

Planning Board Minutes 5/15/12

Meeting was called to order at 7:06pm and adjourned at 8:50pm. Attending were board members: Michael Hale, Chair; Janine Savoy, Secretary; Alan Vint, Terry Crean, Maureen Sullivan. Audience members included Tamarin Laurel, Gary Wheeler.

[Next meeting set for 5/30/12, a Wednesday Agenda to be discussed: Use Tables contract. Master Plan. Planning Bd computer.

Minutes of 5/8/12 were read aloud by Mike, the previous Secretary, and approved without any corrections.

Use Tables contract

Mike explained that Larry Smith is the new planner at PVPC. (Replacing Jessica Allan as the staff person to work on Middlefield's contract with PVPC for re-doing the Zoning Bylaw Use Tables.) Larry wants to meet with the board. Mike thought the board should have a pretty elaborate agenda beforehand, and asked to hear other member's ideas of tasks and priorities.

Terry asked whether there was also supposed to be one Bylaw to be chosen and written, or re-written, as part of the contract with PVPC, in addition to the Use Table changes. Had the board identified that bylaw? Was it Home-based Business?

Mike said Larry explained that the contract was for FY2012, and so has until June 30th to complete contract, or to get a signature from the Select board authorizing continuance of the contract into the new fiscal year.

Housekeeping

Alan said 2 housekeeping items need letters sent: 1 to request SB sign extension of current PVPC contract, and 1 to tell Accountant to roll over the unspent planning board appropriation from FY 2012 to FY 2013.

Mike said the board needed to assign members to particular tasks. One task was to be liaison with PVPC. He suggested Maureen be the PVPC liaison. Another assignment was to have one member provide the interface and information for the public. When someone from the public comes to the board with issues or questions, it completely stops our meeting --as happened last week. [5/8/12 request by Myrtle and Paul Richardson for ANR signing of lot survey, and the bylaw clarification request by Maryann Walsh regarding her wish to open a small general store in one part of her home in the business district.] Someone should have copies of the bylaws, and other paperwork needed to expedite handling requests from the public. Anyone want that job?

Alan suggested Maureen. Maureen said she was not organized about the file drawers; that Town Clerk would have fees schedules [such as fee for signing ANRs] but board should have a copy also. And paperwork such as copies of the zoning bylaws needed to be electronic so the public could download

sections they need easily. The town website has an older copy of the bylaws. Marge has the complete printed copy of the newer adopted Subdivision Control Bylaws, worked on by Pd and PVPC in 2007. But the website does not have an electronic copy. Maureen has a paper copy of the new version, but PVPC never supplied a CD to her, as she didn't have a computer then. Jay may have a CD. The website version of the bylaws is also missing the other bylaws adopted since the ADU -- Dining Club, Solar Arrays, and Wind Turbines.

Mike returned to the question of best ways to approach working on the Use Table contract. Maureen said Jessica Allan's advice had been to start by looking at, and adding to, the Definitions section. Alan said the board hadn't gotten to discuss a methodology before. But looking at the Use Tables of other towns to see what seemed a good idea for ours would be a starting point. Mike asked if there was agreement that the board have another meeting to decide our ideas of a direction before meeting with Larry. Each member should read the current Use Tables and have comments for that meeting.

Maureen said there are 2 sections to be looked at: Business Uses and Accessory Uses. She's would volunteer to review the Accessory Uses --that involves business use of one's home. Alan volunteered to review the Business Uses. He thought each section should have a team of 2 people. Terry volunteered to join the Business team.

Mike said he would be taking the job of getting the wind turbine bylaws ready for presentation to the Attorney General. It needs help from PVPC getting the section numbering straightened out.

Master Plan

Alan recapped: at the last meeting, it sounded as though the Master Plan was 90% done, but needed this board to search for some new blood to help with final editing. I agree that the job needs more than just volunteers who are warm bodies. You're looking for one editorial voice to unify the final draft. Maureen suggested that Steve Harris could post a request for volunteers on the website.

Janine figured the job description should go in the paper, as well as on the website. Alan said the board needs to write the job description. Alan and Mike said they will work on crafting a job description.

Maureen said a job description needs to make clear that this is not an editor job. It is still committee work. 2-3 people need to dedicate about 5 hours per month to meeting during the summer. And need to provide written input between committee meetings. We had a lot of verbal input, but not written input from one of the members. The housing chapter needs significant revision, since a change in the rules for how affordable housing is counted has pulled the rug out from under us. Middlefield had previously met the criteria of 10% affordable housing stock, which keeps developers from being able to force comprehensive permits. Previously all the houses that had received rehab money through the Block Grants qualified to count toward affordable housing, but now they don't. So the chapter is based on assumptions that are no longer true. And it's a very statistically driven chapter, but was based on the old census, so the 2010 census numbers have to be inserted.

The next Planning Board meeting was set for 2 weeks. Alan wants to suggest 3 weeks between

meetings, after this beginning of getting things going.

Mike asked for any audience comments. Marin read the by-right Accessory Use for home occupation, and asked why that was not one of the bylaw options offered in answer to Maryann's request last meeting? Alan said there were too many things to consider, especially parking. Maureen thought the term "professional" implied some licensure.

Laptop

Alan recapped: A letter from the Inspector General was sent to the Select board regarding personal use of the Planning Board computer by Maureen, who responded with a letter. The I.G. responded, saying the computer should be kept at the Town Hall if not in use. Maureen said the board had no adequate place to store it. The conversation went on to questions of available file drawers. Janine will ask Duane. And budget for buying other cabinets and flat file storage for large Lot Plans, and for getting more useful software installed on the computer. Maureen said the FY2012 budget amount for \$500 had not been spent yet, and as of July the FY2013 \$500 would be available, as think of it as \$1000 available to spend.

Alan suggested Steve Harris would know how to set the laptop up to print on Town Hall printers. Maureen suggested Steve might know better ways to supply the useful software, than just going to Staples. She didn't think the laptop had any of the Planning Board's electronic copies. But it could be used as the board's electronic filing cabinet.

Maureen moved to continue use of the laptop the board. Unanimously accepted. The laptop was returned to Terry's keeping until a safe place to store it at Town Hall is found. Terry was to report on software upgrade choices for the laptop.

Maureen can continue to post the board meetings on the website. She asked Steve, and got the calendar password from him. Steve arranged to forward the Planning Board email to Maureen's home computer. Usually it gets few emails. She answered only one recently. Mike suggested that it should probably forward to everyone's email so that they can all be in on the discussions with Larry.

****Motions:** To keep the Planning Board computer.....Everybody yes

Answers to questions posed to Duane Pease and Steve Harris Master Plan Use Tables

Respectfully submitted by Janine Savoy, Secretary Planning Board

