

8/7/24 Planning Board draft minutes

In attendance: Greg Tuzzolo, Kimberly VanWagner, Tim Shores, Richard Nathorst, Molly Daniell

Not in attendance: Swan Keyes, Steve Freedman

Pre-meeting - some problems logging in for virtual attendees of meeting; wrong meeting link posted

Meeting called to order: 7:35 pm

1. Agenda approved with request for time slots for items
2. Deferred voting on minutes from previous meeting; resend to Chair requested
3. Vacant seat {Steve resigning}: the select board has asked the planning board for recommendations to fill the seat; Greg has two suggestions; they will be invited to the next PB meeting to introduce themselves
4. Comprehensive Plan: Greg and Molly drafted letter that will be a cover letter for the plan draft and emailed it to the PB reps today; it highlights areas for further study; the letter needs to incorporate and put in front the thoughtful and repeated feedback from folks, we need to take an incremental change approach as the community does not want large, quick change. All PB members are requested to review letter and submit written and in-person comments to Greg/Molly
5. Juggler Meadow Development: there is currently a lack of clarity around who in town is doing what and a lack of procedure/shared understanding of process; the landowner wants a "friendly" 40b agreement [aka Local Improvement Plan] driven by the landowner's priorities; the Select Board seems to want the Planning Board to lead the process, but we should establish clear roles and responsibilities around:
 - a. Communications with the landowner and developer
 - b. Vision of the community, needs, wants, and scale and a community-determined timeline
 - c. Deciding in advance what is negotiable/non-negotiable
 - d. Developing a timeline and process
 - e. Which board does what tasks/takes on what leadership roles?
 - f. Who pays for planning, legal advice, etc., and how?
 - g. How does the housing bill with the bond authorization affect these responsibilities?
 - h. Who represents our town to the public, political figures, press?

The Planning Board requests that Greg discusses these items with Tom from the select board as soon as possible and to request that the select board draft a directive/memo of understanding for the planning board to outline the scope of work needed and the expectations to be met, especially around getting to town alignment of vision and determining the process

6. Floodplain management: Richard is working on reviewing the bylaws and understanding which existing bylaws will be superseded by the new bylaws; will need help from other committee members soon
7. Meeting Posting Procedure: Kimberly didn't know she was supposed to post approved minutes to the website [Molly will show her how]; Greg will send out the notice of the meeting to the PB, Richard will handle the zoom link/website and paper notices for public distribution at Town Hall

8. For next meeting, let's also discuss Accessory Dwelling Units
Meeting adjourned by unanimous consensus 9:02pm