



**Town of West Newbury
Planning Board
Tuesday December 5th, 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 7:01 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. Zoning Bylaw – Proposed Additions and Amendments to Definitions

Town Planner, Sue Brown, went over the edits and comments of the Zoning Bylaw Definitions from Building Commissioner, Sam Joslin. Planning Board members discussed the edits/comments and made their own edits/comments to send back to Joslin.

2. Housing Opportunities Initiative Discussion

Planning Board members reviewed the Housing Opportunities initiative draft zoning bylaw. Comments were added to send back to Dodson & Flinker for further review.

3. Subdivision Application Review and Approval Process

Brown reviewed the application review process, noting that she has spoken with David Kelley from Meridian Engineering to confirm the typical scope of review. A new master contract with Meridian for Engineering Review has been executed.

4. General Business:

- **Minutes** – November 7, 2023; November 21, 2023; Others, if any.
Murphey moved to approve the minutes of November 7, 2023, as amended. Seconded by Cook. Roll call vote was taken and the motion passed 5-0.
Murphey moved to approve the minutes of November 21, 2023, as amended. Seconded by Cronin. Roll call vote was taken and the motion passed 5-0.
- **Correspondence** – Reviewed correspondence from City of Haverhill.
- **Administrative Details** – None.
- **Items not Reasonably Anticipated by the Chair 48 Hours in Advance of a Meeting**

Adjournment:

Murphey moved to adjourn the meeting at 8:41 P.M. Seconded by Cronin. Roll call vote was taken, and the motion passed 5-0.

Respectfully submitted,

Katelyn Bradstreet, *Administrative Assistant to the Planning Board*