



MINUTES OF REGULAR PLANNING BOARD MEETING
August 4, 2014
Planning Board's Meeting Room #315
Town Office Building, 400 Slocum Road, Dartmouth, MA

Planning Board

Mr. Joel Avila, Chairman
Mr. Joseph Toomey, Vice Chairman
Mrs. Lorri-Ann Miller, Clerk
Mr. John V. Sousa
Mr. Kevin A. Melo

Planning Staff

Mr. Donald A. Perry, Planning Director
Ms. Jane Kirby, Planning Aide

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DARTMOUTH TOWN CLERK

The Chairman called the meeting to order at 7:00 p.m., with Planning Board members and Planning Staff present. Joseph Toomey was absent.

Administrative Items

(1) Approval of Minutes

Regular Meeting of July 21, 2014

A motion was made by John Sousa, duly seconded by Kevin Melo for discussion, and voted (4 yes - 1 absent) to approve the regular Planning Board meeting minutes of July 21, 2014.

(2) Correspondence

Legal Notices from Dartmouth Board of Appeals
Legal Notices from Dartmouth Conservation Commission
Legal Notices from Town of Freetown
Legal Notice from Town of Westport
Legal Notice from City of Fall River

A motion was made by Lorri-Ann Miller, duly seconded by John Sousa for discussion, and voted (4 yes - 1 absent) to acknowledge and file the above-referenced correspondence.

(3) Endorsement of Approval Not Required (ANR) Plan

High Hill Road Jason Couto dated May 27, 2014

The Planning Director explained that this ANR is for land located on the west side of High Hill Road, just north of the New Bedford city line. He noted that this is a conveyance plan that creates a parcel "A" to be conveyed to an adjacent lot. He also stated that the lot from which the parcel is taken still exceeds the minimum area requirement of the Single Residence B Zoning District, and that



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frontage for both lots will remain the same. The Planning Director recommended endorsing the plan.

A motion was made by John Sousa, duly seconded by Kevin Melo for discussion, and voted (4 yes - 1 absent) to endorse the referenced ANR plan.

(4) Initial Review of Off-Street Parking Plan
Entitled "Proposed Retail Auto Sales Facility" for Barbour Realty Trust
State Road, Map 164 as Lots 29, 30, & 31

Present: Steven Gioiosa, P.E., SITEC, Inc.
Mr. Barbour

The Planning Director stated that this off-street parking plan is for a combination retail/auto sales use to be located on State Road, between Cross Road and Reed Road at Ohio Avenue. A 1,750 s.f. retail building is proposed, with 9 parking spaces. Also, 16 additional parking spaces will be provided for vehicles to be sold. He noted that the plan complies with the requirements of Section 16 and there are only minor modifications listed in the draft Certificate of Action.

Mr. Gioiosa reviewed the site plan with the Board.

- 4 acres/property locus description
- 100 feet of frontage on Rte. 6
- Previously go-cart site
 - Will rehabilitate with new construction
 - Municipal water & sewer
 - Graded internally
 - Stormwater Management Plan (Aquifer Protection District)
 - Drainage reviewed by Raposo Engineering (Town Consultant)
- Low intensity use
- Driveway and parking will comply with zoning
- Building will be used strictly as an office building

Board discussion ensued. A sidewalk along Rte. 6 frontage will be added as a requirement, along with the Planning Director's suggested plan modifications and DPW comments. The Board suggested that the Planning Director inquire about the Select Board's Auto Licensing procedure to ensure that auto licenses issued coordinate with approved parking plans.

A motion was made by John Sousa, which was duly seconded by Kevin Melo, and voted (4 yes - 1 absent) to approve the off-street parking plan for Barbour Realty Trust.



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The Plans referred to in this action are listed below:

<u>Title</u>	<u>Sheet</u>	<u>Date</u>
"Proposed Retail Auto Facility Site Layout	SL-1	May 8, 2014
Grading & Utility	GU-1	May 8, 2014
Landscape Plan	LP-1	May 8, 2014
Existing Conditions	EC-1	May 8, 2014
Detail Sheet	Det-1	May 8, 2014

Conditions of approval are listed below:

1. The parking spaces for the retail customers need to be identified with signage.
2. The bollards need to be wrapped around the edges of the two landscaped beds, which are located between the vehicle sales spaces and the State Road right-of-way.
3. The following DPW issues need to be addressed:
 - a. The following notes shall be added to the General Notes:
 - All construction and materials shall comply with the Town of Dartmouth Department of Public Works Construction Specifications latest revision
 - Prior to any utility work commencing, shop drawings for all materials being used must be submitted to the Town of Dartmouth Department of Public Works
 - A pre-construction meeting shall be set up with the Department of Public Works prior to any construction.
 - b. Refer to Dartmouth Department of Public Works Construction Specification for allowed Catch Basin Frame and Grates.
 - c. A sewer clean-out is required at the property line.
 - d. If floor drains are being installed inside the building, the MDC trap will be required.
4. The Juniperus Horizontalis need to be changed to Seagreen Junipers.



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5. A 5 foot wide sidewalk shall be provided along the frontage of the property with handicapped ramps provided through the driveway curbing. The sidewalk shall be placed a minimum of 3 feet back from State Road.

Three sets of revised plans shall be submitted to the Planning Office.

The Director of Inspectional Services shall not issue a building permit until a letter is received from Planning Staff and an approved plan is forwarded with the letter.

Approval of this plan does not imply compliance with other Town ordinances, standards, and/or requirements administered by other Town agencies.

Appointment

- (5) 7:15 P.M. **Michael Shea, Superintendent of Schools**
Richard Ferreira, School Maintenance Dept.
RE: Middle School Parking Lot

The Planning Director stated that Greg Jones prepared this parking plan for the Dartmouth Middle School, which attempted to address the Board's concerns raised at previous meetings. The plan shows a 30" grass buffer and a Cape Cod Berm to separate the sidewalk from the parking spaces, and a number of paved "walk thru" areas have been provided through the grass strip. Bollards are provided at the main building entrance, where a grass strip is not practical.

The Planning Director noted that the parking plan was discussed at the Reviewer's meeting of July 29, 2014 and reviewed the commentary received at that time with the Board.

Richard Ferreira also reviewed and discussed the parking plan with the Board, and stressed that he is anxious to start the work but needed an approved plan in order to get it done. Michael Shea, Superintendent of Schools, addressed the Board briefly.

In summary, the Planning Board's issue is the safety concern, and the School Department's issue is the cost. The Planning Board stressed that it is critical to have the barrier up, noting that the Cape Cod Berm is the "compromise" in order to address the safety issue, but that higher Cape Cod Berm is needed to provide the protective barrier. More plan revisions were discussed, which included planting shrubs instead of trees to cut costs, providing bollards wherever the sidewalk meets the vehicle use areas and additional bollards needed near the main building entrance, the second building entrance, and at the north end of the parking lot. The Board also requested the submission of a written timeline



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schedule for the construction and completion of this temporary solution, and that the timeline for the permanent solution to provide proper curbed sidewalks also be submitted.

A motion was made by John Sousa to approve the submitted plan with revisions as a temporary solution to address the safety concern, which was seconded by Lorri-Ann Miller, and voted (4 yes – 1 absent).

7:45 P.M. Appointment ended

Public Hearing

(6) "The Poor Farm" OSRD Subdivision
Assessor's Map 128 as Lots 14-6 and 14-7

Creation of a three lot OSRD subdivision plan with 4.79 acre open space parcel from a 5.71 acre tract of land to be located at the end of Avis Street, with access from Elm Street.

A motion was made by Lorri-Ann Miller, duly seconded by Kevin Melo, and voted (4 yes – 1 absent) to recess the Planning Board's regular meeting at 7:45 p.m. in order to go into a public hearing¹ for the Poor Farm OSRD Subdivision public hearing

9:00 P.M. Planning Board's regular meeting resumed

Administrative Items

(7) Action on "The Poor Farm" OSRD Subdivision

The Planning Director stated that the proposed OSRD subdivision plan meets the requirements of the OSRD bylaw and the subdivision regulations and recommended approval of the OSRD Special Permit.

A motion was made by John Sousa to approve the Special Permit with conditions, which was duly seconded by Kevin Melo.

Roll call vote:

Kevin Melo – yes; John Sousa – yes; Lorri-Ann Miller – yes; Joel Avila – yes

The Planning Board grants the Special Permit for "The Poor Farm" with the following

¹ For more information, see minutes of Planning Board's Public Hearing dated August 4, 2014 and entitled "The Poor Farm" OSRD Subdivision



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conditions and restrictions:

1. The Planning Board grants the Special Permit for an Open Space Residential Development in substantial conformance with the following plans prepared by Prime Engineering:

<u>Title</u>	<u>Sheet</u>	<u>Date</u>
"The Poor Farm"		
Cover Sheet	-	June 4, 2014
Subdivision Plan	-	June 4, 2014
Existing Conditions & Site Context Plan	2	June 4, 2014
Overall Development Plan	3	June 4, 2014
Wetland Replication Plan	4	June 4, 2014
Details	5	June 4, 2014

2. The Planning Board grants the Special Permit in conformance with the Certificate of Action for a Definitive (OSRD) Subdivision Plan dated August 5, 2014 for "The Poor Farm".
3. The Special Permit is only approved for three (3) buildable lots.
4. A Trust Document satisfying the requirements of Section 6.801 and 6.802 of the Dartmouth Zoning By-Laws shall be approved by the Planning Board prior to endorsement of the subdivision plan. The Trust Document shall include provisions for the maintenance of the common driveway & open space markers.
5. In accordance with Section 6.802, a conservation restriction, meeting the requirements of Section 6.802, shall be approved prior to endorsement of the subdivision plan. The conservation restriction shall have a provision for public access as noted in Condition #8 below.
6. Open space areas are not to be used for construction/storage/work areas for construction activities associated with construction of the Subdivision.
7. Where lots abut open space boundaries, the corners of the lots along the boundary shall be marked with concrete bounds and one (1) sign a minimum of 1' x 1' shall be provided in the middle of the open space boundary between the corners. The sign shall state "Open Space Boundary". The boundary delineation markers and signs defining the boundary between the buildable lots and the open space parcel shall not be removed and must be maintained as boundary delineation markers. The markers and signs shall be maintained in good condition, and this requirement noted in the Trust Document.



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8. Public access for passive recreation shall be allowed to the open space parcel if abutting land is ever accessible for public use and a link between the two properties can be provided. This condition shall be noted on the plans. No motorized access is allowed on the open space except for property maintenance, emergency access, agricultural and forestry purposes. Bicycles are allowed.
9. Trees greater than 10' in diameter at three feet above the ground and located in the open space areas shall not be cut without permission of the Planning Board. Trees can be removed if they are dead or diseased, but only after such removals are approved by the Planning Board. This condition shall appear on the plan and noted in the Open Space Trust Document and Conservation Restriction.
10. The Open Space Trust Document, as well as the Subdivision Plan, and any covenants and restrictions associated with the Subdivision Plan, shall be duly executed and recorded at the Bristol County (S.D.) Registry of Deeds.

The Planning Director also recommended that the Board approve the plan entitled "The Poor Farm" in accordance with the Certificate of Action for a Definitive Subdivision Plan.

A motion was made by John Sousa to approve the definitive subdivision plan entitled: "The Poor Farm", which was duly seconded by Kevin Melo, and voted (4 yes – 1 absent).

The approved Definitive Subdivision Plan consists of the following:

<u>Title</u>	<u>Sheet</u>	<u>Date</u>
"The Poor Farm"		
Cover Sheet	-	June 4, 2014
Subdivision Plan	-	June 4, 2014
Existing Conditions & Site Context Plan	2	June 4, 2014
Overall Development Plan	3	June 4, 2014
Wetland Replication Plan	4	June 4, 2014
Details	5	June 4, 2014

The conditions of approval are listed below:

1. This Definitive Plan is subject to an Open Space Residential Design Special Permit dated August 5, 2014.
2. The Director of Inspectional Services shall not issue a building permit for lots 1 thru 3 until a lot release signed by the Planning Board is delivered to the



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- Building Department. The lot release is contingent upon the plans being revised to meet conditions of approval as well as receipt of recorded plans, recorded Trust Document, and recorded Open Space Covenant.
3. The stonewall boundary that was removed on the north side of the property abutting Lot 44 of Assessor's Map 127, now or formerly William C. Owen, shall be restored.
 4. A swale to direct water away from the west property line shall be shown on the plan. The swale shall be located between the proposed common driveway/proposed houses, and west property line.
 5. A note shall be added to the plan that grading around the houses shall direct runoff water away from the west property line.
 6. A planting of evergreen trees shall be provided along the west property line between the common driveway/proposed homes. The evergreens shall be Thuja Plicata or Cryptomeria Japonica, spaced 8 feet apart on center. The plantings shall be a minimum of 3 feet tall when planted.
 7. The gravel common driveway shall be paved, using Town paving standards.
 8. The common driveway shall be located as far from Mr. Correia's Lot as possible (19 Avis Street-Map 127/Lot 14-4) similar to the alignment of the previously approved Annie's Path subdivision road.
 9. The following DPW requirements shall be met. (A-J)
 - a. Place the following notes in the general notes:
 - "All construction shall comply with the Town of Dartmouth Department of Public Works Specifications."
 - "Shop drawings shall be submitted for all utility construction materials including sewer, water, and drain."
 - "A pre-construction meeting shall be held at the Department of Public Works prior to any utility construction."
 - b. Please edit sewer lateral assembly to include E-1 stainless steel lateral valve with compression fittings.
 - c. Sewer main extension to be SDR 21 not SDR 11 as noted on the plan.
 - d. Existing SMH to be cored and booted with Kor-n-Seal boot for 6" pvc at existing invert elevation. Invert and shelf to be modified to accept new



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pipng.

- e. Show detail to adapt from 1-1/2" SDR 21 pvc to 6" SDR 35 pvc.
- f. Update E-1 pump model and detail to current model DH071 unless otherwise noted.
- g. Detail all bends on water main with thrust blocks and megalug fittings.
- h. Roadway to be constructed within layout of Avis Street shall be constructed per Town of Dartmouth DPW roadway specifications and paved with bituminous concrete.
- i. Add water main trench, fire hydrant, and valve details.
- j. Add note that when crossing water main with sewer, unless sewer is 18" under the water, sewer shall be sleeved 10' either side of the crossing.

In accordance with M.G.L., Chapter 41, Section 81-R, and as part of the Board's approval of said plan, the following waivers from its Subdivision Regulations were granted:

- 3.303 - Streets
- 3.304 - Curbing
- 3.307 - Street Trees
- 3.309 - Monuments (except as shown on the plan)
- 3.310 - Drainage

The above waivers are needed because the applicant is submitting a "subdivision plan" that creates no new roads and has chosen to voluntarily submit to the subdivision process. This has been done in order to apply for the OSRD Special Permit for a subdivision plan. The above waivers are in the public interest in order to develop an OSRD subdivision that provides open space that protects wildlife habitat, specifically an open marsh and mature woodlands.

Approval of this plan does not imply compliance with other Town ordinances, standards, and/or requirements administered by other Town agencies.

Chairman Avila requested the next agenda item be addressed at this time.

(10) For Your Information/New Business

Planners Report:

SRPEDD Sign Study

Mr. Perry reported that he had contacted SRPEDD requesting the sign study report, which will be forwarded to the Planning Board when received.



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Hixville Road Cemetary

Mr. Perry explained that the Planning Board approved an ANR plan for the Lucardi property located on Hixville Road. Since that time, the Town was alerted by residents that a private cemetery is located on that property. As a result, the developer was notified and is doing due diligence by conducting a deed survey and title search, and will supply information when the evaluation is completed.

Chairman Avila recognized interested parties in the meeting room and invited them to address the Board.

(8) Updated Zoning Bylaws for Fall Town Meeting

Since the last Planning Board meeting, Planning Staff spoke with Town Counsel regarding the zoning articles for Fall Town Meeting. Attached are revised copies of the Bliss Corner Mixed Use District, the Fill Bylaw, and the Aquifer Lot Size Bylaw which resulted from those discussions.

Here is a brief summary:

Bliss Corner Mixed Use District

- Some minor language clarifications
- A Special Permit could be issued to reduce the number of parking spaces

Fill Bylaw

- This bylaw was simplified to only regulate contaminated fill
- No harbor dredging exception, because if dredge is contaminated, it must be sent to an approved landfill
- The Town is not exempt
- Used DEP standard for clean fill being any fill acceptable for residential fill

Aquifer Lot Size Bylaw

- Since the Board of Health has regulations governing nitrogen loading, it is unnecessary to regulate in the Aquifer Bylaw

The Public Hearing for the seven zoning articles will be held on August 25, 2014.

Board discussion ensued. The revisions made at this meeting will be forwarded to Town Counsel for review prior to the public hearing.



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(9) Proposed Realignment of Land Use/Development Services Functions

The Planning Board reviewed and discussed each of the Select Board's proposals and the following response will be forwarded to the Select Board:

**Planning Board's Comments and Recommendations Regarding
Proposed Realignment of Land Use/Development Services Functions**

Proposal 1: Physically relocate Board of Health, Board of Appeals, Conservation, Planning, and Development staff to combined office space on third floor. Current spatial layout hinders communication – internal and external. Create a new workspace that is conducive to collaboration and assistance. Shared schedules (issue of closed offices)

Comments:

- Vacations and other situations currently make it difficult for all Town offices to be open during the entire work day.
- Conceptually, relocating offices with land use responsibilities to a common area is an appealing idea.
- As discussed, for the relocation of offices to be effective, it is absolutely necessary that the Building Department be an integral part of the proposal.
- To be efficient, it is also important that the Town Clerk and Town Collector's offices be on the same floor as the development offices. (The Town Clerk is the official record keeper and receives and time-stamps applications and approvals. The Town Clerk also certifies that the appeals period for recording purposes at the Registry of Deeds. Application and permitting fees are paid in the Collector's Office.)
- Digitizing files could reduce office space requirements. Depending on the timing for digitizing files, the floor plan for relocating development offices might be entirely different than with relocating development offices with their existing filing systems.
- Collaboration and assistance already occurs. Development offices currently communicate well with each other through Department Head meetings, Reviewer's meetings, email, and telephone.
- The concept of a "1-stop shop" is misleading to the general public since statutory timelines for pre-construction permits cannot be altered and authorization from individual Boards is still required for development projects prior to the issuance of a Building permit.



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Recommendations:

- As an immediate action, the Town Administrator should work with the Planning Director to develop a schedule that ensures that the Planning Office is always open during vacation periods and other absences by sharing SB clerical staff during these periods; develop a similar coverage agreement for all Town Hall offices.
- Develop a cost estimate to physically relocate the Board of Health, Board of Appeals, Conservation, Planning, and Development staff to office space on the second floor along with the Building Department.
- Based on an acceptable cost estimate, physically relocate offices currently on 2nd floor to 1st or 3rd floors (Assessor's office, Town Accountant office, Computer Services, Personnel Director, Town Treasurer's office).
- Develop a cost estimate and timeline for digitizing filing systems, and its impact to this proposal
- It is critical that the Select Board define what is meant specifically by "1-stop shopping" and determine how this concept has been effectively implemented in other communities (evaluate working 1-stop models in other towns).
- Determine if confidentiality associated with Board of Health and Board of Appeals cases could be compromised with consolidation. The Board of Health has duties beyond development department permitting that require confidentiality and many Board of Appeals cases involve privileged and confidential attorney-client communication not subject to production under public records law.

Proposal 2: Track work load to better align staffing requirements.

Comments:

- Town employees are not commodity resources – the technical nature of each department requires specialization and individuals with unique skills to meet the needs of each department. In particular, employees need specific licenses and certifications mandated by State law.
- There is a practical limit as to how many technical areas a single individual can absorb through cross-training.
- The usefulness of "floating staff" is typically limited as an "answering service", rather providing effective customer service.

Recommendations:

- As part of implementing a computerized system to track all applications through the entire approval process, determine if a system is available to track staff work load (see proposal 7).



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Proposal 3: Identify opportunities to optimize staffing levels and responsibilities

Comments:

- The Town of Dartmouth is already providing high service levels with limited resources. The attached chart of peer communities selected by the SB for comparison with Dartmouth indicates that Dartmouth has the lowest ratio of staff performing land use functions per square mile when compared with the other peer communities.
- Further staff reductions could jeopardize the Town's ability to provide basic services mandated by state law

Recommendations:

- Consider extending the work schedule to a 40-hour week.
- Obtain copies of job descriptions as well as the results of the reclassification study done by the Town to assist with this evaluation process.
- Evaluate constraints imposed by current union contracts and estimate the cost for legal analysis.

Proposal 4: With upcoming retirements, consider creation of a Community Development Department, with a department head and staff level positions for Town Planner and Conservation. (Note: policy decisions will continue to reside within the various appointed and elected boards.)

Comments:

- The PB reminds the SB that the PB is also an elected body that must continue to be accountable to the public.
- The PB reaffirms the fundamental need to maintain control over its own staff to fulfill its basic mission. The Planning Director cannot be accountable to more than one master.
- As discussed at our last meeting, the PB can employ its own staff by state law.
- Threats by the SB to set salary levels for land use functions at uncompetitive levels as a means to gain control over land use departments are irresponsible and unproductive. The PB finds such threats regarding the Planning Director and the Director of Public Health completely unacceptable.
- State law and the Town charter gives the PB the primary role in managing land use in the Town of Dartmouth.
- The attached Peer Town analysis shows many different scenarios for a Community Development Department. For example, Lexington maintains a Planning Department and also has a Community Development Department, and



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an Economic Development Director and Economic Developer Committee. Needham has a "Planning and Community Development" Department.

- Most developers, engineers, and attorneys experienced with development department permitting offices from other towns are very pleased with the level of service provided by the Town of Dartmouth compared to other towns.
- Any perceived problems with the permitting process have not been adequately identified to determine if a problem exists or to develop alternative solutions other than creating a Community Development Department.

Recommendations:

- Determine if a Community Development Department is actually needed and desirable in Dartmouth, supported by a cost/benefit analysis to support this determination.
- If needed, clarify which development departments are being considered for the "Community Development Department". The proposed department should include Building, Planning, Conservation, Board of Health, and Board of Appeals. The Grant Department may be included, or separate, depending on whether or not an Economic Development Department is also being considered.
- Assuming that the relocation of offices is feasible, the Town could simply call a section of Town Hall the Community Development Department without the need to hire an additional Department Head.
- The PB does not advocate adding additional land use positions, but given its overall responsibility for land use strategy, any new land use positions or Community Development Departments should report to the PB.
- Clearly identify specific problems with the current permitting process to determine if alternative solutions exist other than creating a Community Development Department.
-

Proposal 5: Evaluate clerical staffing needs within these areas: Consider ZBA support within planning clerical position; consider floating role of support staff and cross training (union issues?)

Comments:

- Considerable cooperation and synergy already exist between the PB and the ZBA.
- A single staff position cannot support both departments since both positions are full-time and labor intensive.



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Recommendations:

- Continue to provide full-time staffing support for both Planning and the ZBA.
- Consider full-time "floaters" that could be trained to have a general working knowledge in multiple departments to offer lunch, vacation, and sick time coverage to help with forms or with answering phones. (They will not be able to provide the technical advice that most customers seek in development offices but will help to avoid the situation where offices are closed).

Proposal 6: Minimize use of overtime/comp. time through more effective use of technology.

Comments:

- In Tewksbury, part-time recording secretaries were hired to cover meetings and transcribe the minutes of Boards and Committees rather than using full-time employees.
- As recommended above, increasing the current 35 hour work week employees to a 40 hour work week will allow for more flexibility for meeting coverage. Both options could potentially minimize overtime and compensation time.

Recommendations:

- Identify the technology proposed to minimize use of overtime and compensation time.

Proposal 7: Implement a computerized system for all applications. Implement a computerized tracking system which follows a project from application through all the approval processes.

Comments:

- As discussed, the scope of this system is limited to the development permitting process and is not intended to support the Town's entire application needs.
- Self-service options over the internet could help facilitate the concept of 1-stop shopping.

Recommendations:

- Evaluate the current system that is on the Town's website (home page/check your permit status online) and identify opportunities for improvement.
- If the system is inadequate, define our specific requirements, issue an RFP, secure funding, and implement the new system.
- If the current system is underutilized, train and encourage staff to use it.



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Proposal 8: Provide 1-2 public computers to fill out forms on site.

Comments:

- All forms and applications are currently available online.
- Computers are currently available at the Town's public libraries.
- Having public computers available to fill out forms seems like a good idea, but hard-copy forms are also available in each office.
- The general public will typically have many questions and will still require assistance when filling out applications and forms if they're unfamiliar with the process.
- The Town must decide if it will require applications to be filed electronically, in which case public computers are necessary.
- If public computers are available to fill out forms on site, printers may also be needed.

Recommendations:

- Consider this proposal holistically in combination with the proposal to implement a new permitting system (Proposal 7).

Proposal 9: Identify funding sources to support the GIS position and other positions as may be appropriate. For the GIS position, funding sources may include some of the DPW-related enterprise funds, a "technology" fee added to various permit fees (this is done in many communities), and cost savings relating to realignments/consolidations.

Comments:

- The Director of Environmental Affairs has been performing this function since 1988.

Recommendations:

- Utilize staff from multiple departments to perform the GIS function without adding an additional position.
- Train staff from DPW, Planning, Assessors and Conservation to maintain the information within their areas of responsibility. For example, DPW could input utilities and roadways, Planning could input lot lines of approved subdivisions, the Assessor's Office could incorporate lot information from deed transfers, and Conservation could keep track of wetlands.



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Concluding discussion, Chairman Avila noted the next Planning Board meeting is scheduled for August 25, 2014, in Room #315, Town Office Building, 400 Slocum Road. He then called for a motion to adjourn.

A motion was made by John Sousa, duly seconded by Lorri-Ann Miller, and voted (4 yes – 1 absent) to adjourn this evening's regular meeting at 10:45 p.m.

Respectfully submitted,
Jane Kirby
Planning Aide

APPROVED BY:
The Dartmouth Planning Board



