

Minutes of the Planning Board  
May 26, 2015 - 7:00 PM  
195 Main Street, Maynard - Room 201

**Members present:** Chair Kevin Calzia, Linda Connolly, Greg Tuzzolo, Andrew D'Amour

7:06p.m. – Chair Calzia called the meeting to order

**Approval of minutes:** The Board reviewed the minutes of 12-9-14 and 2-24-15.

*A motion was made by Greg Tuzzolo to approve the minutes of 12-9-14 and 2-24-15 as amended, seconded by Andrew D'Amour. The Board voted 4 to 0 in favor of this motion.*

**Other Business:**

**2015-16 Board – Discussion of upcoming changes.**

Town Planner Bill Nemser stated that Max Lamson's term is up at the end of June and he is not looking for re-appointment creating a vacancy on the Board. Bill mentioned that there have been several letters of interest, appointments are made by Board of Selectmen (BOS) at end of June. Andrew asked for clarification on the appointment, is it by existing or new BOS, Bill will clarify. Mr. Chetywn has submitted a letter of interest and was present. Chair Calzia asked if he would like to speak. Mr. Chetywn stated he was previously a Planning Board member for 7 years and felt it was time to get back in town business, he feels he has experience that feels could be helpful and the alternate position is a good way to ease back in. The Board discussed how the terms are staggered, how and when appointments are made. In July the Board will vote on reorganization.

**Planning Board Rules and Regulations – Discussion of rewrite format.**

Bill talked with the board about the Planning Board rules and regulations, he and Greg have been reviewing the regulations and cleaning up and eliminating redundancies these changes are ready to be reviewed. Also Greg has been working with Bill on a draft proposal of changes to the site plan submittal, particularly relating to the requirement of landscape plans and required details. Greg explained that he did some research into what other towns do, some have information guidelines, some have codes adopted by town meeting; there is a big range. Need to clarify the requirements, update the rules and regulations, adjust the rules and regulations as needed. The regulations need to specify the plans and information that are required for submittals.

The Board discussed that rules and regulations can be changed anytime, it should be very inclusive, use as a test before envisioning a bylaw. The applicants can request waivers from the regulations, a bylaw should not be subject to change. The Board discussed what the procedure is for adopting new rules and regulations. The regulation will be reviewed by the board next meeting and a public hearing on the proposed landscape regulation will be held on June 23, 2015.

**NBOD Recommendations – Discussion of final Planning Board survey.**

Bill handed out the latest version of the NBOD recommendation. Each page is its own use and what the changes are going to be. There was discussion of removing number 4. The Board also did not want emerging energy technologies to be allowed in the business or central business district. Bill will draft a letter to the Board of Selectmen outlining the changes made to the definitions and use table.

**Town Planner Update**

Master plan – Bill is wondering if the amount of money (\$100,000 +) to do a new master plan is in the town's best interest. The existing plan may be able to be used and updated. The housing production plan can be incorporated into the Master Plan. The Master Plan is supposed to be updated every five years, it includes visioning of land use outlined, long term planning, see what the vision is, gives a vision for the overall community. Bill would like to look at similar towns master plans.

Housing Production Plan – Andrew stated he is unimpressed with the presentations and everything done to date. Bill stated the visioning session will be July 1. The Board asked to see the survey questions and survey results.

Saracen Group the new owner of Clock Tower Place will be giving a presentation to the Board of Selectmen on June 2, a similar presentation was given to department heads last week. Bill suggested Board members attend the presentation if available and also the Economic Development Committee (EDC) will be sponsoring a presentation at the library on June 11. Bill suggested that the Board have the Saracen group come into to discuss their proposal in the next month or so.

Linda gave an update on the status of the Memorial Park project. She will be meeting next week with Bill Nemser and Andrew MacLean to discuss the RFP and next steps.

A motion was made by Kevin Calzia to adjourn, seconded by Greg Tuzzolo.  
Meeting adjourned at 9:14 p.m.