



**Town of West Newbury
Planning Board
Tuesday August 1, 2023
381 Main Street, Town Office Building
www.wnewbury.org
Minutes of Meeting**

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

Addendum to Meeting Notice regarding Remote Participation:

As is permissible by State Law 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 Brian Murphey called the meeting to order at 7:00 P.M. Members in attendance were Ann Bardeen, Ray Cook, Tim Cronin, and Deb Hamilton. Town Planner, Sue Brown, was also in attendance. All participated via Zoom Conference.

1. Deer Run Follow Up

A.) Housing Contribution Invoice

Town Planner, Sue Brown, stated that the housing contribution invoice must be paid by Mike Crowe of Deer Run prior to the certificate of occupancy being released. For the current two units that are for sale, the housing contribution totaled \$71,920.00 that will be allocated to the West Newbury Affordable Housing Trust. Ann Bardeen suggested the bylaw be changed to clarify what market sale price means in the formula that is used to calculate the housing contribution.

B.) Form J – Lot Release

Planning Board members went over the Form J Lot Release for Lot 4, which includes unit numbers 1 and 3 of Major Boyd Drive. Amendments were made by members.

2. Discussion of Proposed Changes to Non-Conforming Structures and Uses Bylaw

Building Commissioner, Sam Joslin, went over the proposed changes to the non-conforming structures and uses bylaw. The changes will be submitted as a Fall Town Meeting Article.

3. Accessory Dwelling Units Bylaw

Brown went over the proposed changes to the Accessory Dwelling Units Bylaw. Planning Board members discussed the changes and made amendments.

4. Request for Fall Town Meeting Articles

The Non-Conforming Structures and Uses Bylaw and the Accessory Dwelling Units Bylaw will both be part of an article request for Fall Town Meeting. Brown will prepare and submit to the Town Manager.

5. Sawmill Brook Land Purchase Update (Deb Hamilton)

Deb Hamilton gave an update on the Sawmill Brook Land purchase. Hamilton spoke with ConCom Agent, Michelle Greene, to discuss the trail easement regarding where it was going to go, how it was going to link, who was going to take care of it, when it would be built and maintained, etc. Hamilton will be setting up a site walk for those interested. Hamilton stated the goal is to raise

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Approved September 5, 2023

\$130,000 by December 1st, 2023 to put towards the Greenbelt Contribution to the CPA funds, which were already approved.

6. General Business:

- **Minutes** – June 20, 2023; Others, if any
Hamilton moved to approve the minutes of June 20, 2023, as amended. Seconded by Ray Cook. Roll call vote was taken and the motion passed 5-0.
- **Correspondence**
- **Administrative Details:** Scenic Road Application and Procedure was discussed.
- **Town Planners Report:** Land Management and Planning Summit is being planned for the fall. The purpose is to share information about a number of projects underway, gather public input, etc.
- **Placement of Items for Future Planning Board Agendas:**
- **Items not Reasonably Anticipated by the Chair 48 Hours in Advance of a Meeting:**

Adjournment:

Murphey moved to adjourn the meeting at 8:38 P.M. Seconded by Cook. Roll call vote was taken, and the motion passed 5-0.

Respectfully submitted,

Katelyn Bradstreet, *Administrative Assistant to the Planning Board*