

Richmond Planning Board Meeting  
Town Hall  
Minutes  
October 15, 2019

Members present: Richard Bell, Douglas Bruce, John Hanson (Chairman), Katherine Keenum

Member absent: Peter Lopez

Other present: Patrick McColgan, Taconic Land Consultants, Lanesboro, Massachusetts

Mr. Hanson opened the meeting at 6:30 P.M.

1. Acting in behalf of Wayne Spence, Mr. McColgan presented an *Application for a Determination of Planning Board Jurisdiction and for Endorsement That Planning Board Approval under Subdivision Control Law Is Not Required (Form A)*, three copies of a plan to create an amended lot configuration at 2834 State Road, and a check for \$50.00. Ms. Keenum moved that the application be accepted. Mr. Bruce seconded the motion. The motion was approved unanimously 4–0.
2. Mr. Bell moved to approve the minutes of August 12, 2019, as is. Mr. Hanson seconded. The motion was approved unanimously by a vote of 3–0. Mr. Bruce abstained on the grounds that he had not attended the meeting.
3. Mr. Hanson offered a proposed “Meeting Notice and Agenda Posting Procedure—Draft 9/13/2019” (see Exhibit 1). Ms. Keenum and Mr. Bell pointed out minor typographical errors. Mr. Hanson entertained a motion that the draft as corrected be approved and put into use. The motion was moved, seconded, and approved unanimously by a vote of 4–0.
4. Mr. Bell moved that Mr. Bruce’s draft version of content for the Planning Board’s page on the town website be approved and sent to Danielle Fillio, the Town Administrator, with the recommendation that it be posted. (For the text, see Exhibit 3 in the minutes of July 8, 2019). The motion was approved by a vote of 3-1. Ms. Keenum cast the dissenting vote on the grounds that it made too much extra work for the staff at Town Hall in return for too little gain. Mr. Hanson said that he would take the draft to his next meeting with Ms. Fillio. If she had reservations about posting it, he would report to the Board for further discussion. Mr. Bruce agreed to send Mr. Hanson an electronic copy of the proposal that would include agreed-upon minor corrections, including a line to specify when the page was last revised.
5. Mr. Hanson said that he would meet with Angela Garrity, the new Town Clerk to talk to her about ANRs and Definitive Plans, postings, and the interface between her and the Board.

Mr. Hanson adjourned the meeting at 7:20 P.M.

Respectfully submitted,  
Katherine Keenum, Clerk

## Exhibit 1: Meeting Notice and Agenda Posting Procedure

## Meeting Notice and Agenda Posting Procedure - Draft 9/13/2019

### Meeting Notice Content

The Planning Board meeting notice shall be posted in a legible, easily understandable format; contain the date, time, and place of the meeting; and list all topics that the chair reasonably anticipates, 48 hours in advance, will be discussed at the meeting.

### Posting

The meeting notice shall be sent by email to the Town Clerk at least one week prior to the scheduled meeting. Copies shall be sent the Town Administrator and the Planning Board. The email to the Clerk shall include a request for a return message stating the date and time of the posting. Any revision to the posting shall include a revision number.

### Posting Verification

Before the meeting the Chairman shall check the bulletin board to verify that the notice and agenda are correct. If the meeting is not properly posted the meeting shall be cancelled. The posted agenda shall be used for the meeting.

### Agenda Format

The suggested format for the agenda is as illustrated by the following example:

**Richmond Planning Board**  
**Meeting Notice/Agenda (Rev. #)**  
**Monday, August 12, 2019 -- 6:30 P.M.**  
**Richmond Town Hall**  
1529 State Road  
Richmond, MA 01254

### Agenda:

1. Request for comment from ZBA on special permit application from Tracie Barry to construct a garage at 1653 Dublin Rd.
2. Review and approve minutes of July 8, 2019
3. Review and approve minutes of July 30, 2019
4. Review Proposed Meeting Notice and Agenda Posting Procedure
5. Planning for future Planning Board projects
  1. Web site content
  2. Planning Board procedures
6. Other items not reasonably anticipated by the Chair 48 hours in advance of the meeting.