**Zoning Board/Planning Commission Meeting**

**2/13/24**

Members Present: Gail Fisher, Chair, Julie Giroux, Susanne Phinney, Margaret Knapp, Larry Pryor

Guests: Zach Brown, Town Clerk, Mark Bullard, Selectman, Nicole Gratton (NVDA)

1. Meeting called to order at 7:30pm
2. Resigned from the board: Julie Nadeau, Robbie Kimball, and Suzanne Phinney
3. Gail clarified that Acting Zoning Administrator, Cheryl Cote, is not a voting member of the Board.
4. Nicole Gratton from Northeastern Vermont Development Association (NVDA) explained her/NVDA role in helping to update the Canaan Municipal Plan due March 2025.
5. Engage community members to collect their thoughts
6. Application for $10,000 funds for Town Plan update help is in process. Once secured, coordinator position will be put out to bid at cost to town to pay NVDA (expected in mid April timeframe).
7. Plan can be approved by the Zoning Board/Planning Commission via 2 public meetings and recommendation to Selectboard for its approval. No need to bring before Town Meeting.
8. Nicole encouraged Zoning Board/Planning Commission members to Google the Hubbardton VT Municipal Plan for its concise yet comprehensive Plan.
9. Gail noted that NVDA publications emphasize that a town’s Municipal Plan needs to review regularly for progress. She asked Selectman Mark if that had or was happening. He said not to his knowledge. Zach also knew of no time in his tenure that the Town Plan had been reviewed since its creation in 2017.
10. Gail stated that meetings can be “all Zoom” until July. Then the State says that someone must be in the Town Office in person. She raised the concern of having one person in the town office at night. The members felt we will deal with that if & when the Zoom meeting law changes in July.
11. The meeting was adjourned at 8:15pm.

Respectfully submitted

Julie Giroux

Gail Fisher