

**SEEKONK PLANNING BOARD**  
**Regular Meeting**  
**MINUTES**  
**November 8, 2011**

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Present: Ch. Abelson, M. Bourque S. Foulkes, L. Dunn, R. Bennett, R. Ross, R. Horsman  
J. Hansen, Town Planner

7:00 pm Ch. Abelson called the meeting to order.

**Discussion: Local Permitting Guide**

J. Hansen updated the Board on the progress of the Local Permitting Guide. He received and inputted comments from the Department Heads. He asked the Board if they had any comments or additions.

R. Horsman said it was very well done. His only comment was he wondered if it would make sense to have a “punch list” for example A) you go here B) you go there C) etc....

M. Bourque commented because there are varied reasons why people go to the Town Hall it probably would not be a good idea to have a set “punch list”.

J. Hansen pointed out that on the fourth panel it mentioned sequencing as well as instructions that the initial step in the process would be to go to the Building/ Zoning Department.

R. Bennett commented that he has been in Town Halls where they have a dedicated computer room available and all a person needs to do is type in what type of permit or process they need and the pertinent information pops up. He has seen this in Ipswich and Boston, MA.

J. Hansen said he will put the guide on the Town’s website and he will look into the idea of the computer station and also look at different websites that have this information online.

**Discussion: Street Acceptance Form**

J. Hansen reminded the Board that with the last round of street acceptances there was an extra step incorporated which was not included in the past. This step was accepting a deed for the road. In the spring when he went to the Board of Selectmen requesting they accept the deed, this caused some confusion and a discussion followed. It was decided a form would be created with a check off box so when a developer is at the end of building their subdivision they know it is their responsibility to pay for the deed to be registered.

Planning Board members unanimously agreed the Street Acceptance Form with the check off box was a good idea.

### **Discussion: Economic Advisory and Energy Committee Descriptions**

J. Hansen summarized that at a Board of Selectmen's meeting a few weeks back there was a discussion about the Master Plan and creating a description for the Economic Advisory committee and the Energy Committee. He came up with the descriptions and noted the next step would be to advertise asking people in Town to join these committees.

S. Foulkes commented on the Energy Committee description saying it had ambitious goals. She also wondered how it would be monitored when the committees worked with BOS and DPW.

Ch. Abelson said that once the committees were formed and they worked out their action lists then they could be monitored.

J. Hansen said in terms of the time frame and action item list the Master Plan allows five years for each of these sections. He also commented that the Planning Board is taking a more proactive role in this Master Plan and when the Board gets ready to adopt it he said that he wants to adopt a resolution that the Board will review it on a bi-annual basis.

### **Correspondence**

The Board reviewed the monthly report.

L. Dunn asked J. Hansen about the progress of the Zoning Bylaw rewrite.

J. Hansen responded that the ZBA and Building Inspector were on board with making some changes. They gave some suggestions on sections they wanted to see updated. He also said he had a good idea what the work will cost based on what other Towns have done so it can be put in Planning's budget for Spring Town Meeting.

S. Foulkes had a question about the site plan for CVS and the cutting of trees. She wanted to know where they were going to be cut and how many.

Ch. Abelson told S. Foulkes he would have J. Hansen find out and get back to her.

L. Dunn gave a summary report about her meeting with SRPEDD on October 26, 2011. The topic was about fiber optics as well as Seekonk needs a new representative for Metropolitan Planning Organization and Selectmen B. Rice has put his name in.

**Approval of Minutes:**

A motion was made by M. Bourque seconded by R. Horsman and it was

**VOTED 6-0-1: To accept the minutes of 9/27/11**  
R. Bennett abstained, was not present for that meeting.

A motion was made by L. Dunn seconded by M. Bourque and it was

**VOTED 6-0-1: To accept the minutes of 10/11/11 with the grammatical error to be fixed on page 2.**  
R. Horsman abstained, not present for that meeting.

**Adjournment:**

A motion was made by R. Horsman seconded by M. Bourque and it was unanimously

**VOTED: To adjourn. The meeting adjourned at 8:01 PM**

Respectfully Submitted by:

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Florice Craig, Secretary