

**Planning Commission Meeting
212 School Street
West Burke, Vermont 05871
September 16, 2025 at 6:00 PM**

Members Present: Zoe Gascon, Jim Sullivan, Lynn Norris and Mike Harris (Advisor).

Guest(s): Diane Wells Resident/Conservation Commission Member
Alison Low NVDA; AICP CFM – Town Plan Writing Training

Zoe Gascon – Called Meeting to order at 6:01 P.M.

Zoe Gascon – Asked for a motion to accept the August 2025 Minutes.
Lynn made a motion. Jim seconded the motion. All were in favor.

The meeting started with an introduction to Alison Low from the NVDA, whom was there to help train the Planning Commission to write an effective and compliant Town Plan. Alison discussed an overview of the process, the roles and responsibilities that the Planning Commission needs to consider, and offered many resources to assist us.

There were some questions about a Municipal Planning Grant and how that could help. Jim Sullivan will follow up on that. The enrollment started on September 1st.

No Action Taken

At 7:36 PM Jim made a motion to adjourn.
Lynn seconded the motion. All were in favor.

Respectfully submitted
Jim Sullivan
Planning Commission Secretary