

Planning Board Meeting Minutes

3/1/2021

Board Members

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

Absent: Paul Lonergan, Al Patenaude

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

Guests: Mark Matthews and Deb Fountain, MPIT; Joanne Smith; Ian Ainslie, Engineer representing UMA Flowers

1. Call to Order

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

Mx. Campetti expressed the condolences of the Planning Board members to the family of Bill Greathead, Selectman, who recently passed away. Mx. Campetti noted that his passing is a great loss for the Town.

2) Acceptance of Minutes

- a. **February 16, 2021** – The Minutes were accepted as written by a motion from Ms. Morrow, seconded by Mr. Walkovich. All in favor.

3) Plan Endorsement

Mx. Campetti recused herself from this discussion and requested Mr. Walkovich take over as Acting Chair.

a. **UMA Flowers – 2 Tarbell Street – Plan Review and Endorsement – no action taken**

Ms. Davis asked the Board if they preferred to hold off discussion on the Plan Endorsement tonight as two board members were not present and there was a redesign from the original plan. Mr. Walkovich asked Ian Ainslie, UMA Flowers Representative, if deferring the discussion was amenable to UMA Flowers. Because the Board was short two voting members, Mr. Walkovich formally called for Ms. Gingras, Associate Member, to act as a full voting member tonight. Ms. Morrow moved to continue the Plan Endorsement of 2 Tarbell Street, UMA Flowers, until 3/15/2021, Ms. Gingras seconded. All in favor.

4) Action Items – None at this time

5) Reports/Correspondence/Discussion

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

a. **Review/Approve Planning Board's 2020 Annual Report**

Discussion of this 2020 Annual Report took place. During the discussion, it was noted that the Housing Production Plan was missing as well as the date it was adopted. The date of the Master Plan (10/5/2020) also needed to be confirmed for accuracy.

Mr. Walkovich moved to approve the 2020 Planning Board Annual Report as written and amended to include the Housing Production Plan. Ms. Morrow seconded. All in favor.

b. Draft Letter to Finance Committee

Discussion ensued regarding the wording of the letter to the Finance Committee regarding the filling of a fulltime Planner Position. Mx. Campetti thanked Ms. Morrow for creating the initial draft letter and Mx. Campetti asked the Board members if anyone had any edits. As none were forthcoming, Mr. Walkovich moved to accept the draft letter as written to the Finance Committee; Ms. Morrow seconded. All in favor.

Mx. Campetti will refine the letter and send it electronically to the Finance Committee.

c. Local Resources Recovery Planning Grant

Ms. Davis noted that she spoke with the State Rep and was told a letter would be coming soon. So far, no letter has been received and she is still waiting to hear from the State.

d. Marijuana Bylaw Amendment

Brief discussion ensued about the Planning Board's March 8, 2021 Public Hearing/meeting regarding the Marijuana Bylaw Amendment. After this Public Hearing the Planning Board will need to prepare a report to submit to the Select Board.

e. Master Plan Implementation Team Update

Mr. Walkovich asked Mr. Matthews and Ms. Fountain to provide an update on their progress. Ms. Fountain addressed the Board with the update. Ms. Fountain said the committee was working on an updated Master worksheet and will be sending customized worksheets for each Board or Committee so they can provide their first status report due by April 9, 2021. Some Boards may be receiving new/additional recommendations. This new material will be used to establish a baseline. There were approximately 70 new recommendations; some of which were already in progress. Mr. Matthews noted that the Boards/Committees would be contacted ahead of time, so they are aware of the additional responsibilities. Mx. Campetti asked where these new recommendations came from? Mr. Walkovich commented that they were spinoffs from the OSRD and will be used to help tracking.

f. Community Preservation

Mx. Campetti spoke about the creation of a new Community Preservation Committee and that a Planning Board representative would be designated to this committee. Mx. Campetti noted she would be more than happy to represent the Planning Board.

g. NMCOG Update/DLTA Funding Request

Ms. Davis commented there will be DLTA kick-off meeting to get started. She has asked Paula Terrasi if she would join their meeting. Mr. Walkovich asked if he could join the meeting as well.

Mr. Walkovich noted there was no NMCOG update and that their meetings are held the third Wednesday of every month.

h. Board member resignation

Mx. Campetti stated that this afternoon she had received a letter of resignation from Mr. Lonergan, effective immediately. Mx. Campetti thanked Mr. Lonergan for the work he has put into the Board and will miss his expertise. Mx. Campetti reminded the Board about the procedure for advertising for a new Board member, and the process required to recommend an Interim member.

Ms. Davis was very concerned about Mr. Lonergan's immediate resignation as it left the Board without a sufficient number of voting members. There would not be the ability to vote on the NECC decision that was coming up because Ms. Gingras did not attend the Public Hearing for this Special Permit and was not eligible to vote. She suggested the Board may want to ask Mr. Lonergan to delay his resignation until after Town Meeting and the Marijuana Bylaw Amendment. Mx. Campetti noted that was a good point and that she will contact Mr. Lonergan on Tuesday, 3/2/2021.

i. Master Plan Priorities

Mx. Campetti announced that the Board has 9 or 10 Priorities left to review and asked those Planning Board members present if they want to move forward or wait until other Planning Board members are present. The Board members at this meeting agreed to review the items tonight and Mx. Campetti would run them by Mr. Patenaude. He can then listen to the video of this meeting's discussion and send along any comments or suggestions. A lengthy discussion ensued as the Board reviewed each of the remaining priorities.

j. PACH Signage

Mr. Walkovich asked what the process was for PACH to get signage approved. Ms. Davis stated that PACH needs a Special Permit but would first need to complete the application and send it to the Town Clerk for stamping – that starts the process. PACH could do a pre-application meeting with Ms. Davis and the Planning Board, but the entire Special Permit process takes between 30-45 days. Brief discussion ensued.

6) Future Meeting(s)

a. March 8, 2021 – 6:00p.m.

b. March 15, 2021 – 7:00p.m.

The meeting was adjourned at 8:30PM by motion from Ms. Morrow, seconded by Mr. Walkovich. All in favor

Respectfully submitted by Joan Ladik