

PLANNING BOARD WORKSHOP MINUTES

April 25, 2007

ROLL CALL:

Ruth-Ellen Post, Chairman – Present	Ross McLeod, Vice Chairman – Excused
Nancy Prendergast, Secretary – Present	Walter Kolodziej, Regular Member – Excused
Phil LoChiatto, Regular Member – Present	Pam Skinner, Regular Member – Present
Neelima Gogumalla, Alternate – Present	Rick Okerman, Alternate – Present
Alan Carpenter, Selectmen Member – Present	Margaret Crisler, Selectmen Alternate – Excused

STAFF:

Al Turner, Director of Planning and Development – Excused
Shaun Logue, Town Planner – Present

Ms. Post opened the meeting at 7:45 pm. Mr. Okerman and Ms. Gogumalla replaced Mr. McLeod and Mr. Kolodziej.

OLD/NEW BUSINESS:

- New sign at Dunkin Donuts on Route 111 has not been reviewed and approved by the Planning Board. Board discussion continued regarding temporary signs and enforcement.
- Ms. Post reminded the Board of the OEP spring conference scheduled for Saturday, April 28.

LIASON REPORTS:

Mr. Carpenter, Selectmen: The Selectmen are investigating placing a fountain in the pond at Griffin Park. CTAP appointments are Margaret Crisler, regular member and Galen Stearns, alternate member.

The Board stood and recited the Pledge of Allegiance.

PUBLIC MATTERS:

Subdivision Regulations:

Staff distributed copies of the Subdivision Regulations that incorporated changes from the last workshop on the subject. The Planning Board reviewed the entire document and proposed additional changes. The Board amended the definition of “active and substantial development” and rearranged paragraphs in Section 400. The Board discussed the meanings of conditional approvals, design review phase, and design review. Definition of conditional approval will be added to the list of definitions. As requested by the Board, staff met with the highway agent and proposed changes to the maximum spacing between catch basins and length of right-of-ways for street types. Grammatical changes were also made and sections were renumbered. The Board discussed the proper way to format the document when presenting for Public Hearing. All proposed changes must be clearly marked. Staff will update and provide copies of the proposed Subdivision Regulations (and the proposed Site Plan Regulations discussed at separate meeting) to the Board next week.

Bylaws:

The Board discussed the order of business, start time, term limits for CIP citizen members, Board nomination of officers, meeting location, RPC nominations and the Pledge of Allegiance.

Discussion: schedule fixed blocks of time for agenda items, try to hear from each applicant on the agenda, impact to statutory clock, process for getting on the agenda, housekeeping at end of agenda, bonds, sign permits, and correspondence need to be upfront, summer site walks before meetings, meeting with Town attorney, CIP term limits brings in new talent, benefit to history and longevity on CIP, process for advertising and soliciting members to CIP, 3-year appointment is a term limit, Planning

Board should appoint citizen members, CIP term limits is not required under state statutes, and add a section about Board's responsibility to nominate members for RPC. The Board discussed block versus individual nominations of officers, nominations of officers versus motions to elect officers, and Robert's Rules. Whether our bylaws can legally mandate the election of officers' one position at a time is a question to be posed to the Town attorney. New language was also proposed in Article 2.5 to ensure that newly elected members have been sworn in when the election of officers takes place.

The Bylaws will be updated to include a 7pm start time with no new business after 10 pm. The order of business will remain the same with the inclusion of the Pledge of Allegiance after Roll Call. Citizen members will be appointed by the Board rather than the chair of the Board and will no longer be limited to a 6-year tenure. Ms. Prendergast will provide for distribution to the Board a proposed Article 11, Regional Planning Commissions. Meeting location will be updated and Article 2.5 will be amended. Staff will update and provide copies of the proposed Bylaws to the Board next week. Ms. Post tasked staff with formalizing a process for soliciting citizen volunteers to the CIP.

Mr. LoChiatto motioned to adjourn. Ms. Skinner seconded. Passed 7-0. Meeting adjourned at 10:10 pm.

These minutes are in draft form and have not yet been reviewed and approved.

Respectfully submitted, Nancy Prendergast