

Roxbury Planning Commission
Minutes for January 18th, 2024 Meeting

Present: Commissioners - Elizabeth Carney, Dotti Guiffre, Lucinda Sullivan, Heidi Albright and Mike French
Eli Toohey-Community Planner, CVRPC
Gerry D'Amico, CVRPC

1. Meeting called to order at 5:04 pm
2. Presentation by Eli Toohey about next steps for the Regional Planning Grant which was awarded to the Roxbury Planning Commission. This Grant is for a comprehensive preliminary study, by a consultant, to support implementation of projects in town to bring revitalization and needed infrastructure upgrades. Discussion: Firming up scope of services and the timeframe to be used for RFP's (Request for Proposals).
Reviewed the importance of citizen participation and how we can get the citizens of Roxbury involved in and informed of this process
Reviewed importance of good communication with Grant administrator
Reviewed important reporting dates
Reviewed how to best document income and expenses from grant and other accounting necessities surrounding grant administration
Discussed list of consultants that might be used
Discussed the RFP, its template and timeline for completion
3. December 14th, 2023 minutes were approved as written.
Lucinda Sullivan made the motion and Mike French seconded.
Minutes approved as written.
4. Discussion about Planning Commissioner's Terms
Dottie Guiffre, Elizabeth Carney and Heidi Albright agreed to be reappointed to another term of three years as a Planning Commissioner
Elizabeth will inform Tammy Legacy, Town Clerk, so that the Selectboard can reappoint these commissioners.

5. Role of Roxbury Planning Commission

Discussed the role that the Planning Commission has been fulfilling for Roxbury.

The 2021 Town Plan has been completed and approved by the Selectboard. It is the revision of the 2014 Town Plan and includes new mandates from the VT Legislature. Also, the Commission applied for and was given a Village Center Designation which gives access to tax incentives, other financial incentives and technical assistance for residents of the Village. The Commission has also received a Municipal Planning Grant.

6. Updates on other ongoing projects/committees in the Village.

Recreation Committee

7. Meeting adjourned at 6:25 pm.

8. Next Meeting: TUESDAY January 30th, 2024 at the Community Hall at 5pm

Respectfully submitted,
Lucinda Sullivan, Clerk RPC