

TOWN OF SUTTON
Planning Board
Pillsbury Memorial Hall
Meeting Minutes
February 11, 2014

Present: Planning Board Members: Carrie Thomas, Co-Chairperson; Julie McCarthy, member; Carole O'Connell, Alternate and Dan Sundquist, Ex-Officio; (Bob DeFelice, Peter Blakeman, and Roger Wells, members were absent); and Laurie Hayward, Land Use Coordinator (LUC) and interested member of the public Rosalyn Brooks.

The meeting was called to order at 7:08 PM, by Carrie Thomas, Co-Chairman.

The Chair asked O'Connell to step forward and sit in for Bob DeFelice.

Administrative:

Minutes of previous meetings: The Chair asked for a motion to approve the minutes of the meeting of January 28, 2014. It was pointed out that the date of the meeting was incorrect on the minutes and that should be corrected. McCarthy moved to approve the minutes as amended; Sundquist seconded and it was voted unanimously to approve the minutes as amended.

Correspondence: None.

Reports: There was a discussion about the Open Conditions Report and the LUC promised to bring an updated one next meeting. O'Connell asked if the date of the Conditional Decision could be added. The LUC explained that the database does have the decision date. She was not showing it on the report in an effort to fit the lines to a single page.

Other Business: Sundquist suggested that the LUC ask Burnham, the Co-Chair, to make his resignation formal with a resignation letter. Sundquist explained that he would like that first before any additional action is taken; then, upon receipt of the resignation letter, the LUC could write the Select Board regarding moving O'Connell from alternate to member. After that is done the search could begin for two alternates.

Work Session: The Board then took up the revision of the Application and Application Checklist for Site Plan Review. This was the first work session since October and there was some discussion about which was the latest version of the revision. O'Connell pointed out that the last revision was done in October and the LUC made copies of that revision.

The LUC stated that she was offering all of the drafts of revisions for consideration. The Board agreed that the October 3, 2013 seemed the version that they would prefer to work with at this point. There was some discussion about how the approval process is handled, which includes a Public Hearing but not a town vote. There was also a discussion about the need to make sure that the Application and the Checklist fully and accurately reflect the Regulations. Board members agreed that completing the Regulations revision this year is top priority and, as long as there were no public hearings scheduled, they would plan to make every meeting, both second Tuesday and the fourth, a work session.

Approved April 22, 2014

It was agreed that the LUC should have the revisions of the Application, the Checklist, and the correlative section of the Site Plan Review Regulations available for Board members to review at the next meeting.

Next regular meeting is scheduled to be on February 25, 2014 at 7:00 PM.

There being no further business, the meeting was adjourned at 8: 41 PM.

Respectfully submitted,

Laurie Hayward
Land Use Coordinator