

## **Chesterfield Planning Board Minutes**

**Monday, February 5th, 2024**

**Meeting at the Chesterfield Community Center, 400 Main Road**

The Planning Board meeting was called to order at 7:02pm by George Sturtevant.

**Members Present:** George Sturtevant, Mark Klitzke, Fred Drake, Dan Henshaw, Sarah Hamilton, Eileen McGowan

**Members Not Present:** Jack Lyons

**Public Present:** Larry Cervelli (left at 7:45pm), Joe Gazillo (left at 7:45pm), Dee Cinner

**Recorder of Minutes:** Nancy Doucette

### **Minutes:**

#### **Meeting on Tuesday, January 2nd, 2024**

The minutes from the January 2nd meeting were reviewed. Ms. Hamilton made edits on a draft copy of the notes, and passed it around to the other members for review. Ms. McGowan moved to approve the January 2nd minutes as amended, and Mr. Henshaw seconded. Mr. Klitzke abstained. All others voted in favor.

#### **Meeting on Tuesday, January 9th, 2024**

The minutes from the January 9th meeting were also reviewed. That meeting was called specifically to review the proposed layout for North Road and Damon Pond Road, and make a report to the Select Board. A copy of the report that was written at the meeting was circulated around the table. Ms. Hamilton made edits on a draft copy of the notes, and passed it around to the other members for review. Ms. McGowan moved to approve the January 9th minutes as amended, and Mr. Drake seconded. Mr. Klitzke abstained. All others voted in favor.

### **New Business:**

#### **Update on Municipal Vulnerability Preparedness (MVP) Grants; Winter Fun Festival**

Joe Gazillo reminded the Planning Board that the town applied for and received two different Municipal Vulnerability Preparedness (MVP) Grants. One is called MVP 2.0, and is based on engaging the town in climate mitigation. The second is the MVP Action Planning Grant, which is focused on doing final assessments of six town-owned properties – the Davenport Building, the Fire Department, the Community Center, the Town Hall, Russell Park, and 6 North Road – to determine what can be done with the properties. The town is contracting with Tighe & Bond on this effort.

The MVP Steering Committee is hosting a kickoff event, called the Winter Fun Festival, on February 24th, 2024 to engage the public in the effort, and to get them involved in their

community. A flier for the event was distributed to town residents in the same mailing for the annual town census and dog license application. The event will take place at the Community Center and 6 North Road property, and will include horse-drawn sleigh or carriage rides by Clay Hill Farm of East Street, free food, a bonfire, live music, and information tables for various town boards, committees, and departments. The Fire Department, the Select Board, and the Open Space and Recreation Planning Committee have already agreed to participate in the event, and groups like Mass Wildlife, the MA Department of Conservation Recreation (DCR), and Hilltown Trust are also being invited.

The MVP Steering Committee requested that the Planning Board consider participating as well, as a great opportunity to engage the public. Mr. Cervelli added that the work of the two MVP grants has the potential to come before the Planning Board in the future, when it comes to plans for the municipal buildings. Engaging the public can help encourage them to be informed about problems and potential solutions, and to participate in meetings. The format of this event and the focus on fun activities is to reach more residents than the Annual Town Meeting tends to do, especially for younger people in town.

Ms. McGowan and Ms. Hamilton volunteered to represent the board. Ms. Hamilton asked the other Planning Board members for ideas of what could be made available at a table for the Planning Board at the event, beyond just having members present. Ms. McGowan suggested having information about the board and the work that it does, printed out and taped to the table.

Mr. Klitzke asked for the list of the six properties to be repeated, and asked why the library was excluded. Mr. Gazillo and Mr. Cervelli said there was no particular reason, and that it was perhaps an oversight. Mr. Cervelli went on to say that there have been a number of different assessments of town buildings over the years, and that this grant is focused on climate resilience and energy efficiencies. They want to make sure they are not duplicating previous studies, and are also able to bring in those environmental considerations. Mr. Klitzke pointed out that the air quality in the library is poor, the books and town records are environmentally sensitive, and the building is very old. Ms. Cinner asked if the Dunham Library in West Chesterfield was considered, and Mr. Cervelli stated that it had not come up.

Mr. Cervelli explained that under this grant, Tighe & Bond will do three presentations to the town about the (1) findings of their assessments, (2) the potential scenarios for each of the properties, and (3) the potential cost of the scenarios. The process is designed to be inclusive and informative to the town so that the people can make an educated decision. This is the first phase (assessment) of the larger process; the other phases are permitting and construction. He added that Williamsburg's new public safety building was an 8.5-year process.

Mr. Gazillo explained that the application process was done quickly, and that the MVP 2.0 grant must be completed in order to qualify for other grants in the future. Chair Sturtevant acknowledged that it will be good to have that prerequisite grant completed. Mr. Cervelli reassured those present that the MVP cycle is ongoing, and the state is funding it substantially,



so it is possible to submit another grant in the future for buildings that were not included in the current grant.

#### Update on Town Email Addresses

Chair Sturtevant shared that the members of the Planning Board were not approved to receive email addresses for the Town of Chesterfield with which to conduct Planning Board business. Mr. Drake asked if the issue could be brought to town counsel, adding that the Town Administrator had indicated the cost was only \$6/month per email address. Chair Sturtevant said he already brought it up to her. Mr. Drake asked if the board members were legally protected if they are subpoenaed to provide their town emails, to not allow access to personal emails. Chair Sturtevant was not under the impression that having town email addresses provided much protection, though he pointed out that the Select Board members have them; Ms. McGowan said that library staff do too. A couple of members shared anecdotes about situations in which people were not protected by the town. The members thanked Chair Sturtevant for seeking the permission for town email addresses.

#### Set Date for Public Hearing re: Wireless Communications Bylaw Change

Mr. Henshaw said he has already generated a list of abutters for the proposed boundary change to the communications tower bylaw setback, and has drafted a notice to them. He circulated a draft of the language to be posted in the local paper, which needs to be submitted 21 days in advance of the public hearing. The timing was discussed, considering when the Planning Board would be reviewing the public feedback and making a decision regarding whether or not to support the change, and the Select Board's need to discuss it for inclusion on the warrant for the Annual Town Meeting.

The date of the hearing was set for Monday, March 11th, and the Planning Board will discuss the feedback at the meeting on April 1st. Chair Sturtevant will request that robo calls be made to advertise the meeting, along with the town signs on Route 143.

#### Annual Budget

Mr. Drake circulated a FY24 expense report, covering July 2023 to December 2023, which did not list any expenses for the Planning Board. The Planning Board's expenses include the printing cost of publishing notices in the newspaper for things such as special permits and public hearings, but it is hard to predict how many special permits or public hearings there will be in a year. The stipends for the Planning Board members are a separate line in the town budget and are not included here.

Ms. Hamilton informed the board that if more than 3% of the current year's budget is requested for FY25, a written justification must be provided by the Select Board to the Finance Committee.

Mr. Drake said that the FY24 budget was \$500, and printing costs so far for the year were \$270; he submitted these expenses in January 2024. Three members attended a conference at \$40 each, and the posting for the public hearing on March 11th would bring the board's expenses over budget for the year. Chair Sturtevant suggested that \$1,500 be submitted. Ms. McGowan offered that the justification is preparing for bylaw changes, since each one costs approximately \$300. She added that the board is still waiting to hear whether they would be awarded grant money for reviewing the town's zoning bylaws.

Mr. Henshaw moved to request \$1,500 for the Planning Board expense budget for the next fiscal year. Mr. Drake seconded. All voted in favor.

There was some brief discussion about seeking an increase on the annual stipend to board members.

#### **Other Business**

Chair Sturtevant will ask the Select Board or Town Clerk whether the Planning Board needs to make a statement at the March 26th Special Town Meeting regarding the cannabis bylaw change.

Mr. Klitzke and Chair Sturtevant both announced that they were up for reelection to the Planning Board this year, but would not be running for re-election. Mr. Klitzke mentioned the lack of support for members to get official town email addresses was a deciding factor. Other members expressed their gratitude for Mr. Klitzke's and Chair Sturtevant's contributions to the board.

The next meeting will be held on Monday, March 4th 2024 at 7:00pm at the Chesterfield Community Center.

Mr. Klitzke made a motion to adjourn the meeting, which was seconded by Ms. McGowan. All voted in favor. The meeting was adjourned at 8:31pm.

Date Approved

3-4-2024

Approved By (sign)



Print Name

George R Sturtevant