

**West Newbury Planning Board Meeting  
May 7, 2019**

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 May 7, 2019 at 7:00pm in the Planning Office at the West Newbury Town Offices, 381 Main Street. Board Members Ann Bardeen, Richard Bridges, Raymond Cook, Tim Cronin, and Brian Murphey were present. Wendy Reed, applicant for the Planning Board Associate Member position was also in attendance.

**Call to Order**

Bardeen called the meeting to order at 7:02

**General Business**

*Updates - Town Meeting held on April 29, 2019; Town Election held on May 6, 2019.* The Board discussed the results of Planning Articles at the recent Town Meeting and future plans. Cook and Cronin volunteered to meet with the Energy Committee regarding the Large-Scale Ground-Mounted Solar Photovoltaic Installations (LGSPI) Overlay District Zoning Bylaw to discern requirements for the Committee's support of future articles. There was consensus that a revised article should be put forward at the Fall Town Meeting. The Board felt the Open Space article discussion went well.

**Recess for Scheduled Public Hearing**

At 7:15 PM, Bardeen moved to recess the regular meeting and open the scheduled Continued Public Hearing and Possible Decision on Request for Modification of Definitive Plan. Cook seconded the motion. The motion carried 5-0. Bardeen noted that the applicant, Mr. McGrath was not present. Bardeen moved to continue the hearing to Wed. May 22, 2019 at 7:15 PM. Cook seconded the motion. The motion carried 5-0.

Bardeen moved to return to regular meeting 7:18 PM. Cook seconded the motion. The motion carried 5-0.

Murphey called a Point of Order, noting that Cronin will not be eligible to vote on the McGrath issue. Cronin was not a voting member at the commencement of Mr. McGrath's appearances before the Board. Therefore, he would be ineligible to vote on the matter. Bardeen concurred. Cronin was congratulated on his election. Murphey was congratulated on his reelection to the Planning Board.

**General Business continued**

*Minutes – Reconsideration of April 2, 2019 Minutes*

The Board reviewed and approved the April 2<sup>nd</sup> minutes at the April 16<sup>th</sup> meeting. However, an earlier version of the minutes had been provided in error to the Board that night. A corrected version was reviewed.

Cook moved to reconsider the vote to approve the April 2, 2019 minutes which was taken on April 16, 2019, in order to consider a later version of the draft minutes. Murphey seconded the motion. The motion carried 5-0.

Cook moved to rescind the Board's approval of the earlier draft of the April 2, 2019 minutes. Bardeen seconded the motion. The motion carried 5-0.

The Board reviewed the later version of the April 2, 2019 minutes, with edits. Cook moved to approve the minutes as amended. Bridges seconded. The motion passed 5-0.

#### *Vouchers*

Members of the Board signed the presented vouchers.

#### *Correspondence*

The Board reviewed legal notices from Haverhill, Newbury, and Newburyport.

#### **Discussion of Associate Member Position**

Bardeen recognized Wendy Reed, applicant for the 1-year Associate Member position, and moved the item up in the agenda. The Board had received a copy of her application and a copy of Zoning Bylaw, Section 8.A.2.b. At the Chair's request, Reed shared her background in engineering. She currently serves on the Conservation Commission. Murphey noted a potential conflict in holding positions on two boards. He noted that in the absence of a full member, an Associate Member may be called upon to vote on a motion pertaining to conservation. Bardeen said she would confer with Zambarnardi. Reed asked if she could approach Town Counsel McCarron regarding this issue. Bardeen concurred.

*Documents Reviewed: Town of West Newbury Application for Appointment – Wendy Reed; Zoning Bylaw, Section 8.A.2.b.*

#### **Review Draft Job Description for Administrative Assistant**

The Board reviewed the Planning Department Administrative Assistant job description. Zambarnardi had noted the intent was to finalize the description and advertise the position in late May with guidance from the Town Manager. An offer could be made after the Selectmen act on the Town Wage Schedule (in late May/early June). The start date could be as early as July 1. Murphey felt the listed tasks would require more than 6 hours/week. Bardeen will review the job description with Zambarnardi and confirm the role of the Town Manager.

*Documents Reviewed: Administrative Assistant Job Description – First Draft*

#### **Schedule Time for Discussion of Work Planning/Prioritization**

Cook suggested May 22. Bardeen noted the increased role of the Planning Board in absence of an updated Town Master Plan. Murphey noted that a discussion of a Master Plan should engage the Town Manager. Further, he suggested the Board review the existing 20-year old Master Plan to benchmark the Board's progress toward identified goals. The Board discussed the importance of prioritization and suggested this topic be revisited at a future meeting.

#### **Board Re-Organization**

This was scheduled for the June 4, 2019 regular meeting.

#### **Executive Session**

Bardeen recessed the regular Planning Board meeting of for the purpose of entering Executive Session to discuss strategy with respect to litigation. A roll call vote was taken. All members present voted to enter Executive Session. Bardeen stated that the Board would reconvene the regular meeting at the conclusion of the Executive Session.

At the conclusion of the Executive Session Bardeen took a roll call vote to end Executive Session and return to the Regular meeting. All members present voted in favor and the motion carried 5-0.

The Regular meeting resumed at 8:37 PM.

Cronin inquired about the status of Sullivan's Court, noting drainage issues. Bardeen noted that Zambenardi will provide an update on Sullivan Court and Drake's Landing at the next Board meeting, including the Conservation Commission trail status.

There was discussion about parcels for sale in town. Bridges suggested convening a group with others to engage Green Belt, which has been talking to land owners. The Board discussed opportunities to be proactive vs. reactive.

At 8:50 Bardeen moved to adjourn the meeting. Cook seconded and the motion carried 5-0.

Respectfully submitted

Kathryn C. Carr, Recording Secretary