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**MEETING MINUTES**

**Wednesday – May 9, 2018- 7:00 P.M.**

(Town Offices –2nd Floor Conference Room)

Members Present: Chair Sarah Widing, Vice Chair Bill Oelfke, Barbara Yocum, Janet Tice, John Gailey, Associate Member Bonnie Lawrence

Chair Widing called the meeting of the Planning Board to order at 7:00 p.m.

***Presentation by Glen Eaton from the Montachusett Regional Planning Commission (MRPC) to discuss Community Development Block Grant (CDBG) Program***

Glenn Eaton from the MRPC mentioned the previous efforts of the MRPC to put together the CDBG Program applications. Mr. Eaton spoke about the action plan put together by Brian Keating (Mr. Eaton also noted that he would be taking over CDBG oversight for Brian Keating, who has resigned from MRPC); and, he mentioned the four areas of eligibility for the CDBG program. He described in detail what a Community Development Strategy (CDS) is, and how it applies to the CDBG application. Mr. Eaton informed the Board that a CDS is similar to an abridged master plan. John Hume, not present at the meeting but through correspondence with Mr. Eaton, indicated that the Town has completed some items that were listed in the previous CDS.

Mr. Eaton explained that a community survey would be designed to poll the Town about what they believe the needs of Shirley are. Mr. Eaton noted that often times the software program Survey Monkey is used to disseminate community surveys. Mr. Eaton stated that public input is very important to the Dept. of Housing and Community Development that issues these grants.

Ms. Yocum asked if completing a community survey had any effect on the granting or denial of an application. Mr. Eaton informed the Board that an application does receive “two points” on the scoring scale for completing a community survey. He went on to provide some detail on the scoring metric used. He also stressed the importance of the two points, and mentioned that often times two applications can be “tied” but the community survey is used as a “tie-breaker.” Mr. Eaton added that the Department of Housing and Community Development (DHCD) can tell when a town hasn’t completed community outreach surveys.

Vice Chair Oelfke stated that part of the problem Shirley faces is that, unlike other towns, the Town does not have a dedicated Town Planner or Economic Development Officer. Mr. Eaton stated that part of the contract the Town has with the MRPC includes an assessment for local technical assistance, and that the MRPC can offer support to the Board and Town. Mr. Eaton added that the MRPC gets $70,000 for economic development planning which also includes assistance in grant writing.

Vice Chair Oelfke asked if it was possible for Mr. Eaton to provide the Board with a sample survey used by another Town that coordinates with the MRPC. Mr. Eaton indicated that he would be able to provide the Board with samples of surveys used by other towns.

Ms. Lawrence asked if other towns put the surveys on their website. Mr. Eaton responded that other towns use not only their websites but some have used: QR Code in the newspaper, roadside emergency signs, utility mailings for water/sewer, senior-center events. Once a survey and other community outreach efforts have been completed, Mr. Eaton suggested the Board and the MRPC write up a survey methodology, showing the results of all community outreach efforts, and attach it to the CDBG application.

Vice Chair Oelfke again indicated that the first step in this process was to review surveys and distribute them, from which the Board would then be able to develop a plan.

Chair Widing noted that the Board could distribute the survey at the Special Town Meeting in November.

Ms. Tice noted the importance of input from other Town Departments, Boards, and Committees.

Mr. Eaton also informed the Board that the Town is required to have at least one public hearing during the implementation of a Block Grant to go over the status of that implementation.

Mr. Eaton and the Board discussed the amount that can be awarded by a Community Development Block Grant.

Mr. Eaton stated that applications are required to be submitted by March 2, with notification of an award to be followed in July. He noted that generally it can take up to nine months from submission of an application to implementation of the grant.

Ms. Yocum stated that in the past the Town had partnered with other towns, and asked if the current CDBG grant the Town was implementing was being coordinated with another town. Mr. Eaton informed the Board that the existing CDBG was applied for and awarded to Shirley only, and that the Town was using that grant for fuel assistance and housing rehab projects.

Mr. Eaton explained the national objectives that need to be met by a CDBG application which are: benefit to low-moderate income people (51% benefit to community), elimination of slum and blight (demolition of buildings), and urgent critical community need.

Chair Widing indicated that in the next month the Board would put together a community survey for distribution.

Mr. Eaton also briefly discussed the Americans with Disabilities Act (ADA) Transition Plan. He indicated that the Town could apply for a grant that would provide funding to aid in the writing of the ADA Transition Plan. Mr. Eaton indicated that he would provide the Board with information about the grant program and the timeline for the application of that grant.

***Discussion of Handouts and Presentation for Annual Town Meeting***

Chair Widing opened the discussion and noted that Ms. Tice had prepared a handout describing the changes being made to the original bylaw, which the Board approved of, in a 4-0 unanimous vote (Chari Widing was not present to vote at the April 18, 2018 meeting of the Planning Board). She also presented the Board with a map she had created indicating where in Town marijuana businesses can locate.

Ms. Yocum made a suggestion to add verbiage to the map key, to provide clarification for the public at the Annual Town Meeting (ATM). The Board discussed verbiage on the map.

Vice Chair Oelfke described the Town Meeting process, and noted that it may be continued to May 15, 2018 and potentially May 21, 2018 as well. Ms. Tice noted that at the Special Town Meeting (STM) on March 5, 2018 the Town Moderator limited the Board members to three speaking opportunities each. Vice Chair Oelfke stated that he had spoken with the Town Moderator about the matter. At the STM the moderator believed that the Board members were taking a position on the bylaw, and as such, she limited them to three speaking opportunities each, Vice Chair Oelfke stated. He also indicated that at the ATM the Board members will be allowed to speak more than three times.

Chair Widing informed the Board that should they want to advocate as citizens, she would encourage them to do so.

Ms. Lawrence posed questions about verbiage on the map handout, and the difference between medical and non-medical marijuana. The Board indicated that they were comfortable with the changing in verbiage already proposed, and stated that they did not want to overcomplicate the map that would be provided to attendees of the ATM.

Chair Widing noted that she would be prepared to answer questions about the differences and distinctions between medical, non-medical, retail, and non-retail marijuana during the presentation of the Warrant Article.

***Discussion of Final Warrant Article with Possible Vote to be Taken***

Vice Chair informed the Board that before the final draft of the Warrant Article was submitted, but after the April 18, 2018 Public Hearing, several changes had been suggested to add clarification and consistency to the Warrant Article. It was originally believed that there would need to be floor amendments made to the Warrant Article, but after consultation with legal counsel (Kopelman & Paige Law), it was determined that floor amendments were not needed.

Chair Widing sought clarification on 4.18.7(a), and asked if the Warrant Article was still consistent since the Board had decided to strike the proposed 4.18.7(b) at the April 18, 2018 meeting. After discussion, the Board determined that the Warrant Article was internally consistent and correct.

***Letter of Support for Nashua River Wild and Scenic River Designation***

Chair Widing agreed to sign the letter prepared by Michael Gibbons, Administrative Assistant to the Planning Board.

**ADMINISTRATIVE MATTERS**

***Approval of April 11, 2018 Meeting Minutes***

Vice Chair Oelfke motioned to approve the April 11, 2018 meetings as written, Mr. Gailey seconded the motion. Motion passed, 5-0 unanimous.

***Use of Town Email Addresses***

Mr. Gibbons informed the Board that he would be working with the Communication Committee and Town Administrator to try to make the Town email addresses more accessible to the Board members.

Chair Widing indicated that the inability to have emails pushed to her cell phone makes it difficult to consistently check emails, which can important in time sensitive Planning Board matters.

***Center Road Removal of Stone Walls***

Ms. Tice brought to the attention of the Board work being done on a property on Center Road. She noted that another applicant on Center Road had previously come before the Board to request a Special Permit for the alteration of a stone wall. She did not believe the property owner in question had applied for a special permit, and yet they were also removing an existing stone wall.

Vice Chair Oelfke stated that Mr. Gibbons could speak with the Building Inspector Ed Cataldo, to ask if the property owners need to apply for a special permit.

***Motion to Adjourn***

Vice Chair Oelfke made a motion to adjourn at 9:00 p.m., Mr. Gailey seconded the motion. Motion passed 5-0, unanimous.

Prepared By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accepted By:­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_