

DRAFT MINUTES
APPROVED ON: FEB 20 2024.

**TOWN OF WALTHAM
PLANNING COMMISSION AND DEVELOPMENT REVIEW BOARD MINUTES
January 15, 2024
At Town Offices**

Members Present: Mitch Jackman, Chris Von Trapp, Dan Morris, Fran Colangelo, Jeff Glassberg (Chair)

Members Not Present: Nancy Spencer, Lisa Sausville

Minute Taker: Steven True

Town staff Present: Steven True, Zoning Administrator

Applicants Present: None

Public Present: Mike Roy, Katie Raycroft-Meyer

1. **At 5:32 PM** meeting opened, and a quorum was established.
2. **Adjustments to and adoption of the agenda:** No adjustments; the agenda was adopted as drafted.
3. **Public Comment:** No public comment.
4. **5:35 Presentation from Mike Roy of the Climate Economy Action Center of Addison County (CEAC)**
 - a. Mike Roy introduced the members to the Navigator program being developed by CEAC.
 - i. **The Navigator Program is an initiative of the CEAC to work directly with homeowners to reduce greenhouse gas emissions with one-on-one end-to-end support to help reduce household greenhouse gas emissions.**
 - ii. **Mike Roy discussed employing the Municipal Energy Resilience Program (MERP) funding offered by the state to all municipalities to help fund the Navigator program, which in turn would offer outreach to the town around energy.**
 - iii. **Jeffrey Glassberg indicated that he would follow-up with the application for MERP funding and would discuss this with the Selectboard, and asked if the Town were to pursue this, if CEAC could have something ready by Town Meeting Day, March 4th.**
5. **5:50 P.M. Planning Activities – Municipal Plan Update**
 - a. **Katie Raycroft Meyer of Addison County Regional Planning Commission presented to the board:**
 - i. **Demographic data, including Age, Housing units & Housing size graphs.**

- ii. General discussion around goal setting and objectives
- iii. General discussion about work plan, including an audit of activities to date.
- iv. Work to continue at next regular meeting.

6. Zoning Administrator Update

- a. One building permit was issued (Maple Street new house).d
- b. ZA discussed the upcoming Langeway preliminary plat.
- c. ZA discussed enforcement issues with the board members.

7. Meeting Minutes:

- a. On a motion by Chris Von Trapp, with a second from Fran Colangelo, the December 7th, 2023, special meeting minutes were unanimously approved and signed.

8. Confirmation of next meetings and events of interest

- a. February 19th at 5:30 p.m. – regular monthly DRB/PC meeting
- b. The PC/DRB will submit a report to be included in the Town annual report.
- c. Continue to monitor the PELS process.
- d. Confirmation that the Commission would support a reallocation of funds from the Planning Commission reserve to help cover the increased cost of ZA during FY '24, provided that the reserve retains the funds needed to match the planning grant.
- e. Noted that the PC/DRB will reorganize at its March meeting, and that the terms for Nancy Mitch and Jeff are up 3/24.

9. MOTION: to adjourn was made by Chris Von Trapp, and seconded by Mitch Jackman at 7:31 PM.

Minutes Approved on 2/20/24

[Signature]

Colangelo

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