

**West Newbury Planning Board
Meeting Minutes
Tuesday, August 20, 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 August 20, 2019 at 7:00pm in the Planning Office at the West Newbury Town Offices, 381 Main Street. Board Members Richard Bridges, Ann Bardeen, Raymond Cook, Tim Cronin and Brian Murphey were present. Associate Member Wendy Reed and Town Planner Leah Zambarnardi were also in attendance.

Call to Order

Murphey called the meeting to order at 7:03 PM.

Discussion of Amendments to Zoning Bylaw for Submission at Fall Town Meeting

The Board reviewed changes made by Zambarnardi based on its previous discussion, and continued its review of Section 2 definitions of the Zoning Bylaw.

Documents Reviewed: Zoning Bylaw Comments and Recommendations

At 7:11 PM, Murphey suspended the discussion to be returned to later, to take citizens comments on Sullivan's Court Extension.

Sullivan's Court Extension

Developer Neve was not present. He had indicated to the Board that he would not proceed with the required bridge construction, noting Conservation Commission limits. The approved Definitive Plan requires that Neve build a trail to the river. The Board holds a bond requiring project completion by August 31. Approximately \$10,000 is tied to construction of the trail, with additional funds held in escrow for paving. Murphey requested that Zambarnardi contact Neve. The full Board saw no reason the project should not be completed based on the terms of the decision.

Patricia Reeser, 84 Crane Neck Street, and Marlene Switzer, 13 Follinsbee Lane stated their concerns about trail completion. Zambarnardi will prepare a list of documents needed, project tasks to be completed and construction completion dates for Board review. She suggested the Board grant an extension to Neve to its September 3 meeting. Cook made a motion to extend the construction completion deadline to September 3, 2019. Bardeen seconded the motion and it carried 5-0.

Zambarnardi further suggested that the Town Conservation agent be made aware of the situation with the trail.

The Board returned to its review of definitions at 7:39 PM.

Zambarnardi will look at Massachusetts General Law for definitions in those areas identified by the Board. The Board will revisit the definitions at a future meeting.

Sign at the Public Safety Complex

Murphey reported that Selectman David Archibald will invite the Planning Board to a Board of

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Selectmen meeting to occur sometime in September. Zambenardi had received a letter from John Dodge (Open Space Committee) regarding the Public Safety Sign and she shared it with the Board.

Discussion of Work Planning/Prioritization

The Board reviewed two spreadsheets prepared by Zambenardi. One - a subset of the other - contained items deemed more timely. Bardeen suggested items in the housing category be prioritized, followed by business, parking, and other issues. Tiny homes were mentioned in connection with regulations regarding detached accessory dwellings and septic impact. Bridges suggested the Board of Health discuss septic capacity at a future Planning Board meeting.

Patricia Reeser and Marlene Switzer expressed concern about Home Owners Associations not meeting their responsibility to maintain trails in their developments. They asked for Planning Board enforcement. The Board felt this was outside its purview and noted that the Conservation Commission has care and custody of the trail easements. A number of other suggestions were made.

Documents Reviewed: Work Planning/Prioritization LZ 8/6/19

Sullivan's Court Extension – Walker Development – Update on Construction Completion and Trail Construction

Mr. Neve was not in attendance, so this item was not discussed.

General Business

Updates – Drakes Landing: Bridges expressed concern that the forecasted rain event will create runoff. No finish grading appears to have been done.

Fee Update – Zambenardi stated that a Public Hearing on Planning Board Fee Updates is scheduled for Tuesday, September 3, 2019 at 7:15 p.m. Zambenardi reported that the first legal notice appeared in the Daily News on Tuesday, August 20, 2019. The Proposed Amendments to Fee Schedules was posted on the Planning Board website on August 20, 2019.

Cultural Asset Mapping Meeting on August 7, 2019 Sponsored by ECCF & MVPC - Zambenardi attended this meeting. It appears to be a regional effort; she was not sure if it will become more localized.

Minutes

The minutes of July 2, 2019 were reviewed. Murphey moved to accept as amended. Cook seconded and the motion carried 5-0.

The minutes of July 16, 2019 were reviewed. Murphey moved to accept as amended. Bardeen second, Murphey recused himself from the vote. The motion carried 4-0.

Vouchers

Vouchers were signed for payroll and a department stamp.

Correspondence

No correspondence was reviewed.

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Administrative Details – Administrative Assistant and Work Station Setup

Zambernardi stated that Jodi Bertrand, current Water Department and DPW administrative assistant, has been hired. She will work 6 hours/week in the Planning Office. Her start date has yet to be determined.

Items not Reasonably Anticipated by the Chair 48 Hours in Advance of a Meeting

None

Adjournment

Murphey moved to adjourn the meeting at 9:48 PM. Bridges seconded and the motion carried 5-0.

Respectfully submitted,

Kathryn C. Carr, Recording Secretary