

**Buckland Planning Board
Meeting Minutes
November 10, 2021
Hybrid Meeting**

Draft
Submitted to
Board

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Agenda

- I. Open Meeting
- II. Approval Not Required (ANR): David and Paula Parsons, trustees, 103 North Street. Randall Izer of Harold Eaton & Associates, Inc., representing owners/sellers.
- III. Atherton ANR has been postponed to a future meeting date
- IV. Discussion of board officers and roles/responsibilities
- V. Identify tentative agenda for December meeting
- VI. Public comment
- VII. Review of minutes of previous meetings, if available
- VIII. Other topics unanticipated by Chairs 48 hours prior to meeting
- IX. Adjourn the meeting

Attendees

John Gould – Planning Board Co-chair
Andrea Donlon – Planning Board Member
Jon Wyman – Planning Board Member
Michael Hoberman – Planning Board C-o-Chair
Brian Rose – Planning Board Member
Andree Duval, Planning Board Clerk
Randall Izer, representing ANR Applicants David and Paula Parsons, trustees, 103 North Street.

Meeting

- I. Open Meeting – Co-Chair John Gould opened the meeting at 6:33 pm
- II. Approval Not Required for David and Paula Parsons, trustees, 103 North Street. Randall Izer of Harold L. Eaton & Associates, Inc., representing owners/sellers
 - a. The Parsons, trustees and Randall Izer submitted all necessary documents. Randall Izer attended the meeting for the property owners selling the house at 103 North Street. Part of the driveway at 103 North Street is located on Parcel A (a contiguous/commonly owned lot to 103 North Street). This ANR is requested to add a small parcel of driveway/land onto the 103 North Street Lot to provide a driveway that is 100% owned by the house/lot at 103 North Street. The contiguous parcels involved are owned by the same people providing common ownership, so this request benefits the owner by providing a private driveway for 103 North Street without the need for a finding.
 - b. The Board and Mr. Izer discussed the details of the request. After discussion, John Gould polled the Board and they found the modified house lot at 103 North Street to be acceptable. After review of the survey and Form A, Mr. Gould and the Board members requested that Mr. Izer add some clarifying language to the documents. On the Form A, the following additional language was requested: Form A, 5. Remaining Land in contiguous ownership with other Parsons land and has legal frontage on North Street. On the survey (paper and Mylar copies), the following language was requested to clarify area for ANR: See Parcel 1 on inset. Mr. Izer added language to the survey and to the Form A. Mr. Izer signed and dated these additions.

- c. The Board agreed that the ANR met all the conditions and all five Planning Board Members signed the two documents including John Gould, Michael Hoberman, Andrea Donlon, Jon Wyman, and Brian Rose.

III. Atherton ANR postponed to a future meeting.

IV. Discussion of board officers roles/responsibilities

- a. This discussion of board roles and responsibilities has been postponed to a future meeting.
- b. Current Co-Chairs Gould and Hoberman will meet to review job tasks of Board chairpersons and members. They will outline ideas and suggestions for potential changes. They will share an outline of job tasks for review by all Board members to aid in future discussion.

V. Identify tentative agenda for December meeting

- a. The Board combined agenda items IV and VII to review previous meeting notes and to set some agenda items for the December meeting.
- b. John Gould and board members reviewed the thank you note drafted for Alyssa Larose at FRCOG. No edits were suggested. The Planning Board will file this letter with the Select Board to show the Planning Board's support for Alyssa's work. All Planning Board members will sign the letter.
- c. Alyssa Larose invited the Buckland Planning Board to present their bylaw amendment work to the FRCOG Planning Board on January 27, 2022. John Gould and Michael Hoberman will present the Buckland zoning change process at that meeting.
- d. The Board reviewed the September and October meeting notes. Board members made several edits to each set of notes. The notes will be revised and voted on when available at a future board meeting.
- e. December Meeting agenda items might include:
 - i. Site Plan review for the McCusker ground mount ZBA application
 - ii. John Gould suggested combining the ZBA and Planning Board meetings for this review to aid in efficiency for the resident and Boards. The Planning Board agreed to meet on December 1st in a joint meeting with the ZBA. Gould will prepare the legal notice for this meeting. The ZBA will meet at 6:30pm as a finding is needed first. The Planning Board will meet at 7:00 pm to review the site plan.
 - iii. Atherton ANR may be on the December meeting agenda
 - iv. Andrea Donlon noted a review of the Short Term Rental bylaw and Marijuana bylaw is needed
 - v. Michael Hoberman and members suggested the Community Preservation Act should also be reviewed at a future meeting.
 - vi. Board Members additionally asked if FRCOG would have any grant funds to support a review of the marijuana bylaws. Questions such as what categories need to be added, how can we invite public feedback, has anyone been turned down due to the bylaws, has there been any pick up or delivery impact, and the need to poll the town Boards and town employees as part of the review were all raised.

VI. Public Comment - None

VII. Review of minutes of previous meetings was completed in Section 4 of the agenda

VIII. Other topics unanticipated by Chairs 48 hours prior to meeting

- a. John Gould discussed the time spent on ANR research in preparation for ANR applications that are on the agenda at Board meetings. John, Andrea and members noted that there is a need to look at this process and time spent.
- b. Board discussion on the ANR process included a need to look at and revise the Form A. Andrea Donlon offered to draft/create a fillable Form A document that could be added to

the town website. Jon Wyman shared a Form A example from another town. Michael Hoberman suggested the Board set a firm ANR meeting schedule and offer a once monthly option. Members discussed the possible need to develop a checklist for the ANR process.

- IX.** Adjourn meeting – Brian Rose moved to adjourn the meeting, Michael Hoberman seconded the motion. Vote was unanimous. Meeting adjourned at 8:00 pm

Minutes respectfully submitted by Andree Duval, Planning Board Clerk on 11/23/21