commission/Town Plan Steering Committee Meeting**  
**8/13/18**  
**Approved 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, August 13, 2018. Planning Commission chair Bruce Riddle called the meeting to order at 5:35 p.m.

Bruce Riddle	Planning Commission
Peter Merrill	Planning Commission
Robin Adair Logan	Planning Commission
John Reid	Planning Commission
Toby Dayman	Planning Commission
Pat Stark	Historic Preservation Commission
Martha McDaniel	Energy Commission
Kim Souza	Selectboard
Dylan Kreis	Community Resilience Organization
Lynn Luczkowski	Chamber of Commerce
Matt Osborn	Planner

**Draft Minutes of the June 11, 2018 Meeting:** Matt Osborn asked if there are any corrections to the Minutes of June 11, 2018. Dylan Kreis noted a correction. Bruce Riddle made a motion to accept the minutes of June 11<sup>th</sup> with the noted correction. The motion was seconded by Pat Stark and approved.

**Comments on the Town Plan Community Forums:** Matt Osborn asked the Steering Committee for their thoughts on the five community forums. The following are the responses:

- Although the turnout for the forums was very good, it represents a fairly small percentage of the Town's population.
- Consultant Rebecca Sanborn Stone did a very good job running the forums. It is worthwhile having an outside facilitator.
- The forums are valuable, but need to be supplemented with other means of citizen input.
- It is hard to get people out to meetings and forums. There needs to be communication planning, how best to communicate and engage people. Is there a way to harness greater community commentary?
- Making the plan more visually appealing, concise and user friendly will help engage the public.
- A major theme was sustainability and the importance of maintaining what we have.
- Education of what the Town Plan is and what it entails is important.
- Although it was acknowledged that it is good to have a long-term vision for the Town Plan update, there was concern that many of the ideas may not be realistic or practical since it is difficult to maintain what we already have.
- It is difficult to put all of the comments into context.
- Some comments were made that are outside town control.
- In some instances, there were conflicting comments.
- For the housing small group discussion, it seems that some people don't understand the issue of density.

Lynn Luczkowski asked if we can do more public engagement. Matt Osborn responded that we have a tight timeline and need to adopt the Town Plan by May 27, 2019. He will discuss with Department

Director Lori Hirshfield. He noted that the next Town Plan will be a more involved update and will have more opportunities for public engagement.

**Consolidated Comments of the Five Public Forums:** Matt Osborn distributed copies of the Consolidated Comments of the Five Public Forums Draft provided by consultant Rebecca Sanborn Stone. The following are the comments:

- Additional sorting and consolidation is needed.
- Eliminate the redundancy.
- The notes do not call out the unique character of Hartford. This needs to be clearly articulated in the Plan.
- Comments should be matched with the appropriate chapter.
- We need a broader vision and purpose statement for the entire plan.

**Goals, Policies & Actions:** Matt Osborn distributed a draft format for the goals, policies and actions for the economic development and housing sections that consultant Rebecca Sanborn Stone prepared. Matt stated that staff wants to know if the format feels right for the Steering Committee before working on other categories. He noted that it is a hybrid from a review of other Town Plan examples in Vermont. Matt also distributed sample goals, policies and actions from Middlebury, Montpelier, Waterbury and Brattleboro. The following are the comments:

- The draft goals, policies and actions submitted is much too wordy.
- Need more concrete actions.
- Preference was given to the term “strategy” over “policy”.
- Likes Montpelier’s format. It is brief, but uses well-chosen words.
- Likes Montpelier & Brattleboro the most.
- Need to strike a balance.
- Thinks Montpelier’s is too thin.
- Prefers Brattleboro’s example.
- Thinks we need to be concise, fewer words with more visual impact.
- There was acknowledgement that the current Town Plan has too many recommendations and that there is a need to prioritize goals, policies and actions in the update.
- There was consensus that there should be an introductory chapter in the Town Plan with a clear mission/vision statement.
- Community character should be defined in the Plan

Toby Dayman asked if any of the example formats would meet the requirements of the Two Rivers-Ottawaquechee Regional Commission (TRORC) regarding their review of the Town Plan. Matt Osborn responded yes.

Matt Osborn again noted the tight timeline to complete the Town Plan update by May 27, 2019. Robin Adair Logan asked if the Regional Planning Commission review of the Town Plan falls within that timeline. Matt responded no. The TRORC review will occur following Selectboard adoption of the Town Plan.

**Next Meeting:** Matt Osborn noted that the next Steering Committee meeting is scheduled for Monday, August 27<sup>th</sup>.

**Adjournment:** The meeting was adjourned at 7:07 p.m.