

Town of Easton
Planning Board Meeting - Regular Meeting
July 5, 2018

DRAFT COPY

Planning Board:

Denys Draper – Chair – Not Present	Tom Boucher (Alternate) – Not Present
Bob Lamanna – Present	Jim Collier (Alternate) – Seated
	Frank Woodruff (Alternate) – Seated
Anita Craven – Present	Bob Thibault (SB ex-officio Alternate) – Present, Not Seated
Zak Mei (SB ex-officio) – Present	

Public in Attendance: Scott Viveiros, Toni Woodruff, Bunny Ford, Dennis Ford, Tara Bamford, Pam McNary, Susan Schibanoff

The meeting was called to order at 7:00 PM by Anita Craven.

Jim Collier was seated for Denys Draper. Frank Woodruff was seated for Phil Reeder.

Minutes

- Amendments to the 6/21 minutes:
 - In the first bullet under Planning Board Business, add “zoning” in front of ordinance.
 - Denys Draper reminded the Planning Board of the need to review existing **zoning** ordinances and make recommendations of possible amendments to the Select Board at the October or November meeting.
 - In the second bullet under Viveiros Sub-Division, add “alternate.”
 - Phil Reeder left the meeting, Frank Woodruff, **alternate**, was seated.
 - In the first bullet under Viveiros Sub-Division, remove the phrase “test pit locations.”
 - Scott Viveiros approached the table with the mylar and five copies, soil map with legend, ~~test pit locations~~, and noted the engineer and survey stamps have been added. The Planning Board began reviewing the materials.
 - If the fifth bullet from the bottom, add the number of days.
 - It was clarified that the clock on the Viveiros subdivision starts now, **65 days**.

- Bob Lamanna moved to accept the 6/21 minutes as amended. Zak Mei seconded. All in favor. None opposed. Passed.

Planning Board Business

Letter

- Anita Craven asked if anyone had a copy of the Chair's Viveiros subdivision acceptance letter. Zak Mei mentioned he had seen a copy of an emailed letter to the selectman that was on the SelectBoard desk. Anita Craven read the email letter.
- Jim Collier moved that the emailed letter that was read be hand delivered to Viv tonight. Bob Lamanna seconded.
- Scott Viveiros stated he had received a letter from the Chair, but not the same letter read tonight. He recommended the board follow the standard procedures by using form letters.
- After further reading, Anita Craven clarified the letter she had read is the cover letter of an email sent to the selectmen with attachments.
- Jim Collier restated his earlier motion moving that the internal letter read tonight be hand delivered to Mr. Viveiros. Bob Lamanna seconded. 4 in favor, 1 opposed (Zak Mei). Passed.
- A copy of the letter read was given to Scott Viveiros.

Future Consideration

- Anita Craven asked that the board consider getting a professional designee to assist the board and act for the board in receiving major subdivision applications, but noted it's not something that should be resolved tonight. She raised the issue of applicants giving their forms to the town clerk, someone who is not officially acting for the Planning Board.
- The board discussed if a designated expert was needed and acknowledged a professional guiding hand would be helpful in complex cases.
- It was noted that the roles and responsibilities for this expert need to be clear if implemented and that these issues need additional thought and discussion.

Schibanoff Lot Merger

- Susan Schibanoff described potential boundary line adjustments with her neighbors, Joyce Thoma Trust and Campbell McLaren Trust, .41 acres and 3 acres of steep slope she would be giving from her own property, respectively.

- Frank Woodruff asked if the abutters are willing to accept the additional properties. Susan Schibanoff replied that it has been discussed with them and both are overjoyed.
- The board recommended Susan fill out an application for a minor lot line adjustment with the signature of all three owners. Jim Collier added that the application will need an abutter list.

Master Plan

- The Planning Board reviewed the draft survey making additions of words and phrases when further specification was needed.
- Tara Bamford will make the final changes and Bob Lamanna will send the final survey to the Planning Board.
- Tara Bamford stated that people are normally given 3-4 weeks to complete the survey and recommended setting the due date a month from the date you think you're going to mail it.
- Jim Collier emphasized the need for people to realize this is **their** Master Plan, not the Planning Board's Master Plan. A sentence was modified in the cover letter to reflect this sentiment.
- A special working session with Tara Bamford will take place Wednesday, August 15 to discuss the community profile, etc.

Subdivisions

- Scott Viveiros requested copies of the attachments mentioned in the email letter he was handed earlier in the meeting. Toni Woodruff responded that there are no other documents because the attachments would not open, and until Denys returns, no one has access to the attachments. Anita Craven stated she would extend this request to the Select Board.
- Scott Viveiros suggested that the Planning Board meet with the Select Board because there have been questionable actions and procedures and that he would be filing an official complaint against the Planning Board in writing.
- Toni presented the board with a subdivision application from Trevor Presby with his request for a formal hearing on August 2.
- It was suggested Planning Board members come to the town hall independently to review the plan prior to the next meeting.
- It was determined the secretary would send notices and add the Presby subdivision to the August 2 agenda.
- Bob Thibault requested the Planning Board go into a closed session to discuss a personnel issue. Zak Mei added that the request is on behalf of the Select Board.

- Jim Collier made motion to go into a closed session at 9:20 pm. Bob Lamanna seconded. A roll call vote was taken with all in favor. None opposed. Passed.
- The public session resumed at 10:15 pm.
- Jim Collier moved to seal the minutes of the executive session. Zak Mei seconded. A roll call vote was taken with all in favor. None opposed. Passed.

Frank Woodruff moved to close the meeting at 10:16 PM. Jim Collier seconded. All in favor. Passed.

Respectfully submitted,

Claire Mei
Secretary to the Easton Planning Board