



**Town of Hamilton Planning Board**  
**PO Box 429, 577 Bay Road**  
**Hamilton, MA 01936**  
**978-468-5584**

## Planning Board Minutes

June 4, 2013

**Welcome** – At 7:30 PM Ed Howard, Board Clerk, opened the meeting. Members Brian Stein, Rob McKean and Joe Orlando were present. Jeffrey Melick, a candidate for Alternate was also present. Planning Coordinator, Kristine Cheetham, was also present.

### **Agenda Items**

1. General Discussion of Bylaws: The Board discussed whether or not they wished to focus on a particular bylaw for content updates [see agenda item 2. Barr Grant] or to revisit the overall template/format of the bylaw. In the fall of 2012 J. Orlando presented a template for the special permits section of the bylaw that would create more consistency within the document. It contained items such as definitions, purpose statements, permitted uses, prohibited uses, and others. The members of the Board agreed that they would like to review the template at the next meeting.

K. Cheetham asked if the Board would like to have the participation of members of the Zoning Board of Appeals. The Board agreed that it would be very helpful to have at least one member of the ZBA to work with them on this organizational update of the bylaw. She agreed to reach out to the ZBA and invite at least one member to the next meeting.

2. Barr Grant for Downtown Planning

K. Cheetham mentioned that the Hamilton Development Corporation would be working with the MAPC through a grant to conduct a downtown planning session. The public meetings are planned for early fall. The intent of the grant is to identify a vision for growth related to housing and commercial uses for the downtown area. The planning grant will also address the language and area for the Willow Street Overlay zoning. The

Planning Board asked to put this on the agenda for the next meeting so that all members could be more informed and involved in the process.

3. Roberts Rules & Planning Board Procedures

E. Howard revisited the discussion of the previous meeting regarding the official procedure for introducing new business. He stated that he did not feel adopting Roberts Rules was appropriate. However, he would like the public to be assured that they have an opportunity to address the Board. He noted that the Selectmen allow for new topics at the beginning of their meetings but only for a two minute segment. He would like to place new business on every agenda for the close of the Planning Board meetings. The Board agreed that all formal business, such as plans and reviews, should come first.

The Board also discussed the merits of working harder at following the agenda as printed. Many noted that the discussions tend to be too informal at times. This resulted in a complaint from one member earlier this year. K. Cheetham offered to share the Board of Selectmen's Code of Conduct policy with the Board for review.

4. The Pledge of Allegiance

In response to a request from J. Orlando, the Board had an open discussion about adopting a policy of saying the Pledge of Allegiance at the beginning of each meeting. A few members were in favor of the Pledge because it sets the tone of formality for the public meeting. A few members did not feel that it was necessary. Each member had the opportunity to express their personal thoughts and preferences. The Board, with four members present, was split in their support of the request.

**ACTION ITEM** - E. Howard made a motion to say the Pledge of Allegiance annually at the meeting where the officers would be elected (end of June). B. Stein seconded. All voted in favor.

5. Election of Officers

K. Cheetham reminded the Board that annually they must vote on a Chair and Clerk. All other committees submit elections of officers to the Selectmen by the close of June based upon spring elections. Because three members of the Board were not present, this vote was postponed until the next meeting. She also updated the Board that the recommendation for approval of Jeffrey Melick as an Alternate would be on the Board of Selectmen's agenda for Monday, June 10, 2013.

6. Information Requests

At the previous Planning Board meeting, there were two information requests for the Planning Coordinator. First, she reported back to the Board that the Assessor's office would be able to help with some information requests regarding the quantity of housing

stock at assessed values in different ranges. However, the requests need to be specific and to allow for some time as the staff is busier at certain times of the year. There were some numbers shared with C. Woods at her request.

The second request was regarding the status of roadways and widths. The DPW maintains a list, from 2005, of the lengths of each roadway in town. There is a manual from 1992 that also includes the recorded width of many of the roadways in town. This information is not currently on any type of database. If there was a question about a particular roadway the information could be gathered.

### **Approval of Minutes**

The Board discussed the approval of minutes but agreed to forward this vote to the next meeting when more members were present and because they were not distributed with enough time for review.

**Adjourn** – At 8:45 the meeting was adjourned.