

Town of Greenfield  
Planning Board  
Preliminary Meeting Minutes  
Recorded by Michelle Hall  
July 22, 2019

Members Attending: Mason Parker, Neal Brown, Robert Marshall, Ken Paulsen, George Rainier, Rob Wachenfeld

**6:30 pm MParker** opened the meeting and discussed tonight's agenda. **KPaulsen** will be voting member.

The board's first order of business was to take nominations for a new chair. **GRainier** nominated **MParker** for chair. **Seconded by NBrown. RMarshall** motioned to close the nominations and move to vote. **Seconded by NBrown. Motion passed 6-0-0.** The planning board voted for MParker to be chair 6-0-0.

The board took nominations for vice chair. **NBrown** nominated **GRainier** for vice chair. **Seconded by RWachenfeld. NBrown** motioned to close and vote. **Seconded by KPaulsen. Motion passed 6-0-0.** The planning board voted **GRainier** for vice chair. 6-0-0.

**MParker** is now chair, **GRainier** is now vice chair and **NBrown** is secretary.

**6:35 pm RMarshall** read minutes from July 8<sup>th</sup>, 2019 meeting: amendments are as follow.

Line # 53 change 'August' to 'first meeting in September'

**RMarshall** motioned to accept minutes. **Seconded by NBrown. Motion passed 6-0-0.**

**6:41 pm MParker** went over mail:

- 7/8/2019: Payment of \$179.40 check # 1032 received from Eversource for advertising for public hearing
- 6/15/2019: Business Occupancy Application and payment of \$25.00 check # 107 from Wendy Durrett, All God's Creatures Pet Shelter and Sanctuary Inc.
- 7/15/2019: Letter from FEMA for Flood Risk Project, 30 Day Engineering Models Notification (NBrown will forward this to Aaron Patt)
- 7/15/2019: Application for Site Plan Review from Wendy Durrett

**6:45 pm Special Orders- Case Numbering Update- NBrown**

**NBrown** explained that he would like to redesign and streamline the filing system and make it computer searchable. Copies of his specific plan were distributed to the membership for their consideration at the Board's next meeting.

**6:56 pm Unfinished Business- LLA Language (Lot Line Adjustment) – MParker**

**MParker** read and discussed emails he recently exchanged with Michael Courtney (Town Counsel) in regards to LLA Language. **MParker** introduced a packet titled, 'Procedure for Lot Line Adjustment' which was created by Mike MCourtney. The planning board will be reviewing the packet at a later meeting.

45 **Action Item:**

- 46 • **MParker** contact town counsel in order to finalize items in the LLA Standard language. **MParker**
- 47 will then forward response to the planning board members.
- 48 • **NBrown** will compose a draft of public hearing notice regarding the changes to the subdivision
- 49 regulations.

50  
51 **7:34 pm New Business**

52 **Rules of Procedure:**

53 **MParker** distributed a copy of the Planning Board Rules of Procedure to the members of the board. He  
54 informed the board that these were the most recent rules of procedure and encourage the board to  
55 read them over and become familiar with them. Also, he spoke in regards to the board of selectmen's  
56 desire to have better processes and procedures across all boards and departments. He encouraged  
57 members to look for ways the planning board can improve their processes and procedures. The board  
58 discussed how many members were needed for a quorum. It was suggested that **KPaulsen** consider  
59 becoming a full member to fill a vacant seat until the end of the term. There was a common consensus  
60 that current members will have to work hard on recruiting new members to the board.

61 **Schedule New Applications:**

62 The planning board received an application for Site Plan Review from Wendy Durrett for a dog kennel. It  
63 was noted the application was received 21 days prior to the boards next regular meeting. The planning  
64 board went over the application for site plan review to check for its completeness. Though many of the  
65 checklist items were deemed Not Applicable, there were still several items that needed to be added.

66 The scale drawing will need to include the following:

- 67 1) a north arrow
- 68 2) a date
- 69 3) measurements of the distance from the "house" structure to the property line
- 70 4) the location of the well
- 71 5) pet waste disposal area
- 72 6) client parking
- 73 7) any signage
- 74 8) existing and/or proposed exterior lighting

75 The board agreed to request a site walk be held prior to the next meeting.

76 **RWachenfeld** had to leave at 7:40 pm.

77  
78 **Action Item:**

79 **MParker**

- 80 1. Send email to applicant (Wendy Durrett) with description of items needed to have a completed
- 81 application.
- 82 2. Schedule a site walk with the applicant.

83  
84 **9:12 pm GRainier** motioned to adjourn. **Seconded** by **NBrown**. **Motion passed 5-0-0. Meeting**  
85 **adjourned.**