

1 **MEETING MINUTES - DRAFT**  
2 **GEORGETOWN PLANNING BOARD**  
3 **Wednesday, May 22, 2013**  
4 **Memorial Town Hall – 3<sup>rd</sup> Floor**  
5 **7:00 p.m.**  
6

7 **Present:** Mr. Harry LaCortiglia; Mr. Christopher Rich; Ms. Tillie Evangelista; Mr. Bob Watts  
8 (arrived at 7:10 PM); Mr. Howard Snyder, Town Planner; Ms. Wendy Beaumont, Administrative  
9 Assistant.

10  
11 **Absent: Mr. Tim Howard.**

12  
13 **Meeting Opens at 7:07 PM.**

14  
15 **Approval of Minutes:**

16 **1. Minutes of April 24, 2013.**

17 **2. Minutes of May 8, 2013.**

18 Mr. Rich - **Motion** to accept the minutes of April 24<sup>th</sup> and May 8th subject to any changes  
19 made by colleagues at this meeting.

20 Ms. Evangelista - **Second.**

21 **Motion Carries: 3-0; Unam.**

22 **Mr. Rich - Abstain on the May 8, 2013 meeting.**

23  
24 {Mr. Watts arrives at 7:10 PM.}

25  
26 **Public Hearing:**

27 **1. Site Plan Approval: 6 Norino Way – Continued.**

28 Mr. Snyder - I received the final drawing set both on mylar and hard copy. This set reflects  
29 changes requested by the Board to show the fence and additional plant material.

30  
31 Mr. LaCortiglia - The buffer zone around the septic area.

32  
33 Mr. Murray - We consulted with Mr. Snyder and we are using red pine trees. Five trees between  
34 the septic field right along the new tree line and we added 124 feet of six foot high chain link  
35 fence on top of the slope.

36  
37 Mr. LaCortiglia - In your opinion will that will be an adequate buffer?

38  
39 Mr. Murray - Absolutely, the trees are twenty feet apart we expect a canopy of fifteen feet and  
40 should form a screen. The original date on the plan is October 30, 2012 and revised on May 15<sup>th</sup>.

41  
42 Mr. LaCortiglia - Mr. Snyder did you look at the trees?

43  
44 Mr. Snyder - Yes they are Eastern Red Cedar Pine trees and they will do a good job for  
45 buffering. They tend to not drop the lower branches so their density stays lower to the ground.

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Mr. Rich - I want to compliment Mr. Mirra for having a very clean yard.

Mr. LaCortiglia - Clean is safe. Are there any comments from the public? {No comments from the public.}

Mr. Rich - **Motion** to close the hearing.

Ms. Evangelista - **Second.**

**Motion Carries: 4-0; Unam.**

Mr. Rich - **Motion** to have Mr. Snyder draft a decision for the meeting of June 12, 2013.

Ms. Evangelista - **Second.**

**Motion Carries: 4-0; Unam.**

Ms. Evangelista - Do we have a draft decision?

Mr. Snyder - I didn't want to draft up a decision until the Public hearing was closed.

Mr. LaCortiglia - Are there any issues not on the plan?

Ms. Evangelista - There were issues that I think should be written out in the decision so we know why we did what we did on the plan.

Mr. Rich - We want the trees consistent with the plan in consideration of the neighbors, safety in the fence etc... all spelled out on the plan.

Ms. Evangelista - This will help the Building Inspector to give him his permit.

Mr. LaCortiglia - Is there anything other than what you are referring to?

Mr. Watts - I would be concerned that a narrative might confuse the issue which is clearly depicted on the plan.

Ms. Evangelista - I think that Mr. Snyder should write a draft and email it to us and our comments go back to him and we vote on it at the next meeting.

**1. Site Plan Approval: Honey Dew Donuts – Continued.**

Mr. DeLorenzo - Since we met last the hot top is going to go in next week to the front and the side. We put in entrance signs and exit signs. We have plans for nice granite pillars. We also put in "no idle" signs behind the building and once we get the hot top we will seal the side by the liquor store so it looks the same and will have the parking lot lines painted. We will have two plantings in the front and will make sure of the proper spacing and a planting bed in the corner.

89 Mr. LaCortiglia - I did notice one thing on the plan. Out in front, at the bottom of the page, it  
90 says proposed planting bed.  
91  
92 Ms. Moulison - That is the one we are doing now.  
93  
94 Mr. LaCortiglia - The only issue I see is that this plan would seem to be giving permission to do  
95 that and the Planning Board does not have the authority to allow for anything outside your lot  
96 line  
97  
98 Mr. DeLorenzo - That is on our property.  
99  
100 Mr. LaCortiglia - What shows on the plan is that it is on the outside of your property. We can't  
101 allow you to do a planting on town land. Maybe move it back a bit. I'm sure it will look great.  
102  
103 Mr. DeLorenzo - It will be in the parking lot.  
104  
105 Ms. Evangelista - You went to the Building Inspector for a side display? Did the Building  
106 Inspector deny that?  
107  
108 Ms. Moulison - No, we weren't sure if it was going to have a roof on it.  
109  
110 Ms. Evangelista - He added the two buildings on that same permit denial.  
111  
112 Mr. DeLorenzo - It is a display that has a roof but no walls.  
113  
114 Mr. Snyder - They applied to the Building Inspector for a building permit. We encouraged them  
115 to come to inform us of their long range plans. They are not seeking another building on the  
116 property in this application.  
117  
118 {Discussion held about the area in question, the Building Inspectors letter and zoning by-law to  
119 construct more than one building on the lot.}  
120  
121 Ms. Evangelista - Now you are not going to do that structure with a roof?  
122  
123 Mr. DeLorenzo - We may come back in the future for that.  
124  
125 Ms. Moulison - We just wanted an open structure and to match the tin awning on the main  
126 building to display some product. We might come back and ask for that in the future.  
127  
128 Mr. Rich - We might want to call out in the decision with the word "future" proposed structure.  
129  
130 Mr. Snyder - Maybe add "future application" on the plan to that area.  
131

132 Mr. Watts - There was serious discussion about traffic flow around the building and it is not  
133 depicted here.  
134  
135 Mr. DeLorenzo - That would be for delivery trucks. They are all out back and will shut their  
136 engines off.  
137  
138 Mr. Watts - Do we need to see the width of the driveway around the building?  
139  
140 Ms. Evangelista - I don't think it is on the plan but I wonder if it would be noisy.  
141  
142 Ms. Moulison - They have been doing it for a long time and in low gear. It will not be worse.  
143  
144 Mr. Rich - The issue of the width is not his problem as long as it is not done in the front. It is his  
145 option to make it wide enough for the trucks to get around the building.  
146  
147 Mr. DeLorenzo - They drive in one way and exit on the other side.  
148  
149 Mr. LaCortiglia - Mr. Watts if this were a roadway or a driveway, we would look close at it. Is it  
150 paved?  
151  
152 Mr. DeLorenzo - Out back is.  
153  
154 Ms. Evangelista - Did you mark on the plan where you are going to put the plowing of snow?  
155  
156 Mr. DeLorenzo - It will be where we usually put it, in the back corner.  
157  
158 Ms. Evangelista - You identified the storage areas as well on the plan?  
159  
160 Mr. Snyder - Storage is temporarily moved because of paving operation.  
161  
162 Mr. DeLorenzo - Yes, we are trying to move everything behind.  
163  
164 Mr. Snyder - I believe it was written in the previous Zoning Board decision about storage of  
165 materials.  
166  
167 Ms. Evangelista - It was but I though you would need it on the plan as well.  
168  
169 Ms. Moulison - In the display we are hoping to do, there will be no palettes. It will be a nice  
170 display.  
171  
172 Mr. DeLorenzo - We want to pretty up the area.  
173  
174 Ms. Evangelista - Will the employee parking be in a designated area?  
175

176 Mr. DeLorenzo - Yes.  
177  
178 Ms. Evangelista - I guess we are waiting on the traffic plan.  
179  
180 Mr. Snyder - Traffic mitigation is shown on the plans presented here.  
181  
182 Mr. Rich - We want to make sure that the signage is consistent.  
183  
184 Mr. Watts - In the note it says there is no proposed planting for the site plan and I wonder if that  
185 is a contradiction.  
186  
187 Mr. Snyder - They are showing proposed landscape islands but no plant material list on it.  
188  
189 Mr. Rich - They don't want to commit to specific plantings.  
190  
191 Mr. Snyder - Would the Planning Board request the type of planting material to be shown on the  
192 plan?  
193  
194 Mr. LaCortiglia - No.  
195  
196 Mr. Snyder - I would recommend removing line three then. In the packet there are images a  
197 citizen that sent in with a concern about the berm.  
198  
199 Mr. Rich - Has Mr. DeLorenzo seen these pictures?  
200  
201 Mr. LaCortiglia - Mr. Snyder please read the email.  
202  
203 {Mr. Snyder reads the email from Mr. Singleton about his concerns.}  
204  
205 Mr. Snyder - The earthen berm is a result of a previous Zoning Board decision.  
206  
207 Mr. Singleton - The Danvers Block Company asked for a variance to store bulk material and at  
208 that time it was supposed to be in the area and the berm was a boundary line between the 5 Elm  
209 Street property and Danvers Block Company. Since then they removed the cedar blocks. Then  
210 in December of 2011 the berm was destroyed and moved back and I didn't know what is going  
211 on. I thought the berm would go back to where it should be because that is what is in the Zoning  
212 Board of Appeals ruling and it hasn't. Now the berm is on 5 Elm Street and it's not the way it  
213 was.  
214  
215 Mr. LaCortiglia - It shows about a third of it is on the 103 property and then it goes off to the  
216 other property. Is that not consistent with the Zoning Board of Appeals decision?  
217  
218 Mr. Snyder - I believe it is.  
219

220 Ms. Evangelista - Are you still using that area for storage?  
221  
222 Mr. DeLorenzo - When they sold Danvers Block someone bough those concrete barriers. When  
223 we bought the property the berm contained metal and wire. We cleaned that berm and I have no  
224 problem in moving it back, put loam on it and plant it. Our intention was to clean it up.  
225  
226 Mr. LaCortiglia - What was the point of the berm?  
227  
228 Ms. Evangelista - Because of the storage there were huge cement blocks separating the different  
229 stock.  
230  
231 Mr. LaCortiglia - What is the use for the berm now?  
232  
233 Ms. Mary Keene - One reason is for the noise.  
234  
235 Mr. Singleton - It also was the boundary line. I would just like to have the property line enforced  
236 because it is within my buffer zone. It was supposed to be vegetated and have plantings on it. I  
237 wish to have my buffer zone back.  
238  
239 Mr. LaCortiglia - This isn't showing the berm – does it go further?  
240  
241 Ms. Evangelista - At the time they did this, they owned the other half as well. For the noise  
242 issue, what would you like to see there?  
243  
244 Mr. Singleton - I'd like to see the berm restored to where it was and to have it vegetated. There  
245 are still pallets that are in the buffer zone.  
246  
247 Mr. Rich - Where is the buffer zone?  
248  
249 Mr. LaCortiglia - My understanding is that this is a Zoning Board of Appeals decision.  
250  
251 Ms. Evangelista - But the buffer zone that he is referring to is our zoning. It requires 100 feet  
252 between zones and it was not waived.  
253  
254 Mr. Snyder - I believe they got relief for that from a previous Zoning Board decision.  
255  
256 Ms. Evangelista - What they received was the requirement of the berm and the plantings. It was  
257 focusing in on how we could accomplish the requirement of the buffer we were trying to go back  
258 without having them tearing it down.  
259  
260 Mr. LaCortiglia - What is being represented as the berm on this plan - is it inaccurate?  
261  
262 Mr. Snyder - No, I believe that is an exsisting condition survey.  
263

264 Mr. Rich - Mr. Snyder am I reading this correct that the elevation is 86 and then it goes to 90?  
265 So it is a four foot berm?  
266  
267 Mr. Snyder - Yes.  
268  
269 Mr. Singleton - I believe it was five feet at one time.  
270  
271 Mr. Snyder - Possibly when the cleanup happened some of the material was removed and the  
272 berm settled lower.  
273  
274 Mr. LaCortiglia - Mr. Snyder, does this match up with the Zoning Board plan?  
275  
276 Mr. Snyder - I can't say as it is sketched on the Zoning Board plan and here it is surveyed. I  
277 would say that it is close in location.  
278  
279 Mr. Singleton - I have a copy from the ZBA from back in 1997 and it shows the property lines.  
280  
281 Mr. LaCortiglia - The property line is right on the berm and now has moved into the other  
282 property is what you are saying?  
283  
284 Mr. Singleton - Yes.  
285  
286 Mr. LaCortiglia - So the berm is being shown on another property. You will have to move it  
287 back.  
288  
289 Mr. DeLorenzo - Yes, I can certainly move it back.  
290  
291 {Reading of the decision as to where the wall should be and the intent of it.}  
292  
293 Mr. DeLorenzo - Bulk storage is not there.  
294  
295 Mr. Singleton - There are palettes of bricks still there.  
296  
297 Ms. Evangelista - Bulk storage is anything at all in bulk.  
298  
299 Mr. LaCortiglia - One thing we need to point out is that we would not be condoning or allowing  
300 anything - we cannot approve that berm as it is on another person's property.  
301  
302 Mr. Rich - With my law school education, I feel that the property owner of 5 Elm Street, Kathy  
303 DeLorenzo is the only one that can complain about the berm.  
304  
305 Mr. Steven Keene (12 Elm Street) - With my law school education – there was a decision made  
306 by the Zoning Board of Appeals that stated the requirements of how and where the berm was  
307 supposed to be.

308  
309 Mr. LaCortiglia - I think what we need to do is to call this out in the decision about the location  
310 of the berm and that it does not comply with the previous decision. We cannot grant you  
311 permission to build on some else's property. We can only help you with what is inside your  
312 property. That would have to be put into the decision that would accompany the Site Plan  
313 approval.  
314  
315 Mr. Rich - May I see the Zoning Board plan and decision?  
316  
317 Mr. Snyder - Some plans reference different decisions.  
318  
319 Mr. LaCortiglia - This plan is not signed.  
320  
321 Mr. Snyder - You have copies of the plans and the previous Zoning Board decisions.  
322  
323 Mr. LaCortiglia - The bottom line is to move this application forward so that we could call out in  
324 the decision that anything outside the property line is not being approved or addressed by this  
325 board.  
326  
327 Ms. Evangelista - If the neighbors want it closer...  
328  
329 Mr. LaCortiglia - We are not addressing that berm mas it is for the Zoning Enforcement officer.  
330  
331 Ms. Evangelista - I do not agree. This issue was so unique that you need to take into  
332 consideration that the purpose of the berm was to camouflage the storage and to negate some of  
333 the noise for the neighbors.  
334  
335 Mr. LaCortiglia - This board is not overwriting or changing a Zoning Board decision in any way.  
336  
337 Mr. Rich - Mr. Singleton said that the berm was the property line and it is not close to that line  
338 anymore.  
339  
340 {Discussion of where the berm was and where it is now.}  
341  
342 Mr. Rich - Mr. Singleton the storage bins shown on here and the berm shown on the plan look  
343 consistent - even the bulk storage infringed upon the property line.  
344  
345 Mr. Singleton - When it came to the ZBA rulings, there were two properties' that existed and  
346 then one person owned both properties and it is in the ruling that a berm should be there – I  
347 believe it is item seven. The pictures I showed you show exactly where the berm was and the  
348 other pictures show where it is now.  
349



350 Mr. LaCortiglia - What we are looking at is a berm that was moved and noted by this engineer.  
351 To move this forward we can say that we are not making any decision on anything outside of the  
352 property line. And the berm needs to go wherever the ZBA says that it should go.  
353

354 Ms. Evangelista - I would like to see the berm placed on your parcel.  
355

356 Mr. DeLorenzo - I have no problem moving it back. It was never our intention to encroach on  
357 anyone we are just cleaning it up.  
358

359 Ms. Evangelista - We need to have a plan.  
360

361 Mr. Rich - It has to be in compliance with the ZBA order period. If it is put in there that the  
362 property must be in compliance with all previous orders and conditions issued by boards in  
363 Georgetown. You would have to bring it back to the way it was.  
364

365 Mr. DeLorenzo - I have no problem with that I will put it anywhere and plant trees on it or  
366 whatever.  
367

368 Mr. LaCortiglia - Mr. Singleton is that what you are looking for?  
369

370 Mr. Singleton - Yes. Does Kathy DeLorenzo need to approve this? The paved area included a  
371 fairly substantial piece of 5 Elm Street and it should be straightened out.  
372

373 Mr. LaCortiglia - Are there any other public comments?  
374

375 Mr. Singleton - I am not sure as to where he wants to put asphalt on the property because I don't  
376 want any more movement on the buffer zone.  
377

378 Mr. DeLorenzo - I can show Mr. Singleton. There are no new areas being hot topped.  
379

380 Mr. Singleton - I also would like to bring out that there has been a semi-trailer parked in front  
381 there for quite a while and I didn't now of that was going to be part of his business  
382

383 Mr. DeLorenzo - There was a gentleman in town that just got his license and asked if he could  
384 park it there for three days until he found a place. I was just helping someone out.  
385

386 Ms. Moulison - I went onto Elm Street to see what it looks like from the other side and whatever  
387 they would like there - we are willing to do whatever they want.  
388

389 Mr. Rich - **Motion** to close the hearing.

390 Mr. Watts - **Second.**

391 **Motion Carries: 4-0; Unam.**  
392

393 Mr. Rich - **Motion** to have Mr. Snyder draft a decision consistent with everything that has  
394 been discussed this evening for the next meeting on June 12, 2013.  
395 Ms. Evangelista - **Second.**  
396 **Motion Carries: 4-0; Unam.**

397  
398 **Old Business:**

399 **1. Lisa Lane OSRD: Form H Extension of Time.**

400 Mr. Snyder - I asked the applicant to request an extension of time so that the Planning Board  
401 may insure they and the public have ample time to comment on the OSRD. The extension of  
402 time is to June 30, 2013.

403  
404 Mr. Rich - **Motion** to accept the application for the extension of time.  
405 Mr. Watts - **Second.**  
406 **Motion Carries: 4-0; Unam.**

407  
408 **Member or Public Reports:**

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

410 Ms. Evangelista - This is something that has been bugging me for a long time. The frontage  
411 definition in our Zoning bylaw is horrendously long. When we address an ANR, the first  
412 thing we do is address the frontage and our frontage bylaw is ridiculous. It is six paragraphs  
413 long and I think it should be shorter. From what I learned from going to a few classes is that  
414 legally definitions do not have to be so long.

415  
416 Mr. LaCortiglia - What do you want to change to make it shorter?

417  
418 Ms. Evangelista - I would like to make it shorter and I would like to abridge it.

419  
420 {Ms. Evangelista reads the bylaw.}

421  
422 Mr. LaCortiglia - Every word is needed.

423  
424 Mr. Snyder - It is to help people from building on flag lots. It also helps define a continuous  
425 building area.

426  
427 Mr. Watts - Now I get it. I did not understand it when you were reading it but now that it  
428 was explained I do understand it.

429  
430 Ms. Evangelista - That is the problem.

431  
432 Mr. Snyder - Maybe you would consider the use of diagrams in the definitions.

433  
434 Mr. LaCortiglia - We used to have them. There have been numerous amendments added to  
435 that through the years. Too much wiggle room in a short definition and it is not good.

436

437 Mr. Watts - If you are not clear from a legal perspective you create opportunities that may  
438 not be good.  
439  
440 Ms. Evangelista - I think some of these paragraphs should be placed in other areas; it should  
441 not be like this. I have not seen anything in the state that looks like this in other Zoning  
442 books.  
443  
444 Mr. Rich - Someone had a lawyer draft that. That is there so there is no wiggle room in it.  
445  
446 Ms. Evangelista - I think it creates wiggle room.  
447  
448 Mr. Watts - It may create confusion but there is a lot of detail needed.  
449  
450 Mr. LaCortiglia - The average person is not going to come to the Planning Board to create a  
451 lot – they do not need a simple definition.  
452  
453 {Discussion/dissection held in regards to the frontage bylaw.}  
454  
455 Ms. Evangelista - I really think it ought to be reviewed. What do they do in Newburyport  
456 Mr. Snyder?  
457  
458 Mr. Snyder - You have zoning in Newburyport that is unique due to the nature of how the  
459 city developed. One thing they have done is they have created a form to help explain it. If  
460 you want me to take a look at it, it may need to be approached in that type of manner or we  
461 could reintroduce a graphic.  
462  
463 Ms. Evangelista - Maybe the state consultant would have a better understanding.  
464  
465 Mr. LaCortiglia - May I suggest that we address other issues that really need addressing.  
466  
467 Ms. Evangelista - What do you have in mind?  
468  
469 Mr. LaCortiglia - Solar and wind bylaws and medical marijuana.  
470  
471 Ms. Evangelista - **Motion** that Mr. Snyder check with the DHCD to review our zoning  
472 definition of lot frontage and get her opinion.  
473 Mr. Rich - **Second.**  
474 **Motion Carries: 4-0; Unam.**  
475  
476

477 **Planning Office:**

478 **1. Appointments of Planning Board representatives to the CIP, CPC, and MVPC.**

479 Mr. Rich - Who is the Planning Board representative to the Capital Improvement Planning  
480 Committee?  
481

482 Mr. LaCortiglia - Mr. Michael Howard until the end of June 2013. Does he want to be re-  
483 appointed?  
484

485 Mr. Snyder - I've tried contacting him and I have not heard back. I believe that appointment  
486 can be a voting citizen or a member of the Planning Board.  
487

488 Mr. LaCortiglia - Speaking to the public: "The Planning Board needs a representative to the  
489 CIP. If interested send a letter or call the Town Planner."  
490

491 Mr. Rich - **Motion** to re-appoint Mr. LaCortiglia to the CPC appointment to expire June  
492 30, 2016.

493 Mr. Watts - **Second.**

494 **Motion Carries: 3-0; Mr. LaCortiglia abstained.**  
495

496 Mr. Rich - **Motion** to re-appoint Mr. Snyder as the Planning Board representative to the  
497 MVPC.

498 Mr. Watts - **Second.**

499 **Motion Carries: 4-0; Unam.**  
500

501 Mr. Rich - **Motion** to appoint Mr. Watts to be the Planning Board representative to the  
502 MVCP as an alternate appointee.

503 Ms. Evangelista - **Second.**

504 **Motion Carries: 3-0; Mr. Watts abstained.**  
505

## 506 **2. Pondview Estates: M-Account #26488 – Release of escrow funds.**

507

508 Mr. Rich - **Motion** to release escrow fund.

509 Mr. Watts - **Second.**

510 **Motion Carries: 4-0; Unam.**  
511

## 512 **3. Solar, Wind and Medical Marijuana Bylaws: Discussion on bylaw creation.**

513 Mr. Watts - I think these are important for us to discuss but maybe not when it is so late. Can  
514 we block out some time to do this?  
515

516 Mr. Snyder - I put it on here as you all received sample bylaws so that research has been  
517 done. The idea is to block out a meeting in July to dedicate time to it. You will have to hold  
518 public hearings and so forth.  
519

520 Mr. LaCortiglia - Maybe what we want to do is handle all as we have to do it.  
521

522 Mr. Watts - For me this is unknown territory and there will be people with strong opinions.  
523

524 Ms. Evangelista - We will need input from the police department for the marijuana and I  
525 think the electric department should be in on the solar discussion.  
526

527 Mr. LaCortiglia - One of the things we need to focus on first is the distinction of residential  
528 installation and commercial installation. If I wanted one on my roof would I have to come to  
529 the town for a special permit?

530  
531 Mr. Watts - We might want a plan to engage the community to encourage their input.  
532  
533 Mr. LaCortiglia - That will come in the public process. We come up with a draft and then  
534 get the selectmen to put it on the town warrant.  
535  
536 Mr. Watts - There has been recent talk about the sound and ultra-low frequency in regards to  
537 the wind power.  
538  
539 Mr. LaCortiglia - These are things we need to. We are dealing with three different bylaws so  
540 do we want to focus on one per month?  
541  
542 Mr. Snyder - I think that if you dedicate and do it in August, September and October then it  
543 would be done for Town Meeting at the beginning of November.  
544  
545 Mr. LaCortiglia - Can we get a schedule to show us when we are going to have to deal with it  
546 so we can meet all the deadlines?  
547  
548 Mr. Snyder - Yes, I will start getting them together.  
549  
550 Mr. LaCortiglia - I know you have a draft solar bylaw that you have worked on.  
551  
552 Mr. Snyder - I have not started working on one. I have draft copies provided by the state and  
553 other towns which I gave copies to the board a while ago. I will get them together for  
554 discussion in July.  
555  
556 Mr. LaCortiglia - I know there are some medical marijuana bylaws out now so we can look at  
557 those and we don't have to reinvent the wheel.  
558

#### 4. Planning Office and Planning Board budget.

560 Mr. Snyder - There is a fair amount of funds left in the Planning Office and Planning Board  
561 budget.  
562

563 Mr. LaCortiglia - How much?  
564

565 Mr. Snyder - Probably just over \$6000 left.  
566

567 Mr. Rich - I think we should buy a laptop and a printer for the office.  
568

569 Mr. Rich - **Motion** to permit Mr. Snyder to purchase a laptop, printer and scanner for the  
570 office not to exceed \$1,200.00.

571 Ms. Evangelista - **Second.**

572 **Motion Carries: 4-0; Unam.**  
573

574 Ms. Evangelista - **Motion** to buy a monitor.

575 Mr. Watts - **Second.**

576 **Motion Carries: 4-0; Unam.**

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{Discussion held in regards to digital recorders.}

Mr. Rich - **Motion** to authorize Mr. Snyder once he confirms that cable TV can get the audio file to purchase a transcription device not to exceed \$500 dollars.

Ms. Evangelista - **Second.**  
**Motion Carries; 4-0; Unam.**

Mr. Snyder - Mr. LaCortiglia, you and I had discussed about having applicants providing not just a hard copy but an electronic submittal as well.

Mr. LaCortiglia - Yes, you sent me information about what would have to be changed in regards to the bylaws for electronic submittals. It is a lot smarter if we give Mr. Snyder something to work with so he can say to applicants that I need X amount of copies and a PDF version.

Mr. Rich - Maybe the wording could be; “up to so many plans plus an electronic copy of plans.”?

Mr. Snyder - When I talk to people who are ready to apply, they ask how many and I ask for an electronic copy of all materials that they are submitting and it saves us the time of scanning it as well.

Mr. Rich - Maybe we should have it in there that they have to submit both, hard copy and electronic?

Mr. Snyder - It’s only a matter of changing a line on some of the forms. There is one place in the bylaw where it will need to be changed.

Mr. LaCortiglia - One change that would have to go before Town Meeting.

Mr. Watts - Does the bylaw stipulate the media?

Mr. Snyder - I will have more information at the next meeting.

Mr. LaCortiglia - Is it safe to say that come November we will be targeting four zoning changes?

Mr. Snyder - We had also targeted changes to definitions as well as the use schedule and the bylaws for solar, wind and the medical marijuana.

Mr. LaCortiglia - I don’t know if for the medical marijuana if we would just want to make a change to the table of use schedule or create an overlay district these are things that we want to think about.

621  
622 Ms. Evangelista - That's why for the medical marijuana I would like to talk to the Police  
623 department to see if a district would be the best.  
624  
625 Mr. Rich - Is medical marijuana considered agricultural and under that exempt from zoning?  
626  
627 Mr. LaCortiglia - Some communities say yes and some say no. We may not want to put it  
628 under zoning. Mr. Snyder can you ask Town Counsel if they are going to issue a memo  
629 regarding this and if they plan on sending it out to all the towns? If not let's ask for it from  
630 them.  
631  
632 Mr. Rich - **Motion** to adjourn.  
633 Ms. Evangelista - **Second.**  
634 **Motion Carries: 4-0; Unam.**  
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636 **Meeting adjourned at 9:37 PM.**