

TOWN OF LYNDON
PLANNING COMMISSION
March 24, 2021 Meeting Minutes
Approved 05/12/21

Planning Commissioners: Ken Mason, Tammy Martel, Sean McFeeley, Nedah Warstler, Curtis Carpenter, Andrea Day, Jacqueline Friend

Public Official(s): Denise Montgomery

Press:

Public: Dave Stahler, Pauline Harris

Ken Mason chaired the meeting which was brought to order at 6:04 pm.

Sean McFeeley made a **motion to approve** the minutes from February 24, 2021. Tammy Martel **seconded the motion. Motion carried 4-0.**

The board introduced themselves and welcomed its three newest members, Andrea Day, Jacqueline Friend & Curtis Carpenter.

The next order of business was the Annual Reorganization of the Planning Commission which involved nominating and approving a Chair and Vice Chair, setting dates and times for regular meetings, choosing a newspaper of record and selecting the three public places to post public notices.

Sean McFeeley made a motion to nominate Ken Mason to serve as Chair of the Board for 1 year. Nedah Warstler seconded the motion. Motion carried 7-0. Ken Mason made a motion to nominate Sean McFeeley as Vice Chair, Andrea Day seconded the motion. Motion carried 7-0. Andrea Day made a motion to set the second (2nd) and fourth (4th) Wednesdays of each month at 6:00 pm as the regular meeting schedule. Tammy Martel seconded the motion. Motion carried 7-0.

Nedah Warstler made a motion to use the Caledonian Record as the newspaper of choice to warn all meetings. Andrea Day seconded the motion. Motion carried 7-0.

Sean McFeeley made a motion to use White's Market Plaza, Cobleigh Public Library & the Municipal Office as the public places to post notices. Nedah Warstler seconded the motion. Motion carried 7-0.

Mr. Mason briefly went over Annie McLean's exit letter with the board. He would like each member of the board to go over the letter to get an idea of what projects were being worked on and what is coming up to help aid in discussion while interviewing for the open Administrative Officer position.

Mr. Mason also went over the primary and secondary job responsibilities of the Planning Commission. That followed by a discussion on the Open Meeting Laws with the emphasis on interaction between members.

The board discussed scheduling a meeting for Wednesday, March 31st at 6:30 pm to come up with questions for the applicants for the Administrative Officer position which they will interview in the future. Andrea Day will look through her old file from the last time she was on the Planning Commission to see if she can find the questions they used when they interviewed the previous Administrative Officer. The Commission will allow the applicants to ask questions but not about salary, holidays, vacations etc...

Next Meeting is scheduled for April 6, 2021.

Meeting adjourned 7:10 pm

Respectfully submitted by: DMontgomery