

WEST NEWBURY PLANNING BOARD
MINUTES OF MEETING
November 21, 2017

Pursuant to a meeting notice posted by the Town Clerk that was delivered to all Board members, a meeting of the West Newbury Planning Board was held on November 21, 2017 at 7:00pm in the 2nd floor Planning Board Room at the West Newbury Town Offices, 381 Main Street. Board Members Ann Bardeen, Brian Murphey, John Sarkis, Raymond Cook, and Richard Bridges were in attendance. Town Planner Leah Zambarnardi was also in attendance. Associate Member, Cindy Sauter was also in attendance.

Discussion of FY19 Budget

The Board reviewed the FY19 Budget. Zambarnardi stated that the MVPC assessment usually goes up. Zambarnardi discussed a need for administrative help which would be at the most 6 hrs a week. The Board agreed to seek assistance from the senior tax work-off program, in which there would be no cost to the Board. They also agreed to request \$2,500 in the budget for the possibility of hiring a regular Administrative Assistant. The Board agreed to finalize the budget by the December 19, 2017 meeting.

Discussion of Planning Goals and Priorities for Rest of FY18 and FY19

The Board discussed reviewing and editing the OSPD bylaw as a main priority along with editing the buffer zone and incentives. The Board wants to continue the analysis on the Downtown Infrastructure, and the expansion of downtown with mixed use. They want to review accessory housing units. Sarkis proposed doing an analysis on inclusionary housing by conducting a financial cost beneficial analysis. Cook suggested that within that analysis, the Board should speak with residents living in the inclusionary housing units to assess their experience. The Board discussed conducting an in-depth analysis of the regulatory methods fostering the creation of affordable housing.

General Business –

Updates - Town Center Infrastructure Planning, Regional Housing Plan, 40B "Safe Harbor" Analysis

Town Center Infrastructure Planning - Zambarnardi stated that the Town Center working group is meeting on December 4, 2017, in which it will discuss to scheduling the public meeting.

Regional Housing Plan – Previously Zambarnardi, Murphey, and Bardeen attended the MVPC meeting on November 14, 2017. During that meeting it was discussed that the number of family households are decreasing and that single person occupants are increasing. It was also stated that the median market rate home is one of the highest in the region. Bardeen shared that MVPC will work on providing Zoning Bylaws from other towns that might have similar situations as West Newbury. The outcome of that meeting will provide feedback, along with a housing production plan.

40B Safe Harbor Analysis – Zambarnardi stated that MVPC is currently working on more calculations to see if the Town meets the 1.5% land area minimum requirement. They will run another analysis including the APR CR, and non-profit owned lands. They will also calculate the amount of land dedicated to affordable housing in Town. After those two analyses are completed, we will know whether the Town

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meets the 1.5%. If we met the minimum, the next step would be to look into zoning those lands for open space purposes. Zambarnardi stated that it's possible the analysis could be completed by next month.

Vouchers –

Zambarnardi had vouchers for payment to Meridian, and payment to WB Mason. Zambarnardi discussed the use of stamps or digital signatures in place of the members physically signing documents for administrative sign offs. The Board opted to continue physically signing documents.

Correspondence –

Zambarnardi shared that the draft for the Merrimack Valley Transportation improvement program for Fiscal Year 2018 – 22. She stated that draft documents will be available for public comment through November 27, 2017. She stated the Board received notice of a public hearing regarding property in Newbury with a proposed solar field at 136/138 Main St. There is a street number issuance notification for the Archelaus Hill Road lots. A notice was received from the Groveland Planning Board regarding changes to their rules and regulations. Haverhill submitted correspondence regarding apartments on 101-103 for Washington St. Zambarnardi reminded the Board to review John McGrath's email from November 23, 2017.

Minutes – September 19, October 3, October 17, November 6

Cook made a motion to accept the September 19, 2017 minutes as edited. Seconded by Bridges and it carried 5-0-0.

Cook made a motion to accept the October 3, 2017 minutes as edited. Seconded by Bridges and it carried 5-0-0.

Sarkis made a motion to accept the October 17, 2017 as drafted. Seconded by Bardeen and it carried 5-0-0.

Cook made a motion to accept the November 6, 2017 minutes as edited. Seconded by Bardeen and it carried 5-0-0.

Administrative Details – Set date to continue informal discussion on solar array at Beaucher Property on Coffin St, 2018 Meeting Schedule, West Newbury Storm Water Committee Membership

Zambarnardi provided information via DropBox to the Board that Michael Carey, SWEB Development, had sent. Zambarnardi also received two letters from Frank Vetere 54 Coffin St., dated November 13, 2017, and another from Rose Vetere 54 Coffin St., dated November 10, 2017 stating their concern for the solar development. The Board agreed to schedule the pre-application conference for December 19 at 7:15.

The Board agreed to have the January meetings scheduled for January 9 and 23.

Personnel Evaluation -

Board agreed to post this as an executive session for the December 5, 2017 meeting.

Submitted by,

Lori Dawidowicz
Recording Secretary

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