



Planning Board Meeting Minutes Tuesday, April 18, 2023, at 7:15 pm – Remote Participation

Members Present: Diab Jerius, Chair
I-Ching Scott
Keri Layton
Sally Dale, Vice Chair/Clerk
Nicholas Rossettos

Also Present: Bryan Manter, Asst. Town Engineer
WinCam
Nancy Polcari, Recording Secretary

Others Attending: Richard Leaf
George Nowell
Phyllis Etsell
Maura Sullivan

A quorum being in attendance, Chair Jerius calls the Winchester Planning Board (PB) meeting to order at 7:19 pm noting that the meeting is being recorded via WinCam and Zoom. Roll call of PB members: Dale, Scott, Layton, Rossettos, Jerius in attendance.

1. Updates:

- a. Chair Jerius: The interview process was completed for the Town Planner candidate Kelly Lynema, and an offer was made. She chose to take another position. Need to discuss how to move forward.
- b. Chair Jerius: The Emerging Housing Forum is on May 11th at the Jenks Center. The lottery for the affordable units at River Street and Cambridge Street is open. Can access the application through the Town website or the Town Manager's office
- c. Ms. Layton: The Aberjona River Day is Saturday, April 22nd, to help clean up the river area.

2. Updates – Town Planner (TP) Position:

Chair Jerius: The search committee reviewed the other applications, but no one had the experience for the TP position. One was a possible candidate for an Assistant Town Planner.

PB Discussion:

- One option is to hire an interim TP (preferably full time) until the position is filled; maybe someone who recently retired in the field would be interested.
- Another option is to have a consultant on-call to perform specific functions, especially technical issues.
- Suggestion to hire a recruiting company; Ms. Dale researched and identified a company; their quote was \$21,000 for this service. (It was noted that this would require a Request for Proposals process since it exceeds \$10,000).
- Suggestion to repost the position for a longer period as a minimum first step.
- Is it possible to use the funds that would have been paid to a TP?
- Is it possible to get both an interim TP and a consultant?
- This situation shows how much we need an Assistant TP.
- For the interim TP posting, we will need to determine: full time or part time, funding source, list of specific duties. Concerns are Waterfield Project, Form + Place study. Preference for the person to work in the office.

Ms. Dale moved to repost the Town Planner position until June 30, 2023, and note that applications will be reviewed starting 2 weeks into the posting period. Ms. Scott second the Motion. Vote: Dale, Layton, Rossettos, Scott, Jerius in favor. Motion passes 5-0-0.

3. Approval of Minutes for Holton/Swanton/Cross Streets Community Meeting April 04, 2023:

Chair Jerius requested comments.

Ms. Dale: Page 1, instead of saying “There are 3 ways to achieve this”, want it to say, “There are 3 possible directions from which we could choose”.

Ms. Dale: Page 2, 4th bullet, questioned the list of dimensional regulation measures. After discussion, agreed to leave it as written.

Ms. Layton moved to approve the Holton/Swanton/Cross Streets Community Meeting Minutes of April 04, 2023, as amended. Ms. Scott second the Motion. Vote: Dale, Layton, Rossettos, Scott, Jerius in favor. Motion passes 5-0-0.

4. ANR For 532 South Border Road:

Chair Jerius: The PB is requested to endorse this Approval Not Required (ANR) for 532 South Border Road. Looking at the drawing, some land is being removed from Lot #3 and being put into Lots #1 and #2.

Ms. Dale moved to endorse the Approval Not Required for 532 South Border Road and authorize the Town Clerk to sign on the PB’s behalf. Ms. Layton second the Motion. Vote: Dale, Layton, Rossettos, Scott, Jerius in favor. Motion passes 5-0-0.

5. ZBA Petition 3995- 8 Abby Road (lot #4):

Chair Jerius: The Petitioner, a direct abutter, is appealing the granting of a building permit to construct a single family home saying that the Building Commissioner made a mistake. They note that the building exceeds 2.5 stories as allowed in the zoning bylaws Section 4. They claim the lowest level is a basement and thus, considered a level, making the building 3.5 stories.

PB Discussion:

- Before the PB can respond, need to determine whether the lower level is considered a basement. Section 10 of the zoning bylaws outlines the parameters; it relates to the square footage of wall above and below grade. Without this information, cannot respond.

Ms. Dale made a Motion to take no action. There was not a second. Ms. Scott also recused herself.

Conclusion: No action taken.

6. Liaisons with Other Boards and Committees:

Chair Jerius: Reviewed the list of Boards and Committees and noted the current volunteer PB member for each.

Concluding Assignments:

Accessory Dwelling Unit (ADU) Working Group	Sally Dale
Capital Planning**	Diab Jerius
Climate Action Advisory Committee	Keri Layton
Committee on Names**	Nick Rossettos
Conservation Commission	Sally Dale
Council on Aging	TBD
Design Review Committee	Nick Rossettos

Disability Access Committee	TBD
Educational Facilities Planning & Building Committee	I-Ching Scott
Field Management Committee	TBD
Finance Committee	Diab Jerius
Historical Commission	Nick Rossettos
Housing Partnership Board**	I-Ching Scott
Local Historic District (Symmes)	Nick Rossettos
MBTA Advisory Group	TBD
Master Plan Implementation Committee	Rotating: Jerius, Dale, Layton
Open Space and Recreation	Keri Layton
School Committee	I-Ching Scott
Select Board	Diab Jerius
Street Tree Committee**	Keri Layton
Tree Working Group	Keri Layton
Traffic/Transportation Advisory Committee	TBD
Zoning Board Of Appeals	Sally Dale

** = representative (voting member)

7. Interim Town Planner:

Chair Jerius: Need to finish discussing next steps for TP.

Ms. Dale moved to request the Town Manager for an Interim Town Planner until such time as a permanent Town Planner is found. Mr. Rossettos second the Motion. Vote: Dale, Layton, Rossettos, Scott, Jerius in favor. Motion passes 5-0-0.

Discussion of Duties of Interim Town Planner (using TP Performance Goals 2023-2024 document):

- Concerns for several projects pending such as the Waterfield Lot.
- Need support with the Central Business District (CBD) regarding zoning/questions.
- Want to continue to support the various committees, like DRC, HC.
- This is “crisis” mode; not feasible to include them for this interim position. Only those essential duties.
- They will need to be able to review applications/permits, read documents, and identify issues.

Conclusion that the priority functions would be to:

- Staff the Board.
- Lead the process for CBD petitions, the Waterfield Lot application, the MBTA 3A zoning issues, and subdivision approvals.
- Work with the Building Department.

Chair Jerius: Volunteered to draft a summary and circulate it for review. He will also contact the Town Manager regarding the remaining questions (funding, process, etc.).

8. Articles for Spring Town Meeting:

Chair Jerius: Presented the list of articles for Spring Town Meeting 2023 (in packet). Other than Articles #3, 4, and 5 that are sponsored by the PB, the members concurred that the only item of concern is #19, the FY24 budget. There were no articles to provide PB comments. He displayed the PB Presentation for Town Meeting. The PB discussed each slide and made changes.

Ms. Scott moved to approve the Spring Town Meeting PB Presentation/Report as presented and amended. Ms. Layton second the Motion. Vote: Dale, Layton, Rossettos, Scott, Jerius in favor. Motion passes 5-0-0.

9. Adjourn:

Ms. Dale moved to adjourn the PB meeting of April 18, 2023. Ms. Scott second the Motion. Vote: Dale, Layton, Rossettos, Scott, Jerius in favor. Motion passes 5-0-0. The meeting adjourned at 10:10 pm.

Sally Dale, Clerk

Nancy Polcari, Recording Secretary