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MEETING MINUTES
GEORGETOWN PLANNING BOARD
Wednesday, July 9th, 2014
Memorial Town Hall – 3rd Floor
7:00 p.m.

Present: Ms. Tillie Evangelista; Mr. Rob Hoover; Mr. Tim Howard (Arrived at 7:40 PM); Mr. Harry LaCortiglia; Mr. Bob Watts (Arrived at 7:37 PM); Mr. Howard Snyder, Town Planner; Ms. Wendy Beaumont, Administrative Assistant.

Meeting Opens at 7:14 PM.

Correspondence:

1. Gale Associates regarding 60 East Main Street Athletic Facilities.

Mr. Snyder – This was their synopsis of the last public hearing. We took that and combined comments made by the board and the technical engineer and gave a letter back. Everyone is working on their responsibilities which is the agreed upon list.

Vouchers:

1. W.B. Mason: Office supplies.

Mr. LaCortiglia – **Motion** to accept the voucher with a total of \$149.83.

Ms. Evangelista – **Second.**

Motion Carries: 3-0; Unam.

New Business:

1. MVPC MIMAP Contract Fiscal Year 2015.

Mr. Snyder – This contract includes the \$1500 for the town and the other departments and includes an additional \$1500 this year to provide service to outside people as well.

Mr. LaCortiglia – Do we have the scope of services? I am not comfortable signing if I don't have all the information.

Mr. Hoover – I agree. Can you clarify that Mr. Snyder?

Mr. Snyder – Yes, I will get a detailed scope of services.

Member or Public Report:

1. Any other concern of a Planning Board Member and/or member of the Public.

Mr. Hoover – One item I have is the lighting under the canopy at Dunkin Donuts. Mr. Snyder can you check on that as the lighting is too bright? The lights are full flood lights.

Mr. LaCortiglia – Did they get a permit to do that?

Mr. Snyder – The lighting would be under the Planning Board.

Mr. Hoover – The next item is the new storm water regulations 2008. I would like to talk about getting that in front of the board and getting that as part of the town requirements.

48
49 Mr. LaCortiglia – It is, we adopted that as part of the regulations. That incorporates the latest
50 from the storm water handbook. I think when people are talking about storm water updates –
51 there have been many communities that have updated the storm water calculations using
52 newer numbers that the DEP has yet to adopt.
53
54 Mr. Hoover – The Cornell numbers?
55
56 Mr. LaCortiglia – Yes. I think that is something we should look at.
57
58 Mr. Hoover – What is the process to do that?
59
60 Mr. LaCortiglia – We would need to open a regulatory hearing.
61
62 Mr. Snyder – It would be under Planning Office review of possible amendments to
63 regulations and bylaw for special town meeting. I need to know what actions to take for the
64 town meeting. I don't have a definitive list.
65
66 Mr. Hoover – Can we schedule this as an agenda item to give it serious thought?
67
68 Mr. LaCortiglia – I remember the list that Mr. Snyder has. The majority of those are zoning
69 code corrections/amendments. The Cornell numbers would be 365 planning sub division
70 regulations and amending those.
71
72 Mr. Hoover – Do we have to go to town meeting for that?
73
74 Mr. LaCortiglia – It is nice to do that after you do it.
75
76 Ms. Evangelista – You can but you don't have to. You do have to post it as a legal hearing.
77
78 Mr. Snyder – As I understand it any zoning change needs to go to town meeting. Any regs
79 do not need to go to town meeting.
80
81 Mr. LaCortiglia – We have always asked them to adopt afterwards.
82
83 Mr. Hoover – It's a good idea. Would the adoption of the Cornell numbers end up being in
84 the subdivision regs? Can we make that an agenda item to have a discussion?
85
86 Mr. Snyder – We need to set aside part of a meeting to talk of these things and to clarify.
87
88 Mr. Hoover – There are two things; all of them and then this one, the Cornell numbers.
89
90 Mr. Snyder – That one is part of everything. That is the point I am trying to get across. I
91 need the board to say they want to address the storm water, the regulations. Now you are
92 saying the storm water is going to be separate. Yes, I will set up an agenda item and it will
93 be listed under that of what the board wants to do for special town meeting.
94

95 Mr. Hoover – What I was thinking is the adoption of these numbers if the board decided that
96 is what they want to do could just happen in itself as an agenda item.

97
98 Mr. LaCortiglia – It is its own public hearing that needs to be noticed and published that we
99 are changing the regs.

100
101 Mr. Hoover – From what I hear, I think the board is in favor of that. Why can't we just do
102 that as a stand-alone item?

103
104 Mr. Snyder – This is becoming overly complicated. The whole board needs to get together
105 and state the items they want to address this summer in terms of the regs and the bylaws.
106 Then we will go thru the process.

107
108 Mr. Hoover – I understand what you are saying – let's put this to bed for now.

109
110 Mr. Snyder – I can place what I have under Planning Office as a whole separate matter under
111 New Business of the board.

112
113 (Short recess taken.)

114
115 (Mr. Watts arrives at 7:37 PM.)

116
117 **ANR:**

118 **1. Form A: 21 Pillsbury Street.**

119 Mr. Snyder – We received a Form A (Approval Not Required) for 21 Pillsbury Street.
120

121 Mr. Alderman – This is a pretty straight forward application. We are peeling one lot off of
122 the overall parcel. Both lots have conforming frontage.

123
124 (Mr. Howard arrives at 7:40 PM)

125
126 Ms. Evangelista – You are calling this 21 Pillsbury Street and there is a 36 listed.

127
128 Mr. Aulson – The town record has it as 21 and the registry has it listed as 36.

129
130 Mr. Alderman – On the deed is 36. It is map 12, lot 25 and listed as 21 Pillsbury Street.

131
132 Ms. Evangelista – Why is it that shape? I know it has nothing to do with an ANR and we
133 only address frontage.

134
135 Mr. Hoover – That is a zoning issue.

136
137 Mr. Alderman – There is some interesting geometry to the parcel. We wanted to make as
138 little frontage for this lot.

139

140 Mr. LaCortiglia – The front yard setback seems as though the house was built closer to the
141 lot line.
142
143 Mr. Alderman – It is at 15 feet to the corner of the house. There is no record of the right of
144 way so we are setting lines.
145
146 Mr. LaCortiglia – What did you set the right of way width at?
147
148 Mr. Alderman – It varies. I tried to keep it as parallel as I could.
149
150 Mr. LaCortiglia – I don't know enough about non conformities in zoning. There is a blurb
151 we do for ANR's all the time. We add some wording on the front page so it is on the plan for
152 future owners.
153
154 Mr. Hoover – There are three phrases they propose. Basically it says we endorse the ANR
155 plan but not approving anything for zoning.
156
157 Mr. Watts – Does the existing woods road place limitation on further development?
158
159 Mr. Snyder – That is not the Planning Board responsibility in review of an ANR.
160
161 Mr. Howard – You can't obstruct the woods road.
162
163 Mr. Snyder –Is the wood road deeded?
164
165 Mr. Aulson – Yes, I have the deed.
166
167 Mr. Alderman – It is defined on paper only. (Shows the area on the plan.)
168
169 Mr. Hoover – There are some other zoning non-conforming issues. I agree with Mr.
170 LaCortiglia about adding a note to the plan. {Reads the three examples from the ANR
171 handbook that can be used.}
172
173 Mr. LaCortiglia – **Motion** to endorse the plan with the note “The above endorsement is
174 not a determination of conformance with zoning regulations.”
175
176 Mr. Hoover – I think it is appropriate to add a note to the plan. When you said the existing
177 woods road is deeded – it is not metes and bounds is it?
178
179 Mr. Alderman – No, it is described as a woods road I believe.
180
181 Mr. Hoover – You might want to spell out the easement and the metes and bound and carry a
182 line up for definition.
183
184 Mr. Alderman – Maybe put monumentation?

185
186 Mr. Hoover – Yes and maybe the metes and bounds. Has the fire and police departments
187 responded?
188
189 Mr. Snyder – With an ANR I ask other departments only if the board requests. If you want
190 their comments we can get them and have them at the next meeting and still be within the 21
191 day review period.
192
193 Mr. Howard – Doesn't that pertain to building something?
194
195 Mr. Hoover – I think they would want to know if the access is adequate.
196
197 Mr. LaCortiglia – This is an accepted town road on the town map.
198
199 Mr. Hoover – I am not clear on the existing driveway and the mouth of the driveway. I don't
200 know if that has an impact on whether to approve or not the ANR.
201
202 Mr. Alderman – Our only other option is to make the right of way narrower and it is narrow
203 already.
204
205 {The nonconforming areas on the plan are shown on the screen.}
206
207 Mr. LaCortiglia – If we were creating a lane or a court we would require an apron to meet the
208 existing driveway.
209
210 Mr. Hoover – I just don't know. Mr. Snyder can you get an answer for that?
211
212 Mr. Snyder – I can get an answer before the next meeting.
213
214 Mr. Hoover – It seems there should be a note for clarification put on the plan.
215
216 Mr. LaCortiglia - **Motion** to have the engineer to add “The above endorsement is not a
217 determination of conformance with zoning regulations.” to the plan. (page 48 in the
218 handbook.)
219
220 Ms. Evangelista – I think we need to continue it.
221
222 Mr. Alderman – We need to submit another plan with the note added.
223
224 Mr. Snyder – There are two items; amend the plan and come back with mylars on July 23rd.
225
226 **Public Hearing:**
227 **1. Site Plan Review: 17 – 19 West Main Street – First Public Hearing.**
228 {Mr. Snyder reads the public notice.}
229
230 Mr. Snyder – This is a site plan approval application by Serenitee Group for an exterior
231 alteration. The applicant has been before the Zoning Board of Appeals.

232
233 Mr. Griffin – I am representing the Serenitee Group. {Shows the plan on the easel.} We
234 came before the Zoning Board of Appeals for a special permit for signage and the facade of
235 the building. The lot frontage was non-conforming. They approved a color scheme and the
236 awning. The fire department has requested the plans. We think it is a substantial
237 improvement over what was there. No change to the footprint of the building. There is an
238 agreement due to the Zoning Board of Appeals request for the dumpster to have a stockade
239 fence. We are requesting a waiver from parking because there are only seven parking spaces
240 on the lot. The restaurant seating will remain at 87. There is a waiver request for drainage
241 requirements as it is not being altered.

242
243 Mr. Howard – I have no problems with it. It is a great improvement.

244
245 Mr. Watts – I agree. Will the change to the roof line affect drainage?

246
247 Mr. Griffin – No the drainage goes off the back and side of the building.

248
249 Mr. LaCortiglia – I don't know what we are doing here as you already got a special permit.
250 Does the awning require a license?

251
252 Mr. Snyder – As I understand it, an awning being over a public right of way is a matter for
253 the Board of Selectmen.

254
255 Mr. Griffin – I have been before them and they were puzzled because no one has gone to
256 them in regards to awnings before. The Zoning Board of Appeals feels it is less obtrusive
257 than the previous overhang. The Board of Selectmen was for it and thought it should go
258 before a town meeting. If the Building Inspector does not salute it we will put it on hold. I
259 guess it would be an easement to go over the sidewalk.

260
261 Mr. LaCortiglia – Where are you going to park?

262
263 Mr. Snyder – They are required to have 22 spaces.

264
265 Mr. LaCortiglia – Where are they? We need to take into consideration this letter from Steven
266 Mollohan (abutter) and he is very concerned about the rear of his building being used for
267 parking for the restaurant even though there is a sign and has had numerous issues with
268 vandalism. (Reads the letter into the record.) He asks that the hearing not be close tonight.
269 Sounds like there is a parking problem there. How do we resolve it?

270
271 Mr. Griffin – The Serenitee Group would definitely assist in the no parking on his property
272 and will do all we can to ensure that. We were unaware that there was discontent over the
273 parking and will do what we can.

274
275 Mr. LaCortiglia – The parking has not been addressed for the abutter.

276
277 Mr. Griffin – There is an easement granted by the abutter.
278
279 Mr. Snyder – This property has never been subject to a site plan approval.
280
281 Mr. LaCortiglia – If the facade is higher than the other buildings and if the restaurant doesn't
282 make it, will the facade come down?
283
284 Mr. Griffin – That would depend on the next tenant. The manager is very talented and is
285 enthusiastic in the place. It is a good opportunity for Georgetown.
286
287 Mr. LaCortiglia – The only question I have is where all the cars are going to go.
288
289 Ms. Evangelista – Do the signs meet our code?
290
291 Mr. Griffin – At the Zoning Board of Appeals hearing it was determined that they were
292 viewed as informational signs and were given a special permit.
293
294 Mr. LaCortiglia – The Zoning Board of Appeals has determined that this is allowed and it is
295 outside our purview I believe.
296
297 Ms. Evangelista – This decision has not been appealed?
298
299 Mr. Griffin – No.
300
301 Ms. Evangelista – We usually do everything outside and I am surprised with the ZBA written
302 decision.
303
304 Mr. Snyder – They even oversaw the review of the dumpster but there are still things for the
305 board to consider.
306
307 Ms. Evangelista – I am not familiar with the lighting – how bright will the lights be?
308
309 Mr. Griffin – They are standard goose neck lighting and we will probably use an LED bulb to
310 keep it to code. It is soft lighting.
311
312 Ms. Evangelista – The trees are very full there and will cover the front.
313
314 Mr. Williams – That is true and we would like to trim the tree.
315
316 Mr. Snyder – That would be the tree warden.
317
318 Mr. Griffin – We would like to put some soft lighting under the awning as well.
319

320 Mr. Snyder – The site plan application was sent out to the other town department and we
321 received comments from the light, fire departments and the assessor’s office and they all had
322 no comments.

323

324 Mr. Hoover – Any discussion about the benches and the travel on the sidewalk?

325

326 Mr. Griffin – We are putting them as an option and we would adjust the depth the benches.

327

328 Mr. Hoover – I think the public going back and forth is important. Perhaps they are built into
329 the structure?

330

331 Mr. Snyder – The applicants are requesting waivers so the board can consider if the benches
332 are mitigation request.

333

334 Mr. Hoover – You also want to take into account that tree as well. I think Mr. Watts question
335 about drainage is good. Any change of flow?

336

337 Mr. Griffin – No.

338

339 Mr. Hoover – The movement of water had not changed?

340

341 Mr. Griffin – Correct.

342

343 Mr. Hoover – It would be helpful to put the issue of parking in writing and what you would
344 do to assist with this matter.

345

346 Mr. Snyder – I will forward a copy of the letter to you Mr. Griffin.

347

348 Mr. Hoover – What is your thinking about the lighting in the back?

349

350 Mr. Griffin – There is a free standing light there.

351

352 Mr. Hoover – I would like to know what type of lights they are.

353

354 Mr. Snyder – Would you like a plan added to this plan set for the board to review?

355

356 Mr. Hoover – I think someone could go and add to the plan that you have as to where they
357 are and what kind of lights they are.

358

359 Mr. LaCortiglia – Should we establish an M-Account for a review by the engineer?

360

361 Mr. Hoover – We might want that. So the ordinance talks about a max mounting height at 15
362 feet but I think they are higher than that on the plan.

363

364 Mr. Snyder – The bottom of the shade is 18 feet.
365
366 Mr. Griffin – It has to be moved down.
367
368 Mr. Hoover – Or add to a waiver. Put this on the list. For note number 2 - can you show me
369 where you pulled that from?
370
371 Mr. Griffin – We got it from zoning section 165-8B, M.7, fixture types.
372
373 {Discussion held of the regulation.}
374
375 Mr. Hoover – we will want to know the type of light
376
377 Mr. Griffin – I thought the existing conditions were not going to be brought up but
378 grandfathered in since the use was continued.
379
380 Mr. Hoover – This had not been before the board before. The lighting is important as it
381 affects the abutters. The architect stamp certifies that plan is from 1985 but due diligence
382 seems to need someone to verify nothing has changed. In regards to the second note; would
383 putting a note on the drawing and would you be willing to say that you certify that they are
384 true and accurate on the plan to give the board more assurance? I would want to see a note
385 about the maximum number of seats on the plan.
386
387 Mr. Snyder – That could be written into the decision.
388
389 Mr. LaCortiglia – Isn't the seating part of the special permit?
390
391 Mr. Snyder – I will look into it.
392
393 Mr. Hoover – The existing right of way – it is a dangerous scenario. I am looking for that
394 area to be improved as much as possible.
395
396 Mr. LaCortiglia – Door location maybe.
397
398 Mr. Howard – A well-placed mirror?
399
400 Mr. Hoover – Perhaps there could be an agreement to use the full 14 feet in some way to give
401 more room for walking – I don't know. I have concern about that area.
402
403 Mr. LaCortiglia – Should we address HP parking?
404
405 Mr. Hoover – Yes, absolutely.
406

407 Ms. Papa – We are representing the Pizza Factory. We have a few issues the first being the
408 visibility. With the existing trees and the next door property being significantly higher we
409 have an issue with the visibility of our property. Our property is not being seen. The second
410 is the parking. We have a fence separating the 2 lots but in the past there have many
411 problems and our customers have not had any parking. We have gone over and complained
412 and have had cars towed from our lot.

413
414 Mr. LaCortiglia – Please show where this is on the plan.

415
416 Ms. Papa – We can fit about 7 cars and we have parking for the customers and the
417 employees. We have issue with how many employees they will have and where are the
418 customers going to park. And we have an issue with them parking in our lot and us not
419 having any parking.

420
421 Ms. Nakju – The issue of the last couple of days is the window and tubes and ventilation.
422 The people working there said that it is the bathroom ventilation. There was work done
423 where nothing was there before and now there is a smell and it is facing our property. That
424 should not be allowed.

425
426 Ms. Papa – Their vent is facing our property so when customers walk outside a loud vent is
427 right there and it was not there before.

428
429 Mr. Hoover – When did that happen?

430
431 Ms. Nakju – It was after the 4th of July. I don't know what is going to vent out of the tubes
432 and that is not fair to the customers.

433
434 Ms. Papa – My mother wanted us to mention that as it is something new that was put onto
435 the building and it impedes on us.

436
437 Ms. Nakju – Another thing is the distance between the buildings. I hope they clean all the
438 debris from that area. I think it is a risk issue also as someone could hide there.

439
440 Mr. Hoover – The two issues about this small space is trash and risk issues?

441
442 Ms. Papa – Yes especially as they may be open later as it is a bar. Maybe put a door there to
443 block it.

444
445 {Area is shown on the plan.}

446
447 Ms. Evangelista – Did you go to the Zoning Board of Appeals hearing?

448
449 Ms. Nakju – No.

450

451 Ms. Papa – The other thing is with our delivery drivers. They are parking in back and
452 recently because of the construction trucks parking in front of our business causes many risks
453 of accidents. Maybe signage for them to park for a short period of time. They have been
454 parking morning to night.

455
456 Ms. Nakju – In the front it is two hour parking and they park for six hours. Who do you
457 complain to about that?

458
459 Mr. LaCortiglia – The police.

460
461 Ms. Nakju – If you have seven workers and a hundred customers then you have zero parking.
462 It is not fair that we are paying taxes for your customers.

463
464 Mr. Hoover – So we have the parking issue. This is where we work with them about what
465 they put down in writing. We will work it out so everyone is happy hopefully.

466
467 Mr. Snyder – Can you send that to me so I can make sure the applicant gets it?

468
469 Ms. Nakju – Yes. About the trees out front...

470
471 Ms. Papa – When they bloom in the summer they get so big the signs are blocked. Our sign
472 will be blocked especially with their sign being higher.

473
474 Ms. Nakju – Maybe smaller and healthier trees?

475
476 Mr. Hoover – I think that part of the site plan approval we should know where the trees are
477 on the plan. This is just the first hearing.

478
479 Mr. LaCortiglia – **Motion** to continue this hearing to the July 23rd meeting.

480 Ms. Evangelista – **Second.**
481 **Motion withdrawn.**

482
483 Mr. Griffin – We have been made aware of the ventilation and will do whatever it takes.
484 And it will not be so large of a fan.

485
486 Ms. Nakju – Can you put it on another wall as that is on our property?

487
488 Mr. Griffin – It will be on a different wall. My major concern is I am wondering if we can
489 get permission to proceed with the façade renovations. We are coming before the board for
490 exterior improvements. Had we not put this façade up none of this would be required. I feel
491 we are getting penalized for the effort. If it gets overturned by the board we will take it
492 down. We would like to open this summer and will comply with whatever to keep going so
493 that is what I ask permission for.

494

495 Mr. Snyder – The applicant stated with no exterior alternations that they would not be here
496 and I disagree with that.

497
498 Mr. Griffin – My understanding was that the Building Inspector said we had to go for a site
499 plan review because there was a clause about exterior renovations.

500
501 Ms. Evangelista – They gave you a special permit for non-conforming is the reason you are
502 here.

503
504 Mr. Griffin – I am asking to proceed at our own peril.

505
506 Mr. Hoover – I am uncomfortable with saying go ahead with construction.

507
508 Mr. Griffin – The Building Inspector said he would give permission if the Planning Board
509 passes the site plan review.

510
511 Mr. LaCortiglia – We don't have review, we have approval. It can fail.

512
513 Mr. Hoover – With that being said... I think everything has been put on the table for a first
514 pass.

515
516 Mr. Watts – Can we get a photo or a drawing to scale of the abutters buildings with this new
517 facade so we can see what will it look like?

518
519 Mr. LaCortiglia – That is a good idea and yes we can ask for it.

520
521 Mr. Watts – **Motion** to get a photo or a drawing to scale of the abutters buildings with
522 this new façade.

523 Mr. LaCortiglia – **Second.**

524
525 Mr. Hoover – This is a tough project. Balancing it with wanting to support a business and we
526 don't want to pile so much on...

527
528 Mr. Watts – I agree. There has been a restaurant there for over 30 years.

529
530 Mr. Hoover – It will be a balancing act.

531
532 Mr. Howard – They would not have to go to us if they were not changing the outside would
533 they? It has the same number of parking spots as before.

534
535 Mr. LaCortiglia – They need that waiver for parking – that is the crux of this whole thing.

536
537 Mr. Snyder – Interpretation of this is for the Zoning Code Enforcement officer. (Reads the
538 regulation.) I think the applicant has heard the concerns and at the next meeting they can

539 come in and clarify the HP parking, parking and the proposed lighting and the concerns of
540 the abutters.

541
542 Mr. Hoover – Also those trees should be located that are out front.

543
544 Mr. Snyder – Those are all reasonable and I think that at the next meeting with those issues
545 addressed the board can entertain voting on the waivers.

546
547 Mr. Hoover – In regards to your motion Mr. LaCortiglia; instead of us preparing a document
548 we can leave it to them as to how they want to communicate to us this issue we have.

549
550 Mr. LaCortiglia – **Motion withdrawn.**

551
552 Mr. LaCortiglia – The access way to the parking - any doorway opening outward perhaps
553 some signage would help.

554
555 Ms. Evangelista – I want to specific the delivery of the trucks and where they are delivering.

556
557 Mr. Hoover – I think the issue of coordinating their delivery trucks and their construction
558 trucks - let them address that with a plan. The traffic issue that I heard from the abutter is the
559 construction vehicles parking in front and staying there a long time.

560
561 Ms. Papa – The construction vehicles are parked there all day and it is an inconvenience to
562 our delivery drivers. It is also other patrons that could be parking there for a long time. I
563 don't think anyone looks to see how long people park there.

564
565 Mr. Hoover – This is an enforcement issue. I would like to move this along.

566
567 Mr. LaCortiglia – **Motion** to continue this hearing to the July 23rd meeting.

568 Mr. Watts – **Second.**
569 **Motion Carries: 5-0; Unam.**

570
571 Ms. Evangelista – Is the Board of Health involved?

572
573 Mr. Griffin – Yes, with the kitchen issues.

574
575 Mr. Hoover – Can you immediately communicate with your group the challenge with the
576 construction vehicles staying out front? And we will notify the police department about
577 enforcement of this issue.

578
579 **Approval of Minutes:**

580 **1. Minutes of June 25th, 2014.**

581 Ms. Evangelista – I had several corrections and previously I just addressed my own comments. I
582 thought these minutes were very critical and were very important and I looked thru all the details

583 and sent the changes I requested to Ms. Beaumont. I then got a note from the planner that stated
584 he was only accepting notes changes to my own comments. I would like to know what the
585 process is.

586
587 Mr. Hoover – My understand for meeting minutes is if there are typos that those can be done by
588 sending an email and the changes will be done. When we get into changing anything that
589 someone else said or adding information then we have to come before the board and they have to
590 be in agreement and then it needs to be verified by the DVD and come to the meeting saying that
591 these changes were verified. We cannot just be changing them with things we think should be
592 added.

593
594 Ms. Evangelista – What is the process of the minutes?

595
596 Mr. Snyder – Ms. Beaumont reviews the meeting DVD and types. If there are any disagreements
597 in terms of a conversation or a vote she revisits the DVD.

598
599 Ms. Evangelista – So she is the only one that does them and you don't change anything?

600
601 Mr. Snyder – I review the draft she produces.

602
603 Ms. Evangelista – You don't change anything?

604
605 Mr. Snyder – I change some things.

606
607 Ms. Evangelista – Is that agreeable?

608
609 Mr. Snyder – The full transcription is the audio and video recording.

610
611 Mr. Hoover – It happens from the office and if we are in disagreement with something then we
612 can bring that up. We can't just change the minutes. These minutes are transcripts and I think
613 her time could be better spent in the office. The recording should be the transcription. Meeting
614 minutes should be general headings.

615
616 Mr. Howard – And decisions. If you look at any other Planning Board meeting minutes, they are
617 one page - short and sweet.

618
619 Mr. Snyder – The problem in the past is that there was not a legal backup. Now there is a
620 recording of the meetings. We are working on making the minutes shorter.

621
622 Ms. Evangelista – Recently a decision made about affordable housing and when you look at their
623 minutes you will guess what transpired. It would be a help to realize we can't pick and choose
624 what to be in them - we have to be consistent. If you change your mind on how to go about it I
625 feel that is appealable.

626

627 Mr. Hoover – Wouldn't that be covered in the voting? They would have to go to the recording
628 for review.
629
630 Ms. Evangelista – I have been on the Zoning Board of Appeals and have been a witness in court
631 cases and they question minutes quite a lot. You really have to pick and choose what is
632 important to put in.
633
634 Mr. Hoover – Could we ask Mr. Snyder to... I know there is Robert Rules on how to run a
635 meeting and then there are the bylaws. Other than that I am not aware of an agreed upon format
636 for minutes.
637
638 Mr. Snyder – Minute's need to say who was in attendance, what time the meeting opened and the
639 actions of the board in terms of votes and motions taken, policies established and when you
640 adjourned.
641
642 Mr. Watts – But not the logical path to reach the decision. That is what Ms. Evangelista is
643 talking about – to what depth does it have to support.
644
645 Mr. Hoover – Less that what we are doing now.
646
647 Mr. Snyder – The board should make revisions at the meeting and have it done in ten minutes.
648
649 Ms. Evangelista – How do you adjust Mr. Graham's comments? You would call him up and ask
650 him?
651
652 Mr. Snyder – Taken from the DVD and then I would contact him if questions arose.
653
654 Ms. Evangelista – But you don't call us up. I was told don't do it.
655
656 Mr. Snyder – I told you not to change other peoples statements.
657
658 Ms. Evangelista – Was I supposed opt call up Mr. Graham?
659
660 Mr. Snyder – No. You could say to me that you have questions about what he said and I would
661 send it to him for verification.
662
663 Mr. Hoover – And if then the minutes come back and you looked at it and disagreed with it, at
664 that point Mr. Snyder and Ms. Beaumont go back and verify with the DVD.
665
666 Mr. Howard – **Motion** to adjourn.
667 Mr. Watts – **Second**.
668 **Motion Carries: 5-0; Unam.**
669
670 **Meeting adjourned at 9:30 PM.**