

## Minutes of Belvidere Planning Commission Meeting

**April 14, 2022**

Meeting convened at 6:37 PM and adjourned at 7:29 PM. This was an in-person and ZOOM hybrid meeting.

Members present via ZOOM were Deb Baker, and Mary Hysick; also present via ZOOM was LCPC representative from Belvidere, Carol Caldwell-Edmonds; Kathy Marchant and Ken Adams were BPC members present in person at the Belvidere Town Clerk's Office; Ken acted as ZOOM host from the Town Clerk's Office.

Motion by Kathy to accept the minutes of the March 10, 2022, for the BPC shared portion of the joint meeting with the Belvidere Selectboard, and from 7:05 to 7:49 in its entirety (the exclusive planning commission portion of the meeting); second by Mary; discussion prior to voting reexamined the issue of the number of members present needed for a quorum, and if a quorum vote is necessary if an abstention occurs within the voting ranks; motion carried with Deb abstaining.

ARPA Funds Committee discussion:

- Carol Caldwell-Edmonds discussed advice from Seth Jensen at LCPC regarding community outreach for input on ARPA funded projects. This advice was in the form of an email correspondence between Seth and Carol dated 3-11-22, which included several attachments with templates for direct mail surveys, information flyers, etc. Carol forwarded this email to Fran Leavitt and Ken Adams just prior to this meeting and will forward the same email to rest of the planning commission within the next few days. Ken will provide Carol with an email list of the other BPC members. Carol briefly described the survey card and other attachments, and discussion followed suggesting ways to implement these methods. Carol also mentioned several categories qualified for ARPA fund requests, including the reimbursement under certain circumstances of lost revenue due to the Covid-19 pandemic. Carol encouraged the town to utilize the resources of VLCT for help in all aspects of the ARPA funds use.
- The future ARPA outreach campaign was compared to the recent local outreach campaign for the Communication Union District vote in 2020, and Carol pointed out the noteworthiness that Belvidere was the only CUD member town to have held a vote to join the district. Kathy suggested that a direct mail outreach approach is good for Belvidere and that a survey might be "open ended." Question raised as to best way to inform residents at Town Meeting. Carol stated that the card templates include a list of ARPA eligible categories. Mary asked if ARPA funds could cover costs of any mailings or outreach advertising.
- Carol mentioned that Kipp Verner is no longer able to serve as an alternate member to the CUD for Belvidere and questioned the best way to spread info in town. Kathy Marchant suggested using Bill McLean's community news column in the *News and Citizen*.
- Ken reported that due to vacationing Selectboard members for the last few weeks, there has not yet been any SB discussion of the questions sent by the BPC to the SB regarding the ARPA committee but anticipates it will be on the agenda at the next meeting. Ken mentioned that ongoing reporting glitches have been corrected with the help of Alec Jones from LCPC.
- Kathy stated that she is regularly speaking to people and encouraging their input, and that she has received interest from some folks; Mary reminded the group that since there is still not an

official direction from the SB, we are not recruiting yet, and that part of the town may be left out since nobody is being told what is going on. Mary suggested using Front Porch Forum as a communication tool and offered to serve as the Front Porch Forum announcer.

- Due to her absence at the last couple of meetings, Deb asked if a steering committee has in fact been formed, and suggested that if not, a committee be formed and move forward. Kathy stated a committee has not been formed and the delay is in waiting for information from the SB.
- Carol stated that Lamoille Fibernet uses Front Porch Forum to announce pertinent information in its broadband development project within the following parameters:
  - Directions from the full board on use of Front Porch Forum
  - Creation of a process identifying a chain of ownership and review by a few people before posting
- Carol suggested approaching the Selectboard to discuss the use of Front Porch Forum within the above parameters

Kathy inquired about the status of the Hazard Mitigation Plan adoption; Ken informed that it will be on the agenda at the April 20th SB meeting, and that Sal Morales from LCPC oversees posting the notice.

Motion to adjourn at 7:29 by Deb, second by Mary; motion carried

Next regular meeting scheduled **May 12, 2022, 6:30PM – 8:00PM**, in person at the Belvidere Town Clerk's Office, and will include a ZOOM hybrid opportunity as well.