

1 **Georgetown Planning Board Meeting Minutes – October 8th, 2014**

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3 The Meeting was opened by Chair, Rob Hoover, at 7:04 PM, and was held at Georgetown Memorial Town Hall, One
4 Library Street, Georgetown, MA.

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6 Board Members Present: Rob Hoover, Bob Watts, Tillie Evangelista, Harry LaCortiglia
7 Absent: Tim Howard

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9 Howard Snyder, Town Planner
10 Mary-Ellen Feener, Administrative Assistant

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12 **Approval of Minutes**

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14 The Meeting Minutes of August 27th, 2014 were reviewed and edits were suggested. Minutes carried to meeting of
15 October 22nd, 2014

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17 **Minutes of September 24th, 2014**

18 H. LaCortiglia: Motion to approve the Minutes of September 24, 2014 as amended.
19 B. Watts: I second the motion.
20 Motion Carries: 4:0 - Unanimous.

21
22 **Correspondence**

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24 The Board discussed Review Report D-7 received from the Technical Review Engineer, H.L. Graham regarding
25 Turning Leaf review.

26
27 H. Snyder shared a public notice received from the Town of Rowley Planning Board regarding a Site Plan Review of a
28 property located at 4 Main Street, Rowley.

29
30 **Vouchers**

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32 Joseph Merritt & Company: total \$102.01.
33 Citizen Planner Training Collaborative: total \$150.00.

34
35 The Board reviewed vouchers.

36
37 H LaCortiglia: Motion to approve the vouchers totally \$252.01
38 B. Watts: Second.
39 Motion Carries: 4:0 - Unanimous.

40
41 **Discussion**

42 T. Evangelista questioned if mileage would be reimbursed for the Administrative Assistant to participate in a
43 Citizen Planner Training Collaborative Workshop in Oak Bluffs.

45 The Administrative Assistant replied that she had not expected to be reimbursed for mileage and that by her
46 attending the CPTC workshops she will have obtained MIIA credit which will entitle the Town to credit under the
47 MIIA Rewards Program towards public officials liability insurance.

48

49 R. Hoover: All those in favor?

50

51 All Board Members present responded: Aye.

52

53 Motion Carries: 4:0 - Unanimous.

54

55 **Public Hearing**

56

57 Special Town Meeting: Amendments to Zoning Chapter 165 Bylaw: Use Regulations and Schedule and Definitions.

58

59 H. Snyder read the Public Hearing Notice for the record. No one was in the audience for the Public Hearing.

60

61 Harry LaCortiglia: Motion to continue the Public Hearing to January 28th, 2015

62 B. Watts: Second.

63 Motion Carries: 4:0 - Unanimous.

64

65 **Member or Public Report**

66

67 The Board Members present, Town Planner and Administrative Assistant, all agreed in the Meeting Minutes Board
68 Members will be referenced by their first initial and last name.

69

70 T. Evangelista: Raised concern regarding meeting minutes. Asked R. Hoover what he would like to see in the meeting
71 minutes.

72

73 R. Hoover: I think minutes should be talking about what was said, should talk about the vote that was taken, and the
74 general subjects that were covered. I don't think it should be a transcript. I think if a transcript is what we are
75 looking for then for that kind of information then it is on whoever is looking for that kind of information they should
76 be looking at the DVD.

77

78 T. Evangelista: Asked Board Members and Town Planner a procedural question regarding how edits should be
79 presented.

80

81 H. Snyder: Stated edits should be done at the regularly scheduled meeting. Suggested if a Board Member questioned
82 a portion of the Meeting Minutes and what was exactly said then the Member should contact the Planning Board
83 Office prior to the next meeting. This is so the portion of video from the DVD could be reviewed and text could be
84 verified.

85

86 T. Evangelista: Read an excerpt of the Open Meeting Law regarding how a public body shall create and maintain
87 accurate minutes of all meetings, including executive sessions, setting forth the date, time and place, the members

88 present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the
89 meeting, the decisions made and the actions taken at each meeting, including the record of all votes.
90
91 B. Watts: One thing it doesn't say there is the attribution of who said what; it says a discussion...a summary. It
92 doesn't say anything about Member A said this, Member B said this... and that kind of draws me back to what is the
93 purpose of this...is this a legal document to protect the Board?
94
95 T. Evangelista: It is.
96
97 B. Watts: We never talked about this; oh, yes we did. Well that's where the DVD comes in.
98
99 T. Evangelista: You strive to be consistent to all of your decisions and all your reason for it. Of course every parcel
100 and hearing has different criteria but you kind of try to stay in that same pattern so that if, God forbid, you do get to
101 court and somebody says that this wasn't done like this and it's the same situation as me, then you have the proof.
102
103 R. Hoover: Proof is the DVD and I think that is what Bob was saying and I agree.
104
105 H. Snyder: That is what is what is written on Mullins form; it states review of a video or audio recording.
106
107 T. Evangelista: Right.
108
109 R. Hoover: Right. It is a slippery slope when you get into this person said this and that person said that and what's
110 important... I am glad you read that (referring to T. Evangelista) because it calls it a summary.
111
112 T. Evangelista: Yeah.
113
114 R. Hoover: But a summary is not who said what...
115
116 T. Evangelista: That's right; it's not verbatim.
117
118 R. Hoover: A summary is this was discussed., a motion was made, the motion was this, a vote was taken and the
119 vote was this..
120
121 B. Watts: What we are all trying to do is to simplify this process and the review process.
122
123 Further discussion regarding Meeting Minutes and DVD recording of the Meetings. The Board Members agreed that
124 following the excerpt of the Open Meeting Law regarding meeting minutes which was read by T. Evangelista would
125 be followed.
126
127

128 **Planning Office**

129

130 H. Snyder: Discussion with the Board regarding Town Planner's attendance of a recent MVPC MPO meeting on
131 September 24th.

132

133 The Board discussed that at a future meeting of the Planning Board there should be more discussion regarding Rules
134 of Procedure of the Board.

135

136 Harry LaCortiglia: Motion to adjourn.

137 B. Watts: Second.

138 Motion Carries: 4:0 - Unanimous.

139

140 Meeting adjourned at 7:57.