

**MEETING
GEORGETOWN PLANNING BOARD
Memorial Town Hall
Basement Meeting Room
March 5, 2003
6:00PM**

Present: Jack Moultrie, Chairman; Christopher Hopkins, Vice-Chairman;
Peter Sarno; Alex Evangelista; Tim Gerraughty, Alternate Member;
Larry Graham, Planning Board Technical Review Agent &
Inspector; Janet Pantano, Administrative Assistant/Acting Planner

Absent: Dan Kostura, Clerk

Meeting called to order 6:00PM.

Interview/Jackie Byerley

Mr. Moultrie asked her to describe herself.

Ms. Byerley stated that she has worked on changes to the flood plain and described other areas of planning that she has been involved with.

Mr. Evangelista asked if she is interested in part time or full time work.

Ms. Byerley stated she was looking for part time work. She stated that she can be flexible but has children and is looking for part time work. She has day care arrangements

Mr. Moultrie stated that he liked her format for her reports and decisions.

Mr. Sarno stated that she is leaving her job now and is concerned why.

Ms. Byerley stated that with small children she would like more flexibility and does not want to do full time with both positions. She stated that here she would have an assistant and she would like that. She stated that she works alone in her current position and would like to do more planning work not all the clerical.

Mr. Evangelista stated that he liked her format that she reviews plan and gives the board her opinion and then tell us them what she sees.

Mr. Moultrie stated that he like that too.

Mr. Sarno asked how many meetings a month she does now.

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Ms. Byerley stated she meets twice a month. She asked if the board had a filing deadline.

Mr. Moultrie stated that they grant extensions on a quarterly period.

Ms. Byerley stated that West Newbury does not also but that North Andover did and she felt the meetings ran smoother.

Mr. Hopkins stated that in a small town it is harder to do this.

Mr. Graham stated that she is going to school is this on Wednesday nights.

Ms. Byerley stated no on Monday nights.

Mr. Graham asked if she worked with Bob Puff and how she works with him.

Ms. Byerley stated that he looks at drainage and technical issues and she looks at zoning.

Ms. Byerley asked if he did inspections.

Mr. Graham stated that he does inspections on Site Plan Approval and that Millennium does inspections on subdivisions.

Mr. Hopkins stated that he is looking for someone who would give him some pros and cons on the plans, policy issues. He stated that you would be spending more time on the plans.

Ms. Byerley stated that this is what a planner should do. She asked about the towns budget and if they would have enough funds. She stated that she likes going to seminars and classes, that his keeps you informed of what is new.

Mr. Moultrie stated that the budget is not as bleak as the Town thought. He stated that any seminars that Ms. Colwell asked to go to they allowed. He stated that the consultants are paid at the applicant's expense not out of the Boards budget. He stated that the Town should be okay.

Ms. Byerley asked if they are working on Executive Order 418.

Mr. Moultrie explained that they are working with the MVPC on this. He stated that she would be working on this if she were hired. He stated that the Town Administrator did a lot of work on this.

Ms. Byerley asked when the board would be making a decision.

Mr. Moultrie stated that they are hoping to make a decision soon.

Mr. Graham asked what type of notification she would need.

Ms. Byerley stated that she would give two weeks notice and maybe work some extra days until someone is hired.

Board Business

GIS Mapping

Ms. Pantano stated that Debbie Carbone the assessor has asked that the board not to waive GIS Mapping. She stated that Ms. Carbone states that it cost her department to get the mapping done through MVPC and that most Engineers have the capabilities for this mapping.

Discussion on this issue with Mr. Graham and the Board

Mr. Graham stated that the engineers do not have all the necessary capabilities that it calls for in the bylaw. He stated to ask Ms. Carbone if there is something less that she would accept.

Board Business

Mr. Moultrie stated that they received notice that Mr. Graham can not attend the Meeting on March 26, 2003 and he asked if someone else could come to the meeting in his place.

Mr. Graham stated he would see if someone would be available.

Mr. Gerraughty stated that the board should be aware on Special Permits that they may not have enough members for a super majority with the coming elections.

Mr. Gerraughty left 6:45PM for another meeting.

Interview/Jeanne Van Orman

Mr. Moultrie introduced the board to Ms. Van Orman.

Ms. Van Orman stated that she worked on a project on the downtown a few years ago. She stated that the town captured her heart, as she was from a town similar.

Mr. Moultrie asked why she is looking in Georgetown.

Ms. Van Orman stated that she is looking for a position that is stable and looking for a job with set hours. She stated that she has worked with the Citizens Training Planner Collaborate. She stated that she has done a lot of work on

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analyzing bylaws. She stated that she is very interested in the Green Neighborhood Bylaw. She stated that she has been tracking Green neighborhood sites and looking at the character of sites, ZBL and Subdivision Regulations. She stated that she is now teaching a smart growth class on affordable housing with students doing a site design being as least intrusive as they can be on property in Lexington.

Mr. Hopkins asked if someone would be building this project or is it just a class.

Ms. Van Orman stated that on the site is on town land and a group would be building the project. She explained the project.

Mr. Evangelista asked if she knew the position was a part time position.

Ms. Van Orman stated that she was aware of this and it is why she is interested.

Mr. Hopkins stated that the position has set hours and at least two night meetings a month. He stated that it would be a commute and she does have other commitments how would this effect her work.

Ms. Van Orman stated that the commute was only about 45-50 minutes. She asked about the hours.

Mr. Moultrie described the hours expected.

Mr. Hopkins stated that they want set hours and for the public to be able to come in and see the planner.

Mr. Graham asked about her classes and what night they were on. He asked if she was applying individually and not under her business.

Ms. Van Orman stated that she was applying individually not as business. She stated that she knows ahead of time her hours and she asked about benefits.

Mr. Moultrie asked if she had issues with the hours. He stated that the position would have Health Insurance, sick days and vacation time.

Ms. Van Orman stated that she is looking for stability.

Mr. Hopkins stated that they are seeing growth and a lot of special projects. He stated that they have a lot of Independent Senior Housing projects and that these involve a lot of issues. He stated that he is looking for someone who can look at a plan and highlight the major issues. He stated that they need to have someone to focus the major issues for the board.

Ms. Van Orman stated that she is looking for focus.

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Mr. Hopkins stated that these plans have a lot of issues and that they are looking for someone to balance the issues and some one to focus on policy and planning issues.

Mr. Sarno stated that the planner would have to give guidance to the public when they bring a plan in to her and then the plans are submitted then give guidance to the board. He stated that he would love to have her look at the bylaws and Master Plan but he stated that this is part time position.

Ms. Van Orman asked if they envision growing the position to more hours if the budget allows.

Mr. Sarno stated that they had hoped grants would take up this part of the job. He stated that he does not see the position growing in the immediate future.

Mr. Moultrie asked if she wrote grants.

Ms. Van Orman stated that she does and has worked in this area. She stated that there might be some funds for smart growth out there.

Mr. Moultrie asked how much experience she has with subdivision regulations.

Ms. Van Orman stated that she does not have much but has looked at cluster development and other types.

Mr. Evangelista stated that the board would want her opinion and pitfalls of a plan with a planner's report.

Mr. Hopkins asked if there was a timeframe of when she would be available.

Ms. Van Orman stated that she could be available in a month. She stated that she has not done a lot of work with subdivision regulations.

Mr. Hopkins stated would like someone to look at the ZBL's and Subdivision Regulation but not easy within the time of 20 hours but if they have the time yes.

Mr. Sarno stated that in small town the projects ebb and flow. He stated now they have eight projects before the board now and only two meetings a month.

Discussion

Board stated that they would like two references from each.

Ms. Pantano to call and ask both candidates to forward the references to the Chairman Mr. Moultrie.

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Mr. Moultrie stated he would check references and report to the board at the next meeting. He stated that at that time they could make a decision.

Meeting adjourned at 8:00PM.

Minutes transcribed by J. Pantano.

Minutes accepted as amended March 12, 2003.