

8.27.2019

Planning Board Meeting

Meg, Stephen, Tony, Tammy, and Andrea

- I. Reorganization:
 - a. Discussion about potentially having a co-chair or vice-chair
 - b. Chair duty: creating meeting agenda, running the meeting; chair may also write a decision (or may delegate). Chair is also the public face for the committee to represent the Board.
 - i. Meetings: need to be posted within 48 hours (holidays don't count).
 - ii. Need to have 3 people for a quorum
 - c. **Stephen** for Chair. **Meg** will be Vice Chair
- II. Materials: zoning act and bylaws
 - a. Process of going through the Planning Board: need to determine which area people are coming to the board for. Page 25 is Table of Uses and we look at what they want to do and what action we need to take. (Example of the Campground). Reference to Section 3.4, page 14-15. Key criteria for special permits. We'll want to go through the criteria and various sections.
- III. Public hearing v. public meeting
 - a. We'll need to give two weeks prior to **Public meeting**
 - b. Chair runs the meeting
 - i. Chair will address people and ask that comments are directed to Chair
 - ii. If we want citizen's concerns, the Chair will acknowledge the person and recognize the person; there's no right to speak unless acknowledged
 - iii. We can identify a limited amount of time for comment
 - iv. We can point to the rules for the meeting (posted)
 - c. **Public Hearing**
 - i. We become more of an adjudicated body
 - ii. We set a specific time and present to us
 - iii. Following presentation, we can pose questions
 - iv. Public hearing allows time for public comment; identify when the timeframe is and how long people can speak for (e.g.: comments will be from 7-7:20 and no more than 2 minutes).
 - v. Can't close a public hearing without a vote. Then someone will write the determination.
 - vi. Dan is the records access officer and if anyone request anything from us, refer to Dan.

Questions from Planning Board:

1. Regarding water and sewer system: we need to see a stamped approval for the Board of Health in order to see that it's adequate
2. How do we hold accountable once we've granted a special permit?: as the Planning Board, we're concerned with the long term well-being of the town. However, once we've granted a special permit if it meets criteria, we don't have recourse.
3. For a continuation of the public hearing, how should we go about this?
4. Who is responsible to contact Idlewood to let them know the process – consider materials thus far and date for public hearing? Chair should let them know.

Next Steps:

1. Andrea will ask Select Board to put out a call and potentially be appointed to the Planning Board until the next election
2. Stephen assumes role of Chair and Meg as Vice Chair
3. Stephen should schedule a continuation of the Public Hearing – ask the Idlewood folks to come back between 6-6:30 and invite public comment from 6:30 – 7. The public should not query the presenter. This isn't for them to question Idlewood. We set for a certain date and indicate that we need them back for Public Hearing. We have 90 days for a decision after we close the hearing. We can ask any additional questions we still want an answer to. We need to be clear in the continuation to identify answers to questions.
4. We can schedule a meeting for Planning Board to consider what questions we want to ask. When we share agenda make clear that this isn't for comment and not a public meeting.
 - a. Example: We're going to open Public Hearing, and then schedule a meeting to deliberate (in a closed meeting).
5. Next Meeting 6pm Sept 5th – on the agenda: review of minutes, review of proposed applicant for campground submission materials to date (not a public hearing) – look at what we have and put questions together.
6. Public Hearing: need to mail postcard or letter to the abutters and to Idlewood
7. Stephen will put notice in the paper.
8. Meg will create postcards and bring to Town Hall to Sandra to mail. (see list hard copy and towns abutting Northfield)
9. Review all materials from the meeting and the Town Master Plan re: the development of the campus
10. Meg share agenda with the Board and we review; then, the Board approves and signs to submit to Dan.