



## Town of Georgetown Planning Board – Meeting Minutes

DATE: March 11, 2015

LOCATION: Memorial Town Hall, Basement Conference Room, 1 Library Street, Georgetown, MA

Members & Staff present: Harry LaCortiglia, Tillie Evangelista, Bob Watts - Town Planner, Howard Snyder, Administrative Assistant, Mary-Ellen Feener

Members arrived after Meeting Opened: Rob Hoover arrived 7:15 PM, Tim Howard arrived at 7:28 PM

The Meeting was Called to Order at 7:04 PM by Vice Chair, H. LaCortiglia

### MEETING MINUTES

The Meeting Minutes of February 4, 2015 were reviewed by the Planning Board. B. Watts made a motion to approve as amended. T. Evangelista seconded the motion. Motion approved: 3-0 by a Majority of the Board Members present.

Due to the fact that not all the Board Members had an opportunity to review the February 25th Meeting Minutes the Board Members present unanimously agreed to review the Meeting Minutes of February 25, 2015 at the next regularly scheduled meeting.

### LIST OF DOCUMENTS & OTHER EXHIBITS USED AT THE MEETING

#### Correspondence

1. Town of Rowley: Planning Board – Public Hearing for illuminated sign.
2. Town of Boxford: Zoning Board of Appeals – Special Permit for Solar Photovoltaic Array.

#### Vouchers

None

*Documents and Other Exhibits used at meeting will be available for review at the Planning Board Office, 2nd Floor, 1 Library Street, Georgetown MA.*

#### Administrative Assistant

Town Planner, H. Snyder shared with the Board Members present the news that he had interviewed a candidate for the Administrative Assistant position. The person he interviewed was Andrea Thibault who currently is employed on a part-time basis by the Town of Georgetown Accountant. Howard explained to the Board that he had hired Andrea for the position. Andrea will work for both the Accountant and the Planning Board. The current A.A. will remain until the end of March and she will assist with some preliminary training.

### Town of Georgetown: Guide to Posting Meeting Notices, Agendas and Minutes

H. Snyder and M-E Feener explained to the Board Members that the Town Administrator's Office had developed a Guidebook to follow with information regarding how Boards and Commissions should conduct meetings, post agendas etc. The Board Members were encouraged to review the information.

### Town of Georgetown: Official Email Accounts

All Board Members received a copy of the memo from the Town Administrator Michael Farrell regarding the new policy regarding official email accounts.

### Pondview Estates: Recession of Approval of a Definitive Subdivision

Town Planner, H. Snyder explained to the Board Members that a request to rescind the Board's approval of a Definitive Subdivision Plan had been due to the fact that no one will be moving forward with a subdivision for this property and due to the fact that the majority of the land allocated for the subdivision is now one lot. The Town Planner encouraged the Board Members to read the information enclosed in their Meeting Packets and he said he would write a letter to rescind their approval for the Board Members to sign at the next regularly scheduled meeting.

### Citizen Planner Training Collaborative

Board Members were given a list of the upcoming workshops which will be hosted by the CPTC and they were encouraged to let the Town Planner know if they would like to attend so that he could ensure the training is paid by the Town.

### Planning Board report to the Board of Selectmen

The Town Planner explained to the Board Members that he attended a recent meeting held by the Board of Selectmen regarding the proposed Warrant Articles for the upcoming Town Meeting. He also submitted a written report to the Board of Selectmen regarding the Warrant Articles.

### Two Open Seats on the Planning Board

T. Evangelista's five year term will end this spring and she has stated she will not be on the upcoming ballot. T. Howard's term is also at an end and he has not shared his intentions with the Board. The seat Tim filled is a three year term.

### MEETINGMOTIONS/PUBLIC HEARINGS/ACTIONS & SUMMARY OF DISCUSSIONS

The Board Members participated in an informal discussion regarding a potential subdivision of a parcel of land on Bailey Lane with Thomas Mannetta , Civil Engineer, Thomas Mannetta Inc. and Jeffery Rhuda, Business Development Manager, Symes Associates Inc.

H. LaCortiglia said for the record that though he was in attendance this evening as a Planning Board Member he is the Vice President of the Open Space Committee.

Two proposed plans were discussed; a proof plan with five lots using the existing zoning regulations for the subdivision of the parcel and an Open Space Residential Design (OSRD) plan with five lots.

The land has been tested for potential septic systems.

The Board asked about a storm water plan.

The Board suggested the plan illustrate the proposed and existing tree lines so the Board could visualize the buffer between the proposed lots and the Open Space land

The Board requested that a new plan show the location of the dwellings on the abutting lots.

Bylaw 165-58.A was discussed.

The ownership of the road was discussed.

The process of engaging the Technical Review Agent was discussed.

#### ADJOURNED

A motion to adjourn was made by T. Howard and seconded by H. LaCortiglia. Motion approved: 5-0 - Unanimous.

The Chair declared the Meeting was adjourned at 8:05 PM.

The next Meeting of the Planning Board will be held on March 18, 2015 at the Georgetown Memorial Town Hall, 2nd Floor Conference Rm, 1 Library Street, Georgetown, MA.