

Planning Commission Meeting Minutes

December 1, 2025

Present: Annie Budrewicz, Billy Hawkins, Mark Vaillancourt, James Ozone

Attending Virtually: Joel Cope, Jeanne Gervais

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

Updates to the Agenda: Board/Commission member indemnity. Mark Vaillancourt inquired whether board/commission members are protected personally from a legal and financial standpoint if a party should sue. He advised that his insurance company requires written notification of indemnity. Mark Vaillancourt moved to have the Town provide written notification of indemnity for each commission member. Seconded by James Ozone. All in favor; motion carried. Joel Cope informed members that this protection is in place and will provide written copies.

Public Comment: None

Town Plan - Alison from NVDA: Alison was not present. No updates.

Zoning Administrator Update: Zoning Administrator Nick Kittredge provided Annie Budrewicz with an updated list of permits issued. The Planning Commission had a broad discussion around zoning, and specifically the role and responsibilities of a Zoning Administrator. Joel Cope suggested requesting that the Selectboard allocate funding under the Zoning Administrator salary line item contingent upon the ZA assuming more responsibilities. To address zoning concerns, the Planning Commission will review proposed updates to the Bylaws at the December 15 meeting. One member could present in a Selectboard meeting for adoption. Joel also suggested contacting Nick directly if there is a specific issue with a property/permit so he can follow-up. No action taken.

Approve Minutes of Previous Meeting: November meetings were cancelled (11/3/25 for Bond Vote informational meeting; 11/17/25 for Community Forest informational meeting).

Other Business: Downtown Project. Joel Cope reminded the Planning Commission of the 100+ year old water main that needs to be replaced and the logistics of completing this work at the same time as the proposed Downtown project, to avoid digging up the street and disrupting businesses, homes, and traffic twice. A significant issue is the utility poles; Vermont Electric Coop is resistant to the idea of moving them to Alder Street so they are out of the way of sidewalks. Before funding can be applied for, the scope of the project needs to be clarified and an RFP developed for engineering.

In other business, Mark Vaillancourt attended the Town Forest meeting held in West Burke on November 17. He indicated that it was informational and followup sessions could be useful in helping Brighton more effectively utilize this resource.

Adjourn: Jeanne Gervais moved to adjourn at 6:50pm. Seconded by Bill Hawkins. All in favor; motion carried.