

Planning Board Meeting
November 27, 2000
7:30 P.M.
Police Training Room- Winter Street

Members Present: Paul Dillon-Chairman, Paul Hurley, Scott Curry, Karen DeTellis, and Jody Lehrer

Others Present: James F. Clarke-Director of Planning, Paul Halkiotis-Economic Developer-Planning Master Plan Steering Committee Members: Walter Flynn, Jr.-Chairman, Mary McElroy-Co-Chairwoman, Carol Karlberg, Mary Heinrichs, John Zeigler, Patricia Foster, Kathy Swain, and John Killeen, Jim McLean,

also Ken Buckland-Certified Planner for the Cecil Group.

Also Present: Applicants-Richard & Janice Murray, and James Wilson-Chief Financial Officer

Paul Dillon called the meeting to order at 7:31 p.m.

Item 1. Approval of the minutes of October 2, 2000:

Karen DeTellis made a motion to table the minutes of October 2, 2000 until the next Planning Board Meeting, seconded by Paul Hurley and **voted UNANIMOUSLY.**

James Clarke asked Paul Dillon to skip to Item 4. on the agenda because James Wilson had not arrived yet.

Item 4. Petr: Richard & Janice Murray

Locus: 98 St. Margaret Street
Sheet 34, Block 380, Lot 33
Zone: R-1

Applicants are requesting roadway requirements on St. Margaret St. to build a single-family dwelling on a separately owned lot.

James Clarke states that the applicants are looking for approval to pave for access for the second lot on St. Margaret St. There is an existing house on the first lot and the second lot is in separate ownership, making it a legal lot. This piece of property on St. Margaret St. was laid out in 1978-1979 and there is not a full cul-de-sac. Applicant is asking for paving past driveway of existing home to the second lot. Mr. Clarke has asked for a proposed survey and recommends that they prepare plan to show paving to be for access to second lot on west side of property and twenty feet beyond cul-de-sac for turn-around and for plowing.

Mr. Murray explained the road location as it exists and that he will need to connect it with sewer and also need to put new topcoat to turn-around and twenty feet beyond driveway.

Paul Dillon asked if members had any questions on this.

Karen DeTellis asked if this is part of the existing roadway and also who will pave it.

Mr. Clarke stated that yes it is part of the existing roadway and that Mr. & Mrs. Murray will be responsible for the paving. He also stated that the plan will be submitted to the Planning Dept. and the D.P.W. for approval.

Paul Dillon asks for a motion to approve. It is motioned by Scott Curry, seconded by Karen DeTellis and **voted UNANIMOUSLY.**

7:40 p.m. James Wilson arrived.

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Item 2. Capital Budget Process

James Wilson discussed the budget process to be followed under the mayoral form of government. James Clarke explains that one of the functions of the Planning Board is the Capital Improvement Program, and he has a draft memorandum for the Board to go over before it goes to Town Council. Also, James Wilson will walk through this information with the Board.

James Wilson explained that there is great need to expedite this memo, because of time constraints, so there will be two additional weekly meetings on this.

First, he explained, is that the Charter requires two documents:

- 1.) Capital Budget
- 2.) Operating Budget

Mr. Wilson explained that the time frame for this budget information is that it is required no later than March 01, 2001, to then be forwarded to the Mayor and Town Council. This time frame only gives thirty days between the two budgets when they are due. The Town is trying to create a better time frame for the Capital process by having them submitted by Mid-December, instead, so that the Town Council can act upon them in a reasonable manner.

He continues to explain that the Capital Budget has four parts:

- 1.) Narrative Section
- 2.) Debt Schedule
- 3.) Five Year Plan
- 4.) Capital Expenditures

Mr. Wilson, speaks for the following thirty minutes, explaining to the Planning Board how they will approach these issues for the Capital Budget and also that it is a work-in-progress. He also explains that the focus of the Board should be to do a full analysis, without regard to the funding, by putting capital expenditures into cohesive five-year plan. Mr. Wilson goes on to explain bonding, prioritizing of projects by department, and the debt schedule.

James Clarke explained to the Board, the Charter and the process they will follow. He also explained some of the existing projects and where the monies can come from, to give the Board a better understanding of the five year plan they need to do.

Mr. Wilson exits at 8:10 p.m.

At this time, Paul Dillon, turns the meeting over to the Master Plan Steering Committee.

After introductions are made, James Clarke, states to the Board the purpose of the Master Plan Steering Committee and all the work they have been doing.

Item 3. Master Plan

Paul Halkiotis (PH)-Economic Developer for the Planning Dept. is also the project coordinator of the Master Plan. He also gives some background history on the Master Plan and the Committee members. (PH) states that the Planning Board members have received their copies of the Master Plan on 11-25-00. He states that the members are to make comments on it, and also if they have questions on anything, to mark it, preferably in red pen, and they can schedule a follow-up meeting with the Master Plan Steering Committee if they need to.

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(PH) Also mentions, that the Master Plan Committee will hold two meetings, one with Town Council in a few weeks and another for a public meeting. The Master Plan Committee will evaluate comments from both of these meetings. He also states that the Planning Board are the only ones with copies of the plan right now due to the expense of the printing, but there will be more distributed when they have more made.

(PH) States that Ken Buckland, Senior Planner for the Cecil Group will also do an executive summary action plan in the next few weeks which will be a twenty page condensed form of the Master Plan.

(PH) Turns the meeting over to Ken Buckland.

(KB) distributed a rough draft of his summary presentation.

(KB) begins his Power Point Presentation starting with the agenda of the Master Plan as follows:

- I. Purpose of a Master Plan
- II. Structure of the Draft Report
- III. The Draft Report
 - a. Findings
 - b. Vision Goals and Objectives
 - c. Evaluation and Recommendations
 - d. Implementation Plan
- IV. The Next Steps

(KB) speaks for approximately twenty minutes going over various aspects of the plan.

He gives the Planning Board a rough overview of all the information the Master Plan Steering Committee has put together.

When he is finished, he turns the meeting over to Paul Dillon.

Paul Dillon asks the Planning Board Members if they have any questions.

Scott Curry asked who will pay for this and where the money will come from.

Mr. Clarke explains that this will be a challenge for the Planning Board to prioritize these items and that it will be a long-term process.

Paul Halkiotis also explains that the funding can come from a lot of various sources. He explains that is why the Planning Board will need to deliberate on recommendations that are most appropriate for the Town. He also states that if even half of the 84 Master Plan recommendations are done, it will vastly improve the Town.

Item 5. Other Business


Paul Dillon asked if there was any other business at this time. There is none.

Item 6. Adjournment


Paul Hurley made a motion to adjourn, seconded by Jody Lehrer, and it is **voted UNANIMOUSLY**. Meeting is adjourned at 9:15 p.m.

Respectfully Submitted,
Elonie Bezanson
Recording Secretary

Approved:



Paul Dillon, Chairman



Date