

ACTON PLANNING BOARD

Meeting Minutes

DATE: August 20, 2015 (approved September 3, 2015)

ROLL CALL:

Members Present: Bob Smith - Chairman
Tom Cashin – Vice Chairman
Jessica Donnell
Yoli Gallagher
Gavin Maloney – Alternate
Walter Scott - Alternate

Members Absent: Art Kelly

Also present: Ken Paul, CEO; Brenda Charland, Recording Secretary; Virginia DeBoer, Video Recorder; Joe Stanley, Line Pro Surveying; Bill Plant, Charles Plant and Sons Excavating; Lee Jay Feldman, Kathy Connor, SMRPC

The Chairman convened the meeting at 7:01 p.m. stating that in the absence of Art Kelly, Walter Scott would be voting.

Approval of Minutes, August 6, 2015: Motion by Mr. Scott, seconded by Mr. Cashin, to approve the minutes as written. Motion passed 5-0.

Discussion of setting a public hearing date relative to the proposed amendment to the Zoning Ordinance regarding Historical Structures was taken out of order. This proposal is a result of the citizen's petition that was submitted to the Board of Selectmen in regards to the repair of damage sustained by the "Little Red Schoolhouse". Consensus of Board Members was to hold a public hearing regarding this proposed amendment on September 17th at 7:00 p.m. The Land Use Secretary will post notices.

Old Business: Nason Farm Subdivision, C. A. Plante and Sons, Nason Road, Map 230, Lot 006: Joe Stanley distributed updated maps indicating minor changes stating that of the 37.6 acres, 20 would be designated as open space based on the presumption that the Planning Board will waive the cluster requirement, net residential acreage, regarding resource protection.

The Chairman had questions regarding the Association, transfers to property owners, etc. Mr. Paul mentioned bond requirements, SMRPC involvement, etc. which should be addressed by the time a Public Hearing occurs.

Mr. Plante requested to begin work on the road. Mr. Paul supported doing the sub-grade work of the road provided the certified engineer is involved throughout the construction. Consensus of Board Members was that Mr. Plante could proceed per Mr. Paul's recommendation.

Joe Stanley spoke about waivers; specifically, high-intensity soil survey and the hydrogeologic assessment. He expressed the opinion that traffic will not be affected in that area, therefore, traffic generation and impact probably won't be necessary. Mr. Cashin stated that the waivers should be addressed after the plan is reviewed by SMRPC.

New Business:

Lee J. Feldman, Southern Maine Regional Planning – Subdivision Law Training: Lee Jay distributed packets outlining proper board tactics, specifically:

- When “judging” a pending application, Board Members should not be discussing the application with anyone outside of scheduled meetings;
- Working on plans and ordinances that will be adopted by the voters at Town Meeting, it is helpful to gather information, therefore it is acceptable to speak with citizens but not other board members;
- Regarding “Conflict of Interest”, it is very important to avoid even the perception of a conflict;
- Documenting Findings of Fact relative to specific actions should be comprehensive and complete because court action often relies on that information
- Meetings, records and proceedings must always be open and accessible.

Mr. Feldman and Ms. Connor offered their help whenever the town needs to call.

Other: none

Adjournment: the meeting adjourned at 8:45 p.m.