

# Planning Commission Meeting Minutes

## June 2, 2025

Present: Annie Budrewicz, Jeanne Gervais, William Hawkins  
Attending Virtually: Mike Strait, Joel Cope, Bruce Webster

Annie Budrewicz called the meeting to order at 5:30pm.

Updates to the Agenda: Resignation from Planning Commission. Mike Strait will resign from the Planning Commission upon signing the Town Manager contract. He will post the vacancy.

Public Comment: None

Zoning Board Update: Annie communicated with Zoning Administrator Nick Kittredge and set up a plan for meeting reminders and ongoing reporting regarding permits and other matters. Annie asked if William O'Keefe's property on Curran Avenue was a zoning or health department issue. There may be multiple vehicles on the property. Joel noted that vehicles must be unregistered and/or inoperative to be a violation of zoning bylaws. Annie will ask Nick to look into this.

Annie also mentioned two properties on Derby Street, which have junk in yards and/or other potential health hazards. The long-term unfinished log cabin home is of particular concern, as there is a trailer/awning that may be inhabited. There are also junk and hazardous access points in the structure. Joel noted that the Town may consider changing the zoning bylaw to mandate projects must be "substantially completed" within two years. Annie will contact Nick. The other property (vacant) also has broken windows and other hazards. Mike and Joel advised Annie to reach out to THO, Beth Rodondi.

Mike also noted that there is a lot of construction around the lake, as well as Route 114, and wants to ensure everyone has the appropriate permits.

Town Plan: Joel advised that the Town was awarded the Municipal Planning Grant. NVDA is preparing a contract that we will sign and execute. The Town will schedule the remaining two public outreach sessions after signing the contract. Mike recommends not scheduling them in July, during the height of the summer season, but perhaps one in August so seasonal residents are able to attend.

Approve Minutes of Previous Meeting: Jeanne Gervias moved to approve the minutes of the previous meeting. Seconded by William Hawkins. All in favor. Motion carried.

Other Business: None

Adjourn: Jeanne Gervais moved to adjourn at 6:00:pm. Seconded by William Hawkins. All in favor. Motion carried.