

PLANNING BOARD
Monday, October 3, 2022
Public meeting convenes at 7:00 p.m.
Appointments scheduled to begin at 7:30 p.m.
In person at the Town Offices with a Zoom option for the public.

Present: James Corliss, Joe Brodbine, Maria Bissell, James Hancock, Bob Maibusch, Steve Laskowski, and Fran Shippee. Also present at the meeting was Recording Secretary, Jennifer Keating.

Absent: Joe Parisi

Others Present: Judy Idelkope

Call to Order: James Corliss called the meeting to order at 7:00 P.M.

Seat Alternates: James Hancock was seated.

Review of the Minutes
September 19, 2022

Laskowski moved to approve the minutes from September 19, 2022, as amended. The motion was seconded by Brodbine and passed unanimously via roll call.

Appointments

Conceptual Consultation – Copper Cannon, Lyman Way

Copper Cannon had notified the board prior to the meeting that they would be unable to attend the meeting. They have been rescheduled to November.

Public Hearings

Items for Discussion

Elijah Grace, LLC/Serendipity House – Conditional Approval and Review of New Plans

The board reviewed the revised plans that were submitted by Elijah Grace, LLC against the conditions from the conditional approval.

Corliss asked the board if the conditions from the conditional approval had been met.

Hancock made the motion to accept the plans for Elijah Grace, LLC, and declare that the conditions had been met. Shippee seconded the motion. All in favor, motion passed.

Review for Completeness- Sean and Heather Graves and Robert Graves Revocable Trust

The board reviewed the application to see if it was complete enough to schedule for a public hearing.

Bissell brought to the attention of the board that the application was not signed by both applicants. It did not appear that a trustee of the Robert Graves Trust had signed the application. Hancock states that he felt that it raised concerns that both owners were not signing the documentation. Corliss noted that the deeds were not included in the application either.

Bissell noted that the tax map reference to the lots and the abutting lots were not properly called out in the plan and in the application. The lots are not listed as C-12 and C-14, and the abutter lots were not properly listed as well.

Laskowski noted that road frontage for one of the lots was non-conforming. Brodbine stated that because it is an existing lot he does not think that it is a problem. Because the road frontage is not changing, he does not believe that the ZBA needs to give further approval. Corliss agreed.

Corliss asked the board if it was complete enough to schedule a hearing. Hancock stated that he would like to have the applicant resubmit the application with a corrected site plan drawing and signatures from a representative of the trust. Hancock said if Sean Graves is a representative of the trust, he should sign as such with designation.

Corliss made the motion to deem the application incomplete due to the fact that it was not signed by a trustee of the trust (or this was not properly designated on the form) on the appropriate signature blocks and the tax map designations were not properly named on the site plan. Hancock seconded the motion. Motion passed, all in favor.

Rules of Procedure

Corliss asked the board about the rules of procedure. Bissell asked the board how they felt about participation via Zoom and whether they should be allowed to vote. Maibusch thinks that he does not think a board member should be able to vote via Zoom. Idelkope noted that a board member on Zoom cannot be used to satisfy a quorum. Shippee asked when it might be advantageous to have a member on Zoom be able to vote, the idea of tiebreakers was brought up.

Corliss said that currently, the board is voting each time. Hancock said that he thinks that voting each time brings up potential issues of corruption and he would like to see a hard and fast rule in writing. Brodbine stated that while the idea of having a tie breaking vote has merit, but he does not think it does service to the applicant.

Laskowski said that previously people on Zoom have found the meetings difficult to follow and he questioned if allowing a Zoom member to vote is doing the applicant a service or a disservice.

Hancock agreed that via Zoom it is difficult to follow the meeting directly.

Hancock asked Idelkope if she thought the person on Zoom could be given a voice. Brodbine stated that he believes that a Planning Board member could always be able to have input, but not a vote.

Laskowski said that learned at a spring OPI spring meeting an attorney stated that a Planning Board member could be involved in the meeting, until the motion has been put on the table.

Corliss said that he wanted to make sure that the change in rules does not rule out having meetings entirely on Zoom going forward (if it was ever needed).

Bissell asked if an alternate in the room would have priority over a board member on zoom, Brodbine stated that the in-person members would always be a priority.

Corliss asked the board, what about adding Voting members must be present for in-person meetings. under the Quorum section. The board confirmed that they think that would be an acceptable note.

Corliss made the motion to add in the Rules of Procedure, under Quorum, "Voting members must be present for in-person meetings." Maibusch seconded the motion. No discussion was held. All in favor, motion passed.

A public hearing will be held at the next meeting to accept the new rules of procedure.

Brodbine asked about the heading "Zoom Meetings" in the rules of procedure. Corliss clarified that it stated that the Secretary and the Chair both had permissions to start and end the meeting.

2023 Planning Board Budget

The board reviewed the budget and the historical spending. Corliss noted that amount the Planning Board spends depends on the number of applicants.

Idelkope brought up the fact that moving forward, the town may be able to not use newspapers, but instead utilize the town website to publicly notice. The Selectboard will advise after doing more research, but this would potentially lower the advertising costs.

The board prepared the proposed budget, allowing a total proposed operating budget of \$20,205.

Shippee made the motion to go forward with a Planning Board budget of \$20,205 for 2023. Bissell seconded the motion. No further discussion. All in favor, motion passed.

Wetlands Permit Application – Clarkdale Avenue Association

The board reviewed the Wetlands Permit, with no comments.

Wetlands Permit Application – Joe Ragusa

The board reviewed the Wetlands Permit, with no comments.

Other Business

Items for Signature

Corliss made the motion to sign the plans for Elijah Grace, LLC, after the meeting. Brodbine seconded the motion. Hancock asked if that was in accordance with the rules, Corliss stated yes. All in favor, motion passed.

The plans were signed after the meeting.

Adjournment

Brodbine moved to adjourn at 8:13. The motion was seconded by Hancock, motion passed unanimously.

The next meeting will be held at 7:00 PM on October 17, 2022, at the Town Offices and virtually.

Respectfully Submitted by:

Jennifer Keating
Planning Board Secretary

Approved by:



James Corliss, Chair

18OCT2022

Date