



**Town of West Newbury  
Planning Board  
Tuesday January 17<sup>th</sup>, 2023  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)  
**Minutes of Meeting****

**Open Session:** 7:00 PM by remote participation (see below)

**Addendum to Meeting Notice regarding Remote Participation:**

Pursuant to Chapter 20 Of the Acts of 2021, “An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency”, Approved by the Governor, June 16, 2021, which extended permissions for boards and commissions to conduct remote meetings, the Planning Board conducted its meeting via remote participation. The meeting agenda included instructions for the public about how to participate remotely. No in-person attendance of members of the public was permitted, but every effort was made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that it has been unable to do so, despite best efforts, the Board will post on the Town of West Newbury website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as practicable after the meeting.

Chairperson Ann Bardeen called the meeting to order at 7:06 P.M. Members in attendance were Ann Bardeen, Ray Cook, Tim Cronin, Deb Hamilton and Brian Murphey. Planner Sue Brown and Administrative Assistant Katelyn Bradstreet were also in attendance. All participated via Zoom Conference.

**1. Planning Board Approval of Proposed Reorganization of Zoning By-Laws**

- Sue Brown stated the only new item of the proposed reorganization was the draft warrant article. Brown explained that the text of article showed how it will be recodified and renumbered. Planning Board members did not have any feedback.

**2. Draft Decision and Certificate of Vote for Pentucket Regional Middle High School Special Permit Modification for Lighting**

- The document was reviewed by members of the Planning Board. Amendments were suggested and made. **Bardeen moved to approve the draft decision and certificate of vote, as amended. Seconded by Cook. Roll call vote was taken and the motion passed 4-0 (Hamilton abstained).**

**3. Review Draft Scope of MBTA Community Consultant**

- Brown explained that this was the draft scope for the consultant that they will hire to run the process. Cronin questioned if this was the scope for the contract itself. Brown confirmed that it was. Board members suggested changes to the wording and structure of the scope.

**4. Review of Draft FY22 Annual Report**

- Planning Board members reviewed the draft of the FY22 Annual Report. Members had a few questions on specific permitting activities, such as an approved or modified Definitive Plan at Sullivan’s Court Extension. Bradstreet stated she would review the minutes to ensure the information is accurate.

**5. Updates on Solar Bylaw**

- Brown stated that Robin Stein from KP Law joined in on the Solar Bylaw meeting. Stein offered some insight but agreed that the current bylaw didn’t require much change. Stein had also mentioned that in the purpose section of the bylaw, it should be changed to state that the Town would like to facilitate the allowance of solar. Bardeen suggested the use of the word “permitted.” Stein will make the necessary policy

changes and send a new draft to Brown. Brown will then share the new draft with Planning Board members to see if any additional changes need to be made.

**6. Discussion on Accessory Dwelling Units “ADU”**

- Brown added a new line to the ADU Comparison Matrix document for the Town of West Newbury. Planning Board members reviewed the document and updated the specifications for the Towns ADU bylaws. Board members will continue to discuss the ADU bylaws at the next meeting.

**7. General Business:**

- **Town Planner Updates, if any**  
Brown stated she is still moving forward with stormwater regulations with Horsley Whitten but some items are still in discussion.
- **Minutes: January 3, 2023; Others, if any**
  - Bardeen moved to approve the minutes of January 3, 2023, as amended. Seconded by Cronin. Roll call vote was taken and the motion passed
- **Correspondence:**
- **Administrative Details:** There were none.
- **Placement of Items for Future Planning Board Agendas:**
- **Items not Reasonably Anticipated by the Chair 48 Hours in Advance of a Meeting:**  
Ray Cook questioned if there were any updates to Poor House Lane. Deb Hamilton stated Greenbelt has made an offer that she believes will be under consideration.

**Adjournment:**

**Bardeen moved to adjourn the 9:13 P.M meeting. Seconded by Hamilton. Roll call vote was taken, and the motion passed 5-0.**

Respectfully submitted,

Katelyn Bradstreet, *Administrative Assistant to the Planning Board*