

**Town of Vershire Planning Commission Meeting Minutes DRAFT**  
**Wednesday, October 8, 2025 at 7:00 pm at the Vershire Town Center.**

**Attendance:** Gregory Wilson, co-chair, Eleanor Zue, co-chair, Seann Cram, Liana Horster, Michelle Massa, Helen Wilson, secretary

**Call to Order:** G. Wilson called the meeting to order at 7:08 pm.

**Public and Staff comments:** Gregory reported on the vote to approve the Town Plan. The vote was 51 in favor, 7 against. Gregory suggested we invite people who have been through this same municipal process before and have insights to share with our groups in terms of moving the new aspects of the plan forward. Liana will contact a person from Keene who could be a good person to invite.

**Approval of Minutes:** Gregory moved that Minutes of the PC regular meeting on Sept. 10 be approved. Seann seconded the motion. The motion passed.

**Aaron Hoopes'** report was presented by Helen. From Aaron via email:

*Re: Trash on Parker Road Property*

*I have inspected the Parker Road property 4 times in the past 2 weeks and had a couple of discussions with the landowner. In the past two weeks he has removed a significant amount of trash from the driveway including the propane tanks. He has also removed two junk cars from the property. He is continuing to remove trash and take it to the Lebanon Landfill. In light of his actions I have extended his grace period for the month of October. I will return at the end of the month to ensure he is continuing to clean up the rest of the trash on the property. I have found no evidence that he is burying trash on his land.*

*Sincerely, Aaron Hoopes, Developmental Administrator, Town of Vershire*

*Other than the report on the Parker Road property ... there has been no business and no permits issued from my office in the past month.*

Also this month, the town issued a building permit for alterations to the Cellular phone tower. The plans and permit are on file at the Town Office.

The PC received a letter from DRM acting on behalf of AT&T regarding the time-frame for responding to their request for a building permit. The letter is attached to and made part of these minutes. The PC noted that in cases like this, involving the FCC, the town has to respond within a certain time-frame, and should be proactive about tracking the progress of permits like this.

**Follow-up on new Town Plan**

The next step in the approval process is regional plan approval by the TRORC at their December meeting.

Since the plan is adopted, the Planning Commission will hold a **special meeting on October 25 from 10 am to 1 pm** to work on updating Vershire's Development Ordinance to make it consistent with the new plan. There will be a zoom option for that meeting. Between now and then, we will research which of the issues that Vershire is facing can be addressed in the Development Ordinance.

**Review of information from Town Attorney and Selectboard Admin re: roles and responsibilities as they apply to the Planning Commission.**

PC members are available to meet with the Selectboard for conversation/Q&A before the next regular meeting, i.e. 6-7 pm on November 12. Helen will let the SB Admin know that, and she will check with the SB members about their availability.

**Next regular Meeting, Wednesday, November 12, 2025**

**Adjourn:** Gregory moved to adjourn the meeting at 7:50 pm. Seann seconded. The motion passed.



September 3, 2025

William J. Dodge, Esq.  
Tel: 802-863-2375  
wdodge@drm.com

**Via Email and U.S. Mail**

Gregory Wilson, Chair  
Eleanor Zue, Co-chair  
Town of Vershire Planning Commission  
6894 VT Route 113  
Vershire, VT 05079  
[Clerk-treasurer@vershirevt.org](mailto:Clerk-treasurer@vershirevt.org)

Re: **"Deemed Complete" Notice Pursuant to Section 6409**  
New Cingular Wireless PCS, LLC ("AT&T") Commercial Development Permit  
Application for Administrative Review ("Application") for modifications to AT&T  
Facility at 6410 Vermont 113, Vershire, Vermont 05079  
Parcel ID: 13-31.000; SPAN: 669-212-10425

Dear Mr. Wilson and Ms. Zue:

AT&T submitted the above referenced Application to the Town of Vershire (the "Town") on July 31, 2025. As described in the cover letter, the Application constitutes an "eligible facilities request" pursuant to Section 6409 of the Middle Class Tax Relief & Job Creation Act of 2012 ("Section 6409"). Accordingly, the Application must be reviewed and approved under Section 6409 and within the timelines prescribed by the Federal Communications Commission ("FCC").

The FCC adopted regulations that clarify and streamline the approval process for eligible facilities requests under Section 6409 ("6409 Rules"). The 6409 Rules provide that a state siting authority must act on an eligible facilities request within **sixty (60) days** of receiving the application. 47 C.F.R. 1.6100(c)(2). The sixty (60)-day period is also known as the "Shot Clock." Further, **upon a Town's failure to act prior to expiration of the Shot Clock, the "request shall be deemed granted."** 47 C.F.R. 1.40001(c)(4) (Emphasis added).

Under the 6409 Rules, the Town has **thirty (30) days** following the delivery of an applicant's initial submission to notify the applicant that the submission is incomplete. The Shot Clock is tolled until the applicant provides the requested information. Once the applicant has provided a supplemental submission, the municipality has **ten (10) days** to notify the applicant if the application remains incomplete, and such notice must specifically delineate which of the deficiencies specified in the original notice of incompleteness have not been addressed. The Shot Clock is tolled until the applicant provides the missing information. However, if the **ten (10) day** period passes without any notices of incompleteness from the municipality, the period for review of the application may not thereafter be tolled for incompleteness.

AT&T's Application was submitted to the Town, via email, on **July 31, 2025**. To date, the Town has not provided AT&T with written notification that its Application was missing any

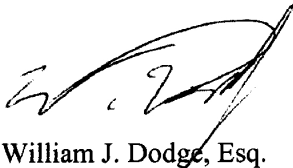
Gregory Wilson, Chair  
Eleanor Zue, Co-chair  
Town of Vershire Planning Commission  
AT&T "Deemed Complete" Notice  
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documentation or information since the Application was delivered. Thus, on **August 30, 2025**, AT&T's Application was deemed complete pursuant to the terms of the 6409 Rules.

Further, the **sixty (60)** day Shot Clock to approve the Application will expire on **September 29, 2025**. If the Town fails to act by that date, the Application will be deemed granted, and AT&T may lawfully proceed with construction. While AT&T is willing to proceed with its project on that basis, it would be the company's preference to receive a zoning permit from the Town, consistent with the original application.

We appreciate your attention to this matter. If you have any questions, please feel free to call or email me. Thank you for your cooperation.

Sincerely,



William J. Dodge, Esq.

WJD

cc: David Ford, Centerline Communications LLC (Site Acquisition) (via email only)

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