

## Minutes

January 17, 2015

All Boards & Commissions Meeting

Chair: Bette Gorski

Selectman : William Dunn

Selectman: Joe D'Amore

Also Present: Assessing Manager, Deb Webster; Board of Assessor Member, Neil Moody; Town Clerk, Anne Brodie; Conservation Commission Member and Community Preservation Committee Member, Mike Dempsey; Board of Health Member and Planning Board Member, Bob O'Hanley; Planning Board Member, Jim Freer; Water and Sewer Commissioners, Jim Sheehan and Jack Willett; ZBA Chair, Tom Wakefield; Fire Captain, Kurt Ruchala

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No Votes Taken

Per attachment of attendees several boards and commissions were present.

There was consensus to establish the following and to reconvene on February 28<sup>th</sup> at 9:00 Am / Town Hall

- Review previously used Check List implemented 10 years ago and provide updated version
- Review Town of Danvers Site Plan Review document as basis for updating and adopting a Groveland Version
- Existing sign off sheet should have all items as "mandatory" . If a sign off is not needed the official indicates "n/a"
- Boards and commissions are to hold "comment sections" within a specified time frame after applications are submitted
- Boards and commissions should communicate in writing status of applications on projects with overlapping jurisdictions
- Current communication issues and proper sign off problems are rooted in lack of clear standardized operating procedures and guidelines

- All applications, sign off sheets and required forms are to be adopted and posted in downloadable formats on town's website
- All boards and commissions are to submit their specific documentation requirements within 2 weeks to Board of Selectman and to e Disseminated to all attendees by e mail to allow time to help develop and refine forms by the February 28<sup>th</sup> meeting.
- Merrimack Valley Planning Authority will be accessed for sample forms, process documents, check lists to help with this effort
- Merrimack Valley Planning Authority will be contacted to ascertain availability of engineers and code enforcement officers for "as needed" service to the town
- By March 30<sup>th</sup> a completed project should be submitted to the Board of Selectman for approval and adoption ( process, policy , communication protocols, Revised applications and sign off sheets)  
These revised systems are to be adopted for 2 years with adjustments and modifications made to streamline processes  
During this process all boards/ commissions that assess fees are to submit requests to revise fees if necessary  
After a period of 2 years a by law is to be established to secure the system as part of town's by laws and submitted for approval as a warrant for the 2017 Town meeting
- The completed work is necessary by this spring for the purpose of assisting the Board of Selectman to adopt a job description for the Building Inspector position
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- The completed work will be used to set performance standards for the building Inspector position

**Prepared and Submitted by Selectman Joe D'Amore.**

**Minutes Unanimously Approved on March 9, 2015**