

Planning Commission Minutes
Monday August 11, 2025
5:00 pm

Open regular meeting

Matthew Moore opened the meeting at 5:04

In Attendance:

In person: Matthew Moore (Chair), Erik King (Vice Chair), Cheryl LaFlamme, Michele Carlson
Absent: Brian Holt

Others Present:

In Person: Jessica Roberts, Scott Tucker, Jacob Moore, Marshall Dix, Sue Westa, Carol Bois, Bob Bois, Meg Streeter, Gretchen Havreluk, Samantha Kondracki

Additions to the Agenda: none

Public Comment: none

Approve Minutes: 07/14/2025

Erik made a motion to approve the minutes of July 14, 2025, Matthew second; all in favor.

Update on Town Plan by Windham Regional Commission & Wilmington Planning Commission (Sue Westa from WRC, Erik King)

- **Community Survey:** Sue reviewed draft survey with general questions. The survey is planned to go out early to mid-September. Will be emailed, and printed hard copies will be available, in addition a flyer will be developed to post around town.
- **Public Workshops:** 2 public workshops are planned for this fall. Recommends that they are organized that the first workshop be focused on downtown and the second workshop on other districts and natural resources. The dates are TBD but suggested one in October and following in November. These would follow the Flood Resilience workshops led by UMass Landscape Architecture and Regional Planning and American Institute of Architects (AIA) planned on Sept 15th and 17th.
- **Input from Public:** Several members of town's committees and divisions were present to offer preliminary thoughts on items to consider for the new Town Plan.
 - *Bob Bois*, a member of the new town Energy Committee suggested that a focus of energy (thereby money) saving measures be throughout.
 - *Marshall Dix*, Highway Superintendent highlighted the need to address lack of parking in town, sidewalks, and understanding what people prefer for road surfaces. He noted that the weather has changed and winters are not as cold and the freeze/thaw cycles that are common now affect the roads.
 - *Erik King*, PC member commented that the water/sewer system would be a good addition to the survey. These were recently extended down route 9.
 - *Chief Matthew Murano* provided comments in advance, which Erik King summarized. Some of the challenges to consider he raised are a lack of qualified applicants for police force, present flood mitigation tools, a lack of volunteers for community events, and professional level full time jobs with livable wages.
 - *Carol Bois*, from the trails committee commented on funding for trails, accessibility, goals and priorities (she asked which parties are responsible for monitoring prioritization) and how to engage younger people.
 - *Gretchen Haverluk*, Town Economic Advisor shared several suggestions and comments. Those included: that Zoning Districts need minor adjustments, particularly the Resort/Residential; maintaining the town culture; the availability of a multi-town Arts & Culture plan; outdated data for housing which might be updated through

information from state agencies and the Deerfield Housing Committee will be creating a spreadsheet and an opportunity to work with them on major points; rebuilding sidewalks; and addressing parking in downtown.

- Miscellaneous comments and suggestions from attendees included having a celebration page to highlight accomplishments since last Town Plan – this was well received. Also, vacant building awareness, vacant building walking tours, and possibly connecting commercial district zones that are cut off from each other.

Update from Zoning Administrator (Jessica Roberts)

Jessica provided suggestions for inclusion, wording and/or placement in bylaws of Shorelands and Docks.

Executive Session for possible appointment of a public officer

Matthew made a motion to find that premature general public knowledge of an appointment would place the town at a substantial disadvantage, Cheryl second; all in favor.

Matthew made a motion to enter into executive session including the town manager at 6:13pm for the purpose of discussing the appointment of a public officer, Cheryl second; all in favor.

Executive Session was closed at 6:24pm.

Matthew made a motion to recommend/nominate Jessica Roberts and Scott Tucker as acting zoning administrators to the Selectboard, Erik second; all in favor.

Next meeting August 25, 2025

Matthew made a motion to adjourn at 6:25, Erik second; all in favor.

Submitted by: Michele Carlson, Clerk