

PLANNING BOARD MINUTES

Wednesday, March 10, 2021, at 7:00 p.m.

Remote Public Meeting

Members Present: James Barr (Associate), Peter Driscoll, Michael Gorr (Vice Chair), Erik Neyland, Danielle Spicer (Chair), and Mark Sprague
Also Present: Erica Uriarte (Town Planner)

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this public meeting of the Town of Bolton Planning Board was conducted via remote participation. No in-person attendance of members of the public were permitted, but the public can access this meeting while in progress using **Zoom Video Communications, Inc. (Zoom)**. Members of the public attending this meeting virtually were allowed to make comments if they wish to do so, during the portion of the hearing designated for public comment, by telephone, cell phone or personal computer using Zoom.

Directions to connect to the public meeting were provided on the agenda.

A roll call was conducted of all Planning Board members present: James Barr (Associate) - yes, Peter Driscoll – yes, Michael Gorr (Vice Chair) – yes, Erik Neyland - yes, Danielle Spicer (Chair) – yes, and Mark Sprague – yes.

BUSINESS

- *Elisabeth Hutchins- Potential Appointment to Design Review Board*
 - Elisabeth Hutchins reviewed her relative experience and interest in an appointment to the Design Review Board. Elisabeth Hutchins asked questions related to the type of review done by the DRB. Danielle Spicer noted that the DRB considers design aesthetics and architectural principles as described in the zoning bylaw.
 - Elisabeth Hutchins noted her interests may be more aligned with the work of the Zoning Board of Appeals, particularly as there will be a number of Comprehensive Permits before the ZBA soon. Mark Sprague recommended that Elisabeth Hutchins review previous ZBA meetings to understand the type of review they are responsible for and to discuss further with the chair of the ZBA.
 - Elisabeth Hutchins said she would pursue an Associate position on the ZBA.
- *Annual Town Meeting 2021 Articles*

- Planning Board reviewed the following articles in preparation of ATM 2021:
 - Accessory Apartment Bylaw Amendment
 - Temporary Sign Bylaw Amendment
 - Proposed Outdoor Lighting Bylaw
 - Houghton Farm Road Acceptance
- The Planning Board agreed that Danielle Spicer would present the Temporary Sign Bylaw amendment and the Outdoor Lighting bylaw. Michael Gorr will present the Accessory Apartment Bylaw amendment.
- The Planning Board reviewed items to be completed before the acceptance of Houghton Farm Road and discussed timing of the Board's support of the Town Meeting warrant article relative to the completion of the remaining items. Erica Uriarte noted that the Town is still holding a bond for the roadwork and stated it is acceptable to support the road acceptance as the remaining bond will ensure the final items are completed.
- **Michael Gorr motioned to support the article related to acceptance of Houghton Farm Lane on the 2021 Annual Town Meeting warrant. 2nd by Mark Sprague. All in favor by roll call: Peter Driscoll – yes, Michael Gorr (Vice Chair) – yes, Erik Neyland- yes, Danielle Spicer (Chair) – yes, Mark Sprague – yes; (5/0/0).**

ADMINISTRATION

- Approval of meeting minutes from February 24, 2021.
 - **Michael Gorr motioned to approve the meeting minutes from February 24, 2021. 2nd by Mark Sprague. All in favor by roll call: Peter Driscoll – yes, Michael Gorr (Vice Chair) – yes, Erik Neyland- yes, Danielle Spicer (Chair) – yes, Mark Sprague – yes; (5/0/0).**
- Review of Exit Memo from Erica Uriarte, Town Planner.
 - The Planning Board reviewed the exit memo from Erica Uriarte. The memo reviews items ranging from Board and Committee membership to permitting processes and financial records.

Planning Board will meet next on Wednesday, March 24th.

Mark Sprague motioned to adjourn the meeting at 8:00pm. 2nd by Michael Gorr. All in favor by roll call: Peter Driscoll – yes, Michael Gorr (Vice Chair) – yes, Erik Neyland- yes, Danielle Spicer (Chair) – yes, Mark Sprague – yes; (5/0/0).