

**DRAFT**  
**Pittsford Planning Commission Meeting**  
**May 23, 2024**

**Board Members Present:** Rick Conway, Kevin Blow, Mike Norris, Chuck Charbonneau, Mark Pape

**Others Present:** Jeff Biasuzzi, Jeremy Gildrien, Dave Mills, Alicia Malay

**1. Meeting - Call to order**

The meeting was called to order at 7:05PM by Kevin Blow – Chair.

**2. Approval of Meeting Agenda**

A motion was made by Rick Conway and seconded by Mike Norris to approve the agenda. **The motion passed unanimously.**

**3. Approval of Minutes**

*. April 18, 2024*

A motion was made by Mike Norris and seconded by Rick Conway to approve the April 18, 2024 Planning Commission meeting minutes as amended. **The motion passed with one abstention.**

Under New Business – 6<sup>th</sup> sentence down, replace February 2<sup>nd</sup> with February 26<sup>th</sup>

**4. Public Comment**

There was no public comment.

**5. Old Business**

*. Discuss and Work on Town Plan*

Kevin Blow stated there was information received from Logan Solomon that was distributed to the Planning Commission regarding required changes to meet statute and other recommended changes for the Town Plan. Rick Conway noted he sent information that Mr. Solomon provided to the Select Board. Mr. Conway stated that Jeremy Gildrien would be meeting with the Planning Commission regarding the Enhanced Energy Plan and Mr. Solomon would get back to the Planning Commission with regard to a template for the Town Plan. There are mandatory goals and policies that will be required and the Planning Commission is currently discussing these items with Mr. Solomon and Mr. Gildrien. Mike Norris suggested discussing the compulsory items first. Within the current plan, Mr. Conway suggested there could be some changes with regards to Pittsford Mills and will bring the information to a subsequent meeting. Chuck Charbonneau suggested all Planning Commission members review the 2018 plan for discussion at the next meeting. It was noted that the Energy Plan in the current Town Plan could be removed with the development of an Enhanced Energy Plan. Mark Pape suggested the Zoning Administrator provide the Planning Commission with zoning points that he would recommend for revision. Mr. Conway stated he has seen no issues with administering zoning. Mr. Pape stated in RRPC information there is a comment to reflect on issues with current zoning for reform. Mr. Biasuzzi was asked to provide the Planning Commission with suggestions related to zoning. Mr. Conway noted the first thing would be to discuss the subject of subdivision regulations. Mr. Biasuzzi will have this information to the Board for the next meeting. Mr. Conway also stated the zoning will need to be updated with regard to Act 47.

*. Discuss Energy Plan*

As noted below.

*. Discuss Zoning Document*

This item was postponed to a subsequent meeting.

*. Status on Historical Marker*

It was noted that Donna Wilson sent information to the Planning Commission advising the State is in the process of creating the sign. It should be next in production and the Commission should see a prototype soon. Rick Conway stated it will be placed on his property as a temporary location until the bridge is completed. All approvals have been done.

**6. New Business**

*. Discuss Energy Plan with RRPC Representative Jeremy Gildrien*

Jeremy Gildrien of the RRPC advised the Select Board had voted to contract with the RRPC to write an Enhanced Energy Plan. Mr. Gildrien provided a handout on Pittsford's 2025 energy target progress and noted that it is more about trends than identifying exact numbers. Within the energy plan, his goal is to make them shorter than originally written. There are statutory requirements and more data that has to be included, but there are ways to trim them down. He noted that the handout could be attached to the Plan and the point of the handout was to show the State's goals and the trends for the Town. While the data is not 100% it shows the range that the Town is in and the way the standards are written is that these numbers are asked to be in the Plan but are not based on complete data sets. The caveat is to use them as trends and trajectory and can be included in the Plan if the Planning Commission feels that it would be important. Statutory obligations aside, the goal is to make a plan that is useful for the Town with what it wants and how it can help the Town. Mr. Gildrien will provide the requirements of the statutes but also wanted to determine what the Planning Commission wants in the Plan. Kevin Blow asked with the addition of an enhanced energy plan if a landowner wants a solar project on their land if it will be allowed. Mr. Gildrien stated there is legislation that indicates with an enhanced energy plan, the town would have more say in renewable development. He stated it is more looking at the whole town's perspective and being in line with the Town Plan, but the plan can give the Town the ability to regulate at some level. Mike Norris noted the State has indicated an enhanced energy plan would be good to have but is not compulsory, and with a plan, the Town could meet the requirements but also have a say with how things are structured. Mr. Gildrien advised the categories that are required were noted in the handout. As an example, Mr. Gildrien stated there could be targets for weatherization and the Town could weatherize all municipal properties and could encourage the townspeople to do the same. Mr. Norris suggested with the timeline, it could be beneficial to use Brandon's Enhanced Energy Plan as a template as Mr. Gildrien had worked with Brandon on the development of their plan. Mr. Gildrien noted the enhanced energy plans are part of the town plan and can be physically in line with the town plan or pulled out as a separate addendum. Brandon's Plan was written as a stand alone document but will be incorporated in their Town Plan. He noted the design formatting would be the only difference. Mr. Gildrien stated the contract has been signed and he has been working on Pittsford's Plan and advised he was present to obtain input from the Planning Commission, after which he will create a draft Plan for the Commission's review. Mr. Gildrien asked if the Commission felt there was anything missing that should be included in the handout. Mark Pape questioned the weatherization number and Mr. Gildrien advised this information is provided by Efficiency Vermont and is based on their rebates and is anyone in town that received a rebate or worked with an Efficiency Vermont contractor. Chuck Charbonneau stated he has done many energy upgrades in Town and the Planning Commission needs to figure out how to obtain this data, other than just what Efficiency Vermont has indicated. Mr. Gildrien suggested one way to obtain information would be to do a town-wide survey that could be an action item within the Town Plan. The goal could be to send out a town-wide survey to do an update. Dave Mills suggested a townwide survey that is not intrusive could provide more accurate numbers. Mr. Gildrien noted it is not the data so much, but the information that needs to be provided to the community regarding the resources that are available. Mr. Gildrien stated he does not think weatherization in most towns is 50%, but more like 10%. It was suggested that all topics in the handout be included in the Plan. It was noted that the Select Board is looking at the numbers as far as solar and it needs to be determined what the goals should be as indications are that the Town has already met the goal. It was noted that the Adams Road solar project will not be happening. Mr. Charbonneau stated every building the municipality owns should be brought up to weatherization requirements. Mr. Gildrien advised there are MERP grants available for those types of

upgrades and noted there are Level 1 and 2 assessments that could also include low-rate loans with the operational savings as a way to pay a bond back. One action item could be to develop a survey. Mr. Norris suggested the Town could do a town-wide survey through the town's website. Mr. Norris asked, with this being incorporated in the Town Plan and non-binding, are there any repercussions if things are not done that are outlined. Mr. Gildrien stated that would be considered at a PUC generation siting meeting. He stated the numbers are non-binding and the assumption and expectation is the plan will be truthful and the Town will do what it indicates in the Plan. If the town is intervening in a site, the argument will be stronger if the Town develops a plan. Mr. Charbonneau asked, without accurate numbers, how does the Town know whether the target is being reached. Mr. Gildrien advised that the Town can only do its action items and the progress is based on achievement of the action items that can be tracked. Another piece would be to survey the Town to get more accurate numbers that could be a baseline to track future actions. Mr. Mills noted the State has figures on Efficiency Vermont and asked how many towns are doing surveys to determine the weatherization data. If 30% was done by Efficiency Vermont, the more data the State receives, the more accurate the numbers will be. Mr. Gildrien noted he has been encouraging towns to do surveys, but he is not aware of many that have been done but thinks it is a huge value to provide data upwards that would provide more coordination between the State and the towns. Mr. Charbonneau stated an initial survey plus a follow-on survey could be very important for comparison. Mr. Norris asked Mr. Gildrien, based on his experience, to provide an outline of how he sees the process. Mr. Gildrien advised that the process is to meet with the Planning Commission to obtain input and he would then draft the initial plan. It is anticipated the draft should be sent to the Commission in July or August for their review. He will meet with the Planning Commission again to discuss any changes or revisions. Mr. Charbonneau noted there was discussion of the Planning Commission working on the energy plan and the town plan. Mr. Mills stated when previously redoing the zoning regulations and Town Plan, the Committee members reviewed the documents at home and went through them line-by-line. He suggested this could be done with Brandon's Energy Plan to have an idea of what the document looks like and determine what is not wanted. Rick Conway stated there has been correspondence from the Select Board and he would like to clarify that the Planning Commission's direction is clear, and suggested there needs to be a template to work from. It was noted that Brandon's Energy Plan is the only plan that exists under the new standards. With regard to adoption, the plan will have to be approved by the RRPC. Mr. Conway noted the Commission will need to meet with Mr. Gildrien again. Mr. Charbonneau stated it will likely be a hybrid plan using Brandon's plan as a template and adding items that would be relevant to Pittsford. Mr. Conway confirmed the Commission was to review Brandon's plan, provide recommended changes and provide the draft to Mr. Gildrien. Mr. Gildrien is encouraging boards to do public outreach, in addition to the statutory hearings. Mr. Gildrien will provide the Commission members with a copy of Brandon's Energy Plan. Jeff Biasuzzi noted that 73% of the respondents of a prior survey indicated they were in favor of renewable energy and commercial solar was important. Mr. Biasuzzi provided Mr. Gildrien with the prior survey information. Mr. Gildrien advised Brandon's Plan has a list of preferred solar sites and a developer's information sheet but they are not requirements, but a good idea to have. Mr. Gildrien will be available to meet with the Planning Commission at their July meeting.

## 7. Next Meeting

June 27, 2024 @ 7:00PM at the Pittsford Town Office

## 9. Adjournment

A motion was made by Mark Pape and seconded by Rick Conway to adjourn the meeting at 9:04PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant  
Recording Secretary

Approved by,

---

The Pittsford Planning Commission