

Town of Greenfield  
Planning Board  
Preliminary Meeting Minutes  
Recorded by Michelle Hall  
September 9, 2019

**Members Attending:** Mason Parker, Robert Marshall, George Rainier, Ben Hale, Ken Paulsen

**6:30 pm MParker called meeting to order and went over tonight's agenda. RMarshall** read minutes from previous meeting. Amendments are as follows. **KPaulsen** will be voting member for tonight's meeting.

Line # 53 change 'Brigoni' to 'Brigani'

Line # 59 change 'business' to 'businesses'

Line # 58 change to 'only put an animal down if they were terminally ill and suffering.'

Line # 77 change to 'is only'

Line # 99 change 'Bordan' to 'Borden'

**GRainier motioned to accept the minutes as amended. Seconded by RMarshall. Motion passed 4-0-0.**

**Mail:**

- Mike Borden sent Allrose Farm applications
- August 2019: SWRPC Highlights
- Updated- Subdivision Regulations
- 2- Unclaimed certified letters to Tammalda Atherton from Durrett Home-based Business public hearing notices. (Tammalda Atherton was present at the meeting in regards to this)

**6:48 pm Presentation- Intro to Financial Planning for CIP- Katherine Heck**

**MParker** opened the floor for **KHeck** to go over her presentation. **KHeck** had a power point presentation which went over the reasons for the CIP, (document identifying future town needs) and the importance of the town Financial Plan (the document identifying how the town can pay for its needs). **MParker** explained that he believes the CIP and Financial Plan are both great tools for the town and can demonstrate to voters a full picture of what is being proposed. **APatt** explained that this presentation underlines the CIP process.

**7:34 pm PCC- Building Expansion – Greenfield Covenant Church**

**MParker** opened the floor for **Phillip Martus, Michael Sparling** and **Reverend Dan Osgood** to discuss their proposed addition to their ministry center. **PMartus** went over their plans to bring a place of worship back to downtown Greenfield. He explained that the ministry center currently has a food pantry, clothing shop and temporary housing yet not a place for worship. **PMartus** and **MSparling** went on to discuss the property lines, added parking, external lights, and exits to the property. The proposal would extend the west end of the building 40 feet. It could accommodate approximately 50 people.

The planning board had some concerns in regards to parking and additional traffic during large events, such as funerals and weddings. The planning board suggested the gentlemen may want to think about this before a public hearing. **PMartus** explained that they ideally would like to have the entire project

completed for the Christmas Eve service. **MParker** explained that the group could submit a completed application to the planning board while they are waiting on a variance from the ZBA. He further explained that the planning board can do site walks prior to a public hearing. Additionally, the planning board can vote to approve or deny an accepted application on the same night as a public hearing.

#### **8:17 pm Old Business- Revision to Proposed LLA(Lot Line Adjustment) Application Packet**

**MParker** explained the revised LLA Application Packet. The planning board discussed having a digital copy of a signed plan in pdf, and how the planning board would be able to sign it.

#### **Action Item**

**MParker:**

- Find out how other towns get approved plans electronically.
- Get a form for monumentation.
- Check with Catherine Shaw about the fees for Hillsborough County Registry of Deeds.

**MParker** read an email from Angelique Moon in regards open space. **MParker** asked the planning board if open space was still a top priority for the board and when should they work on it. **KPaulsen** recommended that time should get set aside for the open space ordinance as it is important. The planning board agreed that this is an important topic which should not be taken off the table but there may not be enough time to finish this before March of next year.

#### **Action Item**

**MParker** will coordinate with AMoon to come in this fall to let the planning board know where things are with open space.

#### **8:44 pm New Business- Announcements**

Letter from ZBA- 8/28/2019, sent to Mr. & Mrs. Curtis. In which the ZBA states that they believe if the applicants were to improve the Class VI road to Class V road standards then they may receive approval to build. The Planning Board discussed that even if a Class VI road were to be improved to Class V standards, it will remain a Class VI unless the town voted to accept it as a Class V road at the annual Town Meeting.

The planning board discussed that the first meeting in October and the first meeting in November are on holidays. **MParker** suggested moving the meeting on October 14th to be held on October 7<sup>th</sup>. **MParker motioned** to approve. **Motion passed 3-0-1. KPaulsen abstained.** **MParker** suggested moving the meeting on November 11<sup>th</sup> to be held on November 4<sup>th</sup>. **MParker motioned to approve. Motion passed 3-0-1. KPaulsen abstained.**

**MParker** recommended the Planning Board review all of their processes. The processes should be evaluated for their effectiveness and ease of use for applicants.

**9:19 pm RMarshall motioned to adjourn. Seconded by GRainier. Motion passed 4-0-0. Meeting adjourned.**