

PLANNING BOARD MEETING OF August 9, 2011

Place: Town Hall Banquet Room

I. ADMINISTRATIVE BUSINESS

Chairman Wayne Hayward – Opened the meeting at 6:30 p.m.

A. Quorum/Attendance

Members Present: Chairman Wayne Hayward, Albert Borges, Albert Silva, Rene Fleurent, Peter Nopper

Jaime DeSousa arrived at 7:20 pm

Members Absent: Gary Staffon and Joseph Morra

Planning Director, William Roth was also in attendance.

B. Acceptance of Minutes of June 28, 2011

Motion was made by Albert Silva and seconded by Albert Borges to approve the Minutes from June 28, 2011. Unanimous vote of the Planning Board.

Planning Board Bills: None

Chairman Wayne Hayward – Gave the Board a status report of the search for a new Recording Secretary.

II. CURRENT PLANNING:

A. Receipt of Plans: Special Permit – Mark Rasmussen – 39 Fort Street

Chairman Wayne Hayward – Informed the Board that an application for a Special Permit for an Accessory Dwelling Unit has been submitted and a public hearing had been scheduled for August 23, 2011

B. Approval of Plans: None

III. LONG RANGE PLANNING

1. Discuss – Chapter 316 – Planning Board Procedures

William Roth – Reviewed the 8-9-11 draft document that was mailed to the Planning Board. He clarified that State Law requires mailing a notice to abutters but is silent on First Class Mail versus Certified. He also review three new sections proposed which were procedures for three applications the Board currently reviews but no procedures were in place. Those sections are Unaccepted Street Discontinuance, Accepted Street Discontinuance and Repetitive Petition.

General discussion on the three new sections occurred and the Board had no concerns.

William Roth – Reviewed the Street Acceptance procedures. He recommended that there be two procedures. One for acceptance of existing private ways and the second, streets approved through a subdivision.

General discussion occurred and it was the consensus that there should be two types of procedures. The Board also felt that a checklist should be created to accompany the street acceptance application that provided a step by step guide, since the street acceptance process was confusing to the average citizen.

IV. PUBLIC HEARING: NONE

V. OTHER BUSINESS:

1) CPC – Draft 2012 Plan

William Roth – Reviewed what the Community Preservation Committee (CPC) 2012 Plan was and how it was a guidance document for the CPC in making funding decisions.

Chairman Wayne Hayward – Asked if anyone had any comments.

There was general discussion by the Board on the plan.

Chairman Wayne Hayward – Asked for a status on how the Planning Board's recognition Plaque for Ray Fleurent was going to be presented.

William Roth – I brought the subject up with Kathy Tripp, Ray's daughter, and she was going to talk to her mother about whether she was ok with a formal presentation done at a Selectmen's meeting or whether she wanted a more informal presentation.

ADJOURNMENT

Motion made by Albert Silva and second by Jaime DeSousa to adjourn at 8:10 p.m. Unanimous vote of the Planning Board.

Respectfully Submitted,

William D. Roth, Jr.
Director, Planning & Economics Department