

**Hartford Planning Commission/Town Plan Steering Committee Meeting**  
**9/24/18**  
**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, September 24, 2018. Planning Commission chair Bruce Riddle called the meeting to order at 5:33 p.m.

Bruce Riddle	Planning Commission
Robin Adair Logan	Planning Commission
Dave Sherman	Planning Commission
Dylan Kreis	Community Resilience Organization
Kim Souza	Selectboard
Pat Stark	Historic Preservation Commission
Martha McDaniel	Energy Commission
Lynn Luczkowski	Chamber of Commerce
Lori Hirshfield	Director, Department of Planning and Development Services
Matt Osborn	Planner

**Draft Minutes of the August 27 2018 Meeting:** Bruce Riddle asked if there are changes. Martha McDaniel noted a correction. She made a motion to accept the minutes of August 27<sup>th</sup> with the noted correction. The motion was seconded by Lynn Luczkowski and approved.

**Chapter I Introduction:** Bruce Riddle urged the Steering Committee not to spend a lot of time wordsmithing. Instead, he recommended sending comments to Matt Osborn via e-mail.

Matt Osborn went through the sections of the chapter noting that it is the first draft. He stated that staff is looking for feedback at this time.

Lori Hirshfield suggested reorganizing the chapter sections to make it more engaging upfront and move the technical information to the end of the chapter. She added that reformatting will come later. She noted that staff will build the text for each chapter and develop charts, graphs and photos later.

Martha McDaniel suggested shortening the chapter to make it easier to read and consult. Martha stated that she is not sure we need the history of town plans or the recurring themes. Lori Hirshfield responded that the recurring themes could be condensed into a few sentences. Bruce Riddle suggested placing the history of town plans in a side bar.

Lori Hirshfield stated that the relevant guiding principles will be noted at the beginning of each chapter.

Martha McDaniel stated that the introductory chapter should include overarching principles, who we are and what we want to preserve.

Kim Souza stated that she likes the Brattleboro and Middlebury Town Plan examples and in particular how Middlebury calls out the five main goals at the beginning of each chapter.

Bruce Riddle stated that a good introduction is key. People will tend to read the first chapter and skim through the remainder of the Plan.

**Economic Development Goals/Policies - Summary of Community Forums:** Lori Hirshfield asked the Steering Committee to identify highlights or key issues to include in the economic development chapter. The following are the responses:

- What can the Town do to encourage more economic development?
- Locally, how do we bring businesses to Hartford?
- Hartford rules/permitting policies should encourage mixed uses.
- Review of Hartford Zoning Regulations from the perspective of necessity and appropriateness. Determine if the regulations impede development.
- Develop incubator space to support new businesses and create shared work space.
- Explore innovative policies to attract business development to Hartford, such as:
  1. Tax incentives
  2. Town sponsored incubator space
  3. Connecting various sectors of the economy
  4. Other incentives
    - Suggested Policy- Facilitate access to and communication among economic development stakeholders/resources.
      - Action - Identify resources and stakeholders; make connections; make information available for easy access.
- Develop a Marketing Plan. Clearly identify what we are good at, have and businesses and resources we want to bring to Hartford.
- Build on partnerships (e.g. Chamber, Town, GMEDC, TRORC).
- Develop a branding campaign. Communicate to people outside of Hartford of what Hartford has to offer.

**Next Steps:** Lori Hirshfield stated that consultant Rebecca Sanborn Stone will be preparing goals, policies and actions from the community forums for the other chapters in the Town Plan.

Lori asked for volunteers to assist staff in editing the chapters prior to submitting to the Steering Committee. Robin Adair Logan and Bruce Riddle volunteered.

Lori discussed with the Committee next steps for completing drafts of the plan. Going forward it was agreed that the Committee did not need to review the community forum summaries prior to staff incorporating the information into a first draft for Committee review. If Committee members have comments, they will send these directly to Matt for incorporation into the first draft.

**Next Meeting:** Matt Osborn noted that the next Steering Committee meeting is scheduled for Monday, October 22<sup>nd</sup>. There will not be Steering Committee meeting on October 8<sup>th</sup>.

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