

**Meeting Minutes**  
**GEORGETOWN PLANNING BOARD**  
**August 22, 2007**

**Present:** Mr. Rob Hoover, Chairman; Mr. Tim Howard; Mr. Harry LaCortiglia; Ms. Matilda Evangelista; Mr. Larry Graham, Consulting Engineer; Ms. Sarah Buck, Town Planner; Ms. Michele Kottcamp, Assistant

**Absent:** Mr. Hugh Carter

**Board Business 7:00 p.m.**

**Master Plan Review: Powerpoint presentation by Town Planner; Public Comment; Set Implementation Priorities**

Mr. Hoover- opens meeting at 7:09PM. Master plan discussion will be from 7-9PM.

Ms. Buck- Opens with short powerpoint presentation. This presentation is on file in the planning office and is available on the website.

Vision:

-Essential values

Land Use:

-Strong Village Center

-Rural Character

-Enforce Regulations-clear procedures and creating possibly a zoning officer.

Housing:

Policies in Place-

-ISH-increased density, 20% affordable

-OSRD-open space residential development – flexible design

-Housing balance by law – 10% affordable

Current Agenda-

-Management of affordable housing – both inventory and as new dwellings permitted

-Increased diversity using Village Center Overlay District

Economic Development: (see slide on file)

Historic & Cultural:

-Create 2 historic districts

-Develop preservation and landscape plan for Harry Murch Park

-Deploy signage and tour guide map

-Restore schoolhouse #3

Open Space & Recreation: (see slide on file)

Public Services & Utilities:

- Existing facilities
- Future facilities
- Water supply needs

Transportation: (see slide on file)

How do we prioritize these items? Many of these are not Planning Board items. So who should prioritize?

Implementation: Form an implementation committee

I want to discuss time tables with the Board and then prioritize who is tasked with these items.

**SUMMARY:**

- Current and historical data
- Development trends
- A Town vision for future development
- Strategies to encourage that vision
- Implementation Guide

Set Implementation Priorities for Land Use:

Alan MacIntosh (Asst. Director of the MVPC) – Thanks to Sarah and the Board for all their effort that has gone into the Master Plan. You built on the previous plan and it is a terrific effort. My compliments go to all that helped with this plan. You have a solid plan to move the plan forward. Much of this looks doable. We at the planning commission stand ready to help you wherever we can and we can bring additional resources to this effort.

Mr. Hoover- I want to reiterate the schedule. This Draft is 90% complete. We will have another hearing in September and will cover all the revisions from the Town and other Boards. October should then be the Final plan.

Mr. LaCortiglia- Suggests putting the economic development committee in with the implementation under the Land Use section, “Look into Downtown Wastewater Treatment.”

Ms. Evangelista- To me, economic development is along I-95. I would not put waste water treatment downtown as a priority. However, I would put the ponds as a priority. I suggest adding the economic development committee to the line item stating “downtown waste water.”

Mr. Hoover- We are scheduled to talk to the Board of Selectmen in September about this plan and how they can help implement all this. To be effective with this, I would like to get consensus from this Board on making the Planner a full time position. The September meeting is to be a brainstorming session with the Board of Selectmen. I suggest adding the Historic Commission to the line item stating “scenic overlay district and scenic roads district” have them take the lead. Also add Merrimack Valley Planning Commission to this task. Enforcement procedures are a legal issue and the first pass should come from Legal counsel.

Mr. MacIntosh- I think it would be helpful if you identify a lead implementation authority/agent in the first column, for example. They don’t actually do all the leg work. The second column would then be labeled “Resources.” They are the key people who works with the Board to make it happen. There’s an important distinction to make – Neither the MVPC nor your Legal Counsel has implementation authority. We are just resources.

Ms. Evangelista- There is something wrong when you have to go to Town Council to get an interpretation of the laws. The training is what we need in Georgetown for our Boards.

Mr. Hoover- Due to the lack of training by our Boards, that is why it is so important to have a full time planner that is an expert in their field.

Mr. LaCortiglia- We might want to focus on who the different teams are and who the different players are.

Mr. Hoover- Land use is changing and Board member’s terms are up just when they begin to understand zoning laws and subdivision regulations.

Ms. Evangelista- Different Boards are squandering. We are spending a lot of money seeking legal counsel because we lack the training for our Boards.

Mr. Alan MacIntosh- If there is a lack by your Board, you should put that in into the Master Plan that there should be a full time planner.

Mr. Hoover- Put more of a priority for MVPC on the administration and enforcement procedures.

Land Use Implementation: Board discusses prioritization. The Board identifies tasks as short term, mid-term and long term. These are documented in the Master Plan.

Mr. MacIntosh- Some appear to be long range and some could happen rather quickly.

Ms. Buck- Regarding the Village Center – Number one is to see if we can get a smart growth plan.

Mr. Hoover- Identify quick hit items as short term and then long term items.

Mr. MacIntosh- It would be advantageous to identify things that could be done quickly and that helps to build momentum for the plan. It then generates energy and enthusiasm.

Ms. Evangelista- I think the Town has already done the Village Overlay. I have a copy of this report. {Ms. Evangelista agrees to look into it further and report back to the Board with her findings }

Mr. MacIntosh- It may be important to define which items require a Town vote.

Mr. Hoover- Can you [Sarah] pull together a list of Board agenda examples of procedures and enforcements to give to the Board of Selectmen? Identify actions and give to them in writing to see what we can get or how they can help us.

Ms. Buck- I will give Steve Delaney a copy of the powerpoint presentation prior to the meeting.

Mr. Hoover- I don't seem to understand the definition of "home-based businesses."

Ms. Buck- It seems there is a restraint on home businesses. If you actually define a home business, you might increase the number of entrepreneurship in Town. {Ms. Buck agrees to add "tax, title and properties" to the Housing Section }

Ms. Evangelista- ZBA should be present at the Hearing when you do the amendments regarding "home-based" businesses.

Mr. Hoover- We should define what it is and its' uses.

Mr. LaCortiglia- Then we should modify the use regulation.

Ms. Buck- More and more we isolate businesses. It's a positive community thing.

Ms. Evangelista- We already have that definition.

Ms. Buck- Shall I research more of where it came from?

Mr. Hoover- Let's define and determine if there is an issue.

Mr. LaCortiglia- [To Sarah Buck] See if the Georgetown Alliance could look into this.

Ms. Evangelista- I think we need a definition of industry i.e. light industry, etc. If we looked at the intensity uses, we might see that we have too many or too little of one industry.

Mr. Hoover- I would like to think that we should modify the ordinances.

Ms. Buck- I do recall there was a paragraph in an earlier version of the Master Plan and put it back into the Master Plan.

Set Implementation Priorities for Transportation:

Mr. MacIntosh- If the Town identifies and considers it important, then it carries a lot of weight and it needs to be remedied even though the Town doesn't actually implement them. It adds weight to the MVPC when you ask for funding because it is documented in your Master Plan. The master plan has to come forth addressing the needs of the town whether the Planning Board is responsible or not.

Mr. Hoover- One of the issues is that we need help from the Selectmen.

Ms. Buck- The Implementation Committee should have the authority formed by and under the governing body of the Planning Board. The other key Boards could have a seat on that committee.

Mr. Hoover- It's already out there and it needs to happen that it requires a representative from these Boards to be part of the Implementation Committee.

Ms. Buck- The authority is there for the Planning Board. When you create a committee, it creates a seat from each Board to fill that seat.

Mr. MacIntosh- There is no legal way to bring the Boards together to work on this issue.

Ms. Buck- I don't think as a Town you are given the authority.

Mr. LaCortiglia- The Community Preservation Committee is done like that. Any potential conflicts can get handled early in the process.

Ms. Evangelista- I think Peter Durkee should have a lot of input on this transportation section.

Mr. Hoover- Where is the traffic congestion question? Regarding the new Park and Ride off of Rte 95 – Is that coordination to be part of this Planning Board?

Ms. Buck- It might be useful to add into the plan a section on better communication between Boards.

Ms. Evangelista- It should be part of the Master Plan and spell it out in a paragraph that the Planning Board encourages better communication between the Boards.

**Continued Public Hearing 8:30 p.m.**

**34 Thurlow Street – continued to September 26, 2007**

Ms. Buck- Initially Mr. Graham was told not to do a full review of that project. The applicant asked for a continuance because one Planning Board member is absent and Ms. Evangelista is not eligible to vote. It has been held up by Lot 21 E issues. We need the full engineering review. There is some question about the legality of its permit status. There are also issues with the neighbors. Should Larry do the full review?

Mr. Hoover- I do think Larry's report is important on this.

Mr. LaCortiglia- Yes, I agree that Larry should do the review. He reads memo from Con Com agent.

Ms. Buck- We got the report from Bill Simmons.

Mr. Hoover- Could you [Ms. Buck] look into that and decide whether we should hire an independent LSP?

Mr. LaCortiglia- Motion to continue 34 Thurlow Street to September 26<sup>th</sup>, 2007

Mr. Howard- Second

All in favor? 3-0, (1 absent- Mr. Carter ; 1 abstention- Ms. Evangelista)

### **Continued Board Business -**

#### **Minutes – June 13, 2007**

{Minutes were not voted on at this meeting}

#### **Subdivision Permit RR Avenue**

Mr. Howard- Regarding Railroad Avenue – The hedges have to be trimmed back “prior to construction” and an LSP has to randomly visit the site and monitor excavation as well as be there at the start of construction. This is all stated in the permit.

#### **Vouchers –**

Mr. LaCortiglia – Motion to approve the payment of vouchers for \$6,586.88.

Mr. Howard- Second

All in favor? 4-0; Unam (1 absent – Mr. Carter)