

Planning Board Meeting Minutes

1/19/2021

Board Members

Present: Casey Campetti, Chuck Walkovich, Jennifer Gingras, Joyce Morrow, Paul Lonergan

Absent: Al Patenaude

Staff: Lisa Davis, Planning Consultant, Cheryl Lutcza, Administrative Assistant

Guests: Wes Ritchie, Ture Turnbull, both of NECC; Mark Matthews (MPIT); Margaret Scarsdale, Select Board; Gerald Couper (PCM); Stephen Themelis

1) Call to Order

The meeting was called to order by Chair Campetti at 7:00PM

2) Acceptance of Minutes

- a. **January 4, 2021** – The Minutes were accepted as written by motion from Mr. Lonergan, second by Ms. Morrow. All in favor.

3) Action Items

- a. **Planning Board Deliberation on New England Craft Cultivators (NECC) Special Permit Application for an Adult Use Marijuana Retail Establishment – 112-114 Main Street, Unit 1**

Mx. Campetti recused herself from the discussion and Mr. Walkovich took over as Acting Chair.

Wes Ritchie, NECC, explained that they would like to request an extension on deliberation of the Special Permit until after the May 17, 2021 Town Meeting. A brief discussion ensued regarding granting this extension. Ms. Morrow thanked NECC for their patience and understanding. Mr. Walkovich asked if anyone had any further comments, and hearing none, Mr. Lonergan moved to grant the extension to NECC until after the May 17, 2021 Town Meeting. Ms. Morrow seconded. All in favor.

Mx. Campetti rejoined the meeting as Chair.

4) Reports/Correspondence/Discussion

(Matters may arise that the chair didn't reasonably anticipate)

a. FY 2022 Budget Discussion

Ms. Davis created a draft copy of the FY 2022 budget and sent it to the Planning Board members for review. The budget spreadsheet was shared on video and a discussion of each budget item took place. Mx. Campetti asked for a motion to recommend the FY 2022 Budget as written and discussed. After a few additional comments were made, Mr. Walkovich moved to recommend the FY 2022 budget, Ms. Morrow seconded. All in favor. The budget will now be sent to the Town Administrator and added to his overall Town Budget spreadsheet.

b. Master Plan Recommendation Priorities

A lengthy discussion took place regarding the Master Plan Recommendation priorities for the Planning Board. Mx. Campetti noted that flagging those recommendations that can get done sooner should be priorities. Ms. Davis presented the first priority item by providing an update on the Stormwater Bylaw and stated the committee met to discuss the Bylaw draft and is hoping to have it ready for the Planning Board to review at their next meeting. A public hearing will need to be held 21 days prior to the Town Meeting in May. An additional discussion ensued about who will be the permitting authority and Ms. Davis noted that a compliance engineer would need to be consulted. Mr. Kalinowski, Town Engineer, will confer with Town Counsel regarding enforcing and permitting. The Floodplain Bylaw will follow much the same process. There was still the question of who should administer these Bylaws – Conservation, Building Inspector, Planning Board?

The second set of priority items would need no additional funding or support. The OSRD Bylaw and the Table of Uses. Mx. Campetti mentioned sizes for commercial and industrial uses.

Mx. Campetti suggested that a Recommendations priority rating system spreadsheet be shared with the Planning Board members and they would each complete it rating each priority for discussion. The Board was in agreement with this idea, and Mx. Campetti will send it to everyone.

c. Master Plan Implementation Team Update

Mr. Walkovich provided an update on activities completed by the MPIT. He noted that the Team met with the Town Administrator, Select Board and Mx. Campetti in an effort to get the ball rolling, come up with good ideas for implementation and how to get responses from other groups and track those responses. They are submitting their budget info to the Town Administrator soon. The Team has been meeting with all departments and answered questions and listened to their comments. They also met with the new Climate Change Council to discuss sustainability and collaborate to envision their joint goals. The Team goal is to formalize their reporting strategy and submit monthly reports. Some comments from committees were that they wanted to change short term goals to long term or vice versa, make changes to the committees responsible for some recommendations and combine some recommendations together. If they are combined, however, there needs to be a way to trace the activity so that the Team is accountable to the Master Plan Advisory Committee's recommendations.

d. NMCOG Update

No update – next meeting will be held on January 20, 2021

e. Local Resources Recovery Planning Grant

Ms. Davis stated that she heard back from Emily at the State office, and they are in the process of reviewing the grant paperwork.

5) Future Meeting(s)

a. February 1, 2021

The meeting was adjourned at 8:32PM by motion from Ms. Morrow, seconded by Mr. Lonergan. All in favor