

**Kingston Planning Board
July 27, 2010
Public Meeting**

Minutes

Mr. Wilson, Acting Chairman, called the meeting to order at 7:00 PM; there were no challenges to the validity of the meeting.

Members Present:

Rich Wilson, Acting Chair
Ernie Landry
Glenn Coppelman
Chuck Hart, BOS rep.

Jay Alberts
Dan Mastroianni
Rich St. Hilaire, Alternate

Members Absent: Marilyn Bartlett, Alternate
Also present: Ellen Faulconer, Administrative Assistant

Mr. Wilson announced that Mr. Greenwood, Circuit Rider Planner, had a prior commitment and would come late to the meeting if possible.

Mr. St. Hilaire will be a voting member for this meeting.

Board Business

Mr. Wilson explained that he asked Ms. Faulconer to contact the Local Government Center for the procedure the Board should follow since receiving Mr. Hurley's resignation from the Board and as Chairman. Ms. Faulconer stated that she had contacted the LGC and spoke with Attorney Sanderson; he explained that position of Chairman was now vacant and the Board should re-constitute itself as they do at the first meeting after Town meeting. They suggested that the first order of business should be to elect the Chairman and Vice Chairman.

MM&S to elect Richard Wilson as Chairman. (Motion by Mr. Alberts, second by Mr. Mastroianni)

Discussion: Mr. Coppelman asked Mr. Wilson his feelings on being elected Chairman; Mr. Wilson said that as long as there would be a Vice-Chairman, he was comfortable accessing the position.

Vote on the Motion: **PUNA**

MM&S to elect Jay Alberts as Vice-Chairman. (Motion by Mr. Mastroianni, second by Mr. Hart) **Motion passes 5-1-1** (Mr. Wilson abstaining, Mr. Coppelman opposed).

Mr. Coppelman brought up the issue of the vacant position. He stated that Board practice has always been to offer a vacant full Board position to an alternate; he added that it would be important to offer that position to someone who had experience on the Board.

MM&S to nominate Rich St. Hilaire to fill the full-time spot on the Board until the March election. (Motion by Mr. Coppelman, second by Mr. Hart)

Mr. St. Hilaire thanked the Board but explained that due to his current load of responsibilities he would have to decline the nomination. Mr. Wilson agreed with Mr. Coppelman about the Board needing the experience and asked Mr. St. Hilaire whether he would accept the nomination if the Board did not expect him to come any other time than he normally would come to the meetings, based on his interest in the subject matter. Mr. St. Hilaire said that he would rather see someone else take the position.

Mr. Coppelman withdrew his motion; Mr. Hart withdrew his second.

Mr. Coppelman stated that there were a number of individuals who have served on the Board before and he would like the Board to see if any of them would be interested in a short-term appointment due to them already having a level of experience. Ms. Faulconer announced that a notice had been placed on cable asking for volunteers for the Board; the newspaper announcement was sent to the paper for their next edition. Mr. Wilson would like to see who came forward without being recruited; he said there were always enough voting members that filling the position in not an issue. Mr. Coppelman said that he was concerned with any tie votes that might occur with just 6 members. Mr. Hart hoped that some of the previous Board members referred to by Mr. Coppelman would see the ad and volunteer to join the Board.

Critical Correspondence:

- Memo received from Ms. Faulconer re: sign ordinance discrepancy noted at the Inspector's meeting. The Board noted the comments to discuss at a future meeting.

ACTION ITEM: The Planning Board to review the sign ordinance regarding a possible discrepancy noted by the Inspectors.

- Tupelo, LLC.: request received from Mr. Mastroianni asking to release his engineering bond; approved by the Board pending assurance that there are no pending bills against the bond.

ACTION ITEM: Review pending bills re: Tupelo, LLC (Mastroianni)

- A letter was received from 42 Church Street about a possible In-Home Sign business; there was discussion that there may need no additional Board review if all the activity is done internally. There were questions about whether there was outside activity; additional truck traffic. The Board decided it would be more expedient to meet with the business owner directly.

ACTION ITEM: Ms. Faulconer to contact the business owner at 42 Church St. to meet with the Board at the next meeting.

- Letter sent to Landscaper's Depot per last meeting Action Item.
- Letter received from Travis McConnell; the Board would like to meet with Mr. McConnell; Mr. Hart confirmed that the Building Inspector could be invited to also attend the meeting.

ACTION ITEM: Ms. Faulconer to contact Mr. McConnell and the Building Inspector to attend the Board's next meeting.

Mr. Alberts asked Mr. Hart was the policy was about the Inspectors attending the Board's meeting. Mr. Hart said that they can be invited to come in for a specific item that the Board needed their input.

- Letter received re: release of Chester Hill LLC letter of credit.

ACTION ITEM: Mr. Walker to review Chester Hill's LLC letter of credit to see if outstanding items are complete and the LOC can be released.

- Mr. Hart informed the Board that they had received information about the building of a transfer station. The Planning Board clarified that it would need site plan review.

ACTION ITEM: Ms. Faulconer to get information concerning transfer station from BOS A.A.; notify them that site plan review is required.

PLAN REVIEW:

The Board decided to add the Taylor Lot Line Adjustment proposal to the Aug. 17, 2010 agenda at 7:30.

Board Business Continued:

Committee Updates:

HDC: Mr. Coppelman updated on the Board on the Committee's July 13th meeting: Gilman Cottage is still for sale; there will be a self-guided walking tour available at Kingston Days for HDI; on Aug. 12th there will be a presentation on Form-Based Code Zoning.

ZBA: Mr. Alberts noted that there had not been a ZBA meeting since the last update. He noted the results of a recent Supreme Court decision supporting the ZBA and Board decision.

BOS: Mr. Hart said that there was nothing of note to report.

Grants: Mr. Coppelman stated that the PREP Estuaries Grant had been signed and received but there was no further information.

MM&S to accept June 22, 2010 minutes as written. (Motion by Mr. Coppelman, second by Mr. Mastroianni) **Motion passed 5-0-2** (Mr. Wilson and Mr. Hart abstaining)

CIP Committee Membership:

Mr. Wilson suggested keeping the membership as it currently stood. Ms. Faulconer, acting as a current member of the CIP Committee, suggested that it might be prudent to keep the membership as is to finish up this year's update and then change the membership for the next update. She felt that since the first year took a little longer than expected it would put the update back further by having new people get up to speed; she hoped that the update could be done by year end, certainly before Town meeting. Mr. Coppelman stated that he thought this was a good argument; he thought it should be done by vote of the Board.

MM&S for Richard Wilson, Glenn Coppelman and Ernie Landry to serve on the CIP Committee. (Motion by Mr. Mastroianni, second by Mr. Hart) **PUNA**

ACTION ITEM: Ms. Faulconer to send letter to BOS and BudCom asking that they appoint members to this year's CIP Committee.

Correspondence, Continued:

- Letter received from Mr. Rizzo asking for release of balance of escrow account; Mr. St. Hilaire explained that the Town took the remained of the bond to finish the road; Mr. Rizzo had abandoned the project; he added that the Town simply had not moved the money to pay for its expenses to finish the project yet. Mr. Hart concurred; it was the Town's money that was left in the Bond. Mr. Hart stated that the BOS had been dealing with Mr. Rizzo and should continue with this matter.

ACTION ITEM: A copy of Mr. Rizzo's letter, these minutes, to be forwarded to the Board of Selectmen to reply to Mr. Rizzo.

Board Vacancy, Continued

Mr. Wilson introduced Adam Pope, 2 Horseshoe Lane, to the Board; he has an interest in participating; he presented a Letter of Interest asking to be an alternate Board member. The Board determined that the position that expired in 2012 was currently an open position.

MM&S to appoint Adam Post to fill the 2019 Alternate vacancy. (Motion by Mr. Alberts, Second by Mr. Mastroianni)

Mr. Hart suggested that Mr. Post come to the next couple of meetings to see how the Board operated; he thought the Board should wait to appoint anyone due to the fact that the notice asking for volunteers had just been put on cable and had not been published in the newspaper yet. Mr. St. Hilaire also thought that the Board should wait until the ad had been in the paper. Mr. Mastroianni suggested waiting a month to take the vote. Mr. Wilson added that this would give Mr. Pope the ability to sit in for a couple of meetings to see if he is still interested. Mr. Coppelman told Mr. Pope that it is commendable that he is interested in volunteering and that he came in this evening.

Mr. Alberts withdrew his motion; Mr. Mastroianni withdrew his second.

Board Policy:

Mr. St. Hilaire commented that the Board has continued to hear input from Granite Field's Golf Course without a plan complete enough to be accepted for jurisdiction. He added that the Town has been wasting a lot of the Town's money; there are multiple layers of employees reviewing these incomplete plans. He felt that the Circuit Rider and Town Engineer should be reviewing for completeness and not be wasting Town Employees' time and money. He noted that the applicant's engineer knows the rules and regulations and what makes an application complete; he stated that this plan was no where near being complete regardless of the issues currently being discussed. He ended by stating that the Board should not be reviewing a plan not ready to be accepted for jurisdiction and it was very frustrating that they were.

Mr. Alberts and Mr. Wilson agreed with Mr. St. Hilaire's point but added that there were issues that were just clarified at the last meeting concerning the zone to be used and open space requirement. Mr. St. Hilaire stated that the applicant now thinks they have been coming to the Board for a long time but the Board didn't have the information to truly review the plan. He continued that it is the applicant's job to propose a complete plan and then the Board can make decisions on that proposal; he re-iterated that the plan needs to be complete so the Board can take jurisdiction.

Mr. Landry suggested that the Board needs to review its procedures and then stick with them; he said that the Board needs to follow them which would make things easier for the Board.

LETTER PROCEDURE:

The Board decided the procedure for any letter received asking for a decision from the Board: applicant called and asked to come in to speak to the Board; letter needs to be received no later than the Tuesday before the next agenda (giving at least a week's notice); letter to be given to the Inspectors for any input for the property/proposal; PB property file to be available for review.

MM&S to adjourn at 8:27. (Motion by Mr. Coppelman, second by Mr. Hart) **PUNA**