

Planning Board Meeting Minutes from 6/11/2025

7:04 meeting called to order

Attendance: Gary Gruber, Tim, Greg, Richard, Swan, Molly, Kimberly

Agenda:

Minutes

Old Business

New Business

Walk in business

Please note - severe technical challenges with Zoom closing meeting repeatedly

Key Takeaways/To Do's:

- I. New Roles needed: Greg will email suggestions
 - II. PB members need to sign Darcy's boundary agreement in the Town Hall office
 - III. Annual calendar/gantt chart needed: Richard will draft
 - IV. We need clarity and a checklist for applications from property owners to PB that includes all the provisions needed from the code/bylaws and helps folks understand the process - need to assign this to a PB member and also post it to website.
 - V. ADUs next big bylaw topic: Molly will transition materials to Kim and Gary; Kim and Gary will make a plan for public input in line with the comprehensive planning
 - VI. Comprehensive plan - now we need to begin moving pieces along, including a marketing/communications plan and scheduling stages of readiness for town meeting esp. concerning ADUs, overlays, floodplain maps, and interdepartmental cooperation towards a community education plan - Gary will lead
 - VII. Next months' agenda needs to include the items above, tiny houses on wheels request from Maureen via email, and new standing item of budget
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1. Minutes: tabled
 2. Old business:
 - a. Financial
 - i. Zoom account: paid by Margie's personal credit card; discussion about hybrid vs. fully remote vs. fully in person; SB Pat Duffy working on getting more money for tech A/V improvements which will benefit whole town; meeting in person or not needs to be clear for townsfolk and also for when we need to sign plans/paperwork
 - ii. Budgeting: for both Zoom and other town shared activities, need to have each committee/board pay a share
 - iii. Let's add budget as a standing agenda item and have a treasurer function
 - iv. Turns out that the required notices in the newspaper cost a lot more than we charge for the work
 - b. Zoning bylaws
 - i. ADU - Molly will pass along current knowledge to Gary & Kim; state has released model bylaw and recommended areas for adaption; big concerns for

Leverett include parking regulations, aquifer locations, septic/well infrastructure restrictions

1. Are we trying to launch new bylaws by the town's fall budget modification meeting? Or aiming for spring? We need a calendar of monthly meetings
 2. Richard will draft a calendar plan by the next meeting (7/9/25)
 3. Maybe our calendar could include: upcoming topics PB is tackling at given meetings, hearing notices buffer timeline, public trainings/webinars, schedules of postings, etc.
 - ii. Solar - specifically, the Benoit application.
 1. Discovery via town counsel that we are beyond the date stamped on receipt of application and need to hold a hearing. We can clarify some items with the property owner, and we need to get clarity with Lisa as to when fees are paid, whether submitter has supplied 7 copies, and the correct application.
 - a. We need to create a checklist - unassigned.
 - b. Vote: PB will hold hearing for Benoit on 7/9; unanimous vote with one recusal (Gary)
3. New Business
 - a. Roles & Responsibilities
 - i. Need to have clearer roles and job descriptions, including:
 - Chair, vice-chair, secretary, treasurer, representatives on other town groups such as Board of Health, Cons. Comm., and select board
 - Richard attends select board and hold vice chair position
 - Greg will send his idea directly to PB members via email
 - ii. Treasurer especially needed to help track spending and reports
 - iii. Also, maybe a comms person separate from secretary, who helps with posting public notices
 - b. New Officers - this question was left unanswered as to whether we need a new chair/secretary
4. Walk in business
 - a. Darcy - needs the boundary agreement signed; email will be sent when it's at the office and ready for signatures

Adjourn 8:45pm