

Richmond Planning Board Meeting  
Town Hall  
Minutes  
August 12, 2019

Members present: Richard Bell, John Hanson (Chairman), Katherine Keenum, Peter Lopez

Member absent: Douglas Bruce

Mr. Hanson opened the meeting at 6:27 P.M.

1. Mr. Hanson entertained a motion that the Board authorize the Chairman to send an e-mail to the Chairman of the Board of Appeals to inform the ZBA that we had no comment on a special permit application from Tracie Barry for the construction a garage at 1653 Dublin Road. The motion was moved, seconded, and approved unanimously by a vote of 4–0.
2. Mr. Bell moved to approve the minutes of July 8, 2019, as is. Mr. Lopez seconded. The motion was approved unanimously by a vote of 4–0.
3. Mr. Bell moved to approve minutes of July 30, 2019, with the deletion of one sentence. Mr. Lopez seconded. The motion was approved unanimously by a vote of 4–0.
4. Mr. Hanson led a review of his Proposed Meeting Notice and Agenda Posting Procedure (see Exhibit 1) and reported on his conversations with Angela Garrity, the new Town Clerk, about postings.

When discussion reached the agenda section, Ms. Keenum handed out a suggested alternative form (see Exhibit 2). Mr. Lopez said that he liked the directness of its simply numbered format and suggested that estimated times be set for each item. He acknowledged that it would be hard to hold to an exact schedule but said that attempting to do so could discipline discussion at meetings and help make them move efficiently.

Mr. Hanson undertook to revise his draft for the next meeting.

5. Ms. Keenum admitted that, although she had tried, she had been unable to combine hers and Mr. Bruce’s suggested content for the Planning Board website page into a version worth showing. She said she thought it was time to drop the whole idea. Mr. Bell objected that the Board should be pioneers showing the rest of town government how to improve the website. Mr. Hanson said that he would take Mr. Bruce’s version under advisement and hold it in the background when he talked to Danielle Fillio, the new Town Administrator. The most important topic for their discussion, however, would what had happened with regard to the Open Meetings Law and the tightening of procedures that resulted from the resolution of Mr. Bell’s complaint.
6. Going forward with the Board’s review of procedures in future, Mr. Hanson proposed concentrating first on clarifying those that affected the interface between the Board and the staff at Town Hall. This was an issue in which Ms. Fillio has expressed great interest.

It was agreed that the meeting scheduled for September 9, 2019, could be cancelled unless some urgent new business arose. The next meeting would be on Tuesday, October 15, 2019 (after the Monday holiday). The meeting adjourned at 8:31 p.m.

Respectfully submitted,  
Katherine Keenum, Clerk

Exhibit 1: Mr. Hanson's Proposed Meeting Notice and Agenda Posting Procedure

Draft 7/18/2019

## Meeting Notice and Agenda Posting Procedure

### 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.

### 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 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 follows:

### **Agenda:**

1. Application Submittals:
2. Internal PB Business:
  - a) Review and approve minutes of a prior meeting
  - b) Planning for future Planning Board projects
3. Other items not reasonably anticipated by the Chair 48 hours in advance of the meeting.

### Rules for determining if items meet the criteria for consideration under # 3 above

The chairman shall provide reasonable justification for including any item and shall have the final say unless, by majority vote, the Board determines the chairman has acted in reckless disregard for this procedure or the OML posting requirements.

Exhibit 2: Ms. Keenum's proposed format for future agendas

## Sample Agenda to illustrate the format suggested by Katherine Keenum (8-12-19)

The simply numbered format below corresponds to the practice of other boards in town and was used by the Planning Board when I joined in 2015. I prefer it because it makes the number and order of items visible at a glance—easier for interested citizens and easier to cite in the minutes.

**Richmond Planning Board**  
**Meeting Notice/Agenda**  
**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
  - a. Web site content
  - b. Planning Board procedures
6. Other items not reasonably anticipated by the Chair 48 hours in advance of the meeting.

**Next Meeting: Monday**  
**September 12, 2019 6:30p**