# Town of Fayston, Vermont

## Planning Commission Minutes

## Minutes

## Monday April 14th, 2025

## Fayston Town Office

**Attendees: Planning Commission:** Paul Quinlan (Chair) (Zoom)Andrew McNealus (Vice Chair) (Zoom), Freddie Graves, Langford Davidson and Michael Duell **Zoning Administrator:** Jason Wilson **Public:** None

1. Call to Order at 5:33PM

2. **Agenda Modifications:** None

3. **Public Comments:** None

4. **Annual Re-Organization Session:**
   A. **Chair**- Freddie nominated Langford for Chair, Michael Seconded. All approved
   B. **Vice Chair**- Freddie nominated Andrew, Langford Seconded. All Approved
   C. **Schedule** – Langford motioned to keep the meeting schedule for the 2nd Monday of each Month, Freddie seconded all approved. It was mentioned that this may be re-visited to add a second meeting night each month as the PC gets deeper into the Town Plan Update.
   D. **Liaison**- All members agreed to keep the current Liaison positions the same.

   E. **Other Items Discussed** –

We reviewed Planning Commission Rules and Procedures dated April 8th 2024. Several points were discussed:

- **Sections 3.2, 3.3 ,3.4:** Public notification of meetings. We discussed adding the PC meeting notification to the Valley Reporter. Concern was expressed about the cost of doing this. Quasi-judicial entities are required to provide notice in the local newspaper, but the Planning Commission is an advisory group, so is not required to publish notice in the newspaper. We agreed to make no changes to these sections at this time.

- Section 3.7 – Minutes: We discussed these words, "**The minutes shall include at least the following information: members of the Commission present; all other participants in the meeting; all motions, proposals and resolutions made, offered, and considered, and their disposition; the results of any votes; and a summary of the facts upon which decisions are based."**
    - Jason confirmed he will continue recording meeting minutes utilizing Michael's Summary.
    - We agreed to ensure future minutes include the topics articulated in this section. To facilitate this:
        - Michael agreed to type up bullet point summaries of each meeting contemporaneously and provide them to Jason for his use as he drafts up the official meeting minutes.
        - Jason agreed to send his draft meeting minutes to Michael soon after the meeting for initial review
        - Michael agreed to review the draft meeting minutes from Jason prior to them being given to the Planning Commission for their review.

5. **Other Business:** None

6. **Announcements:** The next PC Meeting is tentatively scheduled for May 12th, 2025 at 5:30PM.

7. **Adjourn:** Langford motioned adjourn the meeting; Freddie seconded. All approved and the meeting adjourned at 6:06PM