

Town of Yarmouth

MINUTES OF THE PLANNING BOARD MEETING OF
September 16, 2020

The Yarmouth Planning Board held a Business Meeting at 5:30 p.m. on Wednesday September 16, 2020 via a Virtual Meeting pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law in response to the COVID-19 pandemic.

Planning Board Present: Brad Goodwin, Chris Vincent, Liz Hartsgrove, Joanne Crowley, Tom Baron, Susan Brita, and Will Rubenstein

Planning Board Absent: None

YARMOUTH TOWN CLERK

Staff Present: Kathy Williams, Town Planner

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Guests: Tom Nickinello

1. **Meeting Opening:** Vice Chairman Joanne Crowley opened the virtual meeting at 5:32 PM and took a roll call to establish quorum. Kathy Williams, Town Planner, served as the Moderator for the virtual meeting and read the attached statement regarding the reason for the virtual meeting and provided an overview on how remote participation works. All votes were taken by roll call and the meeting was livestreamed to the Town of Yarmouth YouTube Channel.

2. **Officer Elections and Committee Assignments:**

a. **Officer Elections:** After a brief introduction by Joanne Crowley, the Planning board voted in the following officers:

- **Chairman:** On a motion by Brad Goodwin, and seconded by Tom Baron, the Planning Board voted (7-0-0) to elect Joanne Crowley as Chairman, with Brad Goodwin, Chris Vincent, Liz Hartsgrove, Joanne Crowley, Susan Brita, Will Rubenstein and Tom Baron voting in favor.
- **Vice Chairman:** On a motion by Brad Goodwin and seconded by Chris Vincent, the Planning Board voted (6-0-1) to elect Liz Hartsgrove as Vice Chairman, with Brad Goodwin, Chris Vincent, Joanne Crowley, Susan Brita, Will Rubenstein and Tom Baron voting in favor, and Liz Hartsgrove abstaining.
- **Clerk:** On a motion by Joanne Crowley and seconded by Will Rubenstein, the Planning Board voted (7-0-0) to elect Tom Baron as Clerk, with Brad Goodwin, Chris Vincent, Liz Hartsgrove, Joanne Crowley, Susan Brita, Will Rubenstein and Tom Baron voting in favor.

b. **Officer Signatory Authorization for the Subdivision Control Law:** To allow individual officers to sign ANRs and Subdivision Plans individually, rather than requiring signatures from the full board, the Planning Board voted as follows:

VOTE: On a motion by Brad Goodwin, and seconded by Liz Hartsgrove, the Planning Board voted (7-0-0) to authorize the Chairman, Vice-Chairman, and Clerk, individually, to endorse on a plan the approval of the Board, or to make any other certificate under the Subdivision Control Law, with Brad Goodwin, Chris Vincent, Liz Hartsgrove, Joanne Crowley, Susan Brita, Will Rubenstein and Tom Baron voting in favor.

c. **Committee Assignments:** The Planning Board members discussed their preferences for appointment to various committees requiring a Planning Board representative per their Charters. The following Table outlines the Planning Board Committee Assignments:

Committee	Sept 2020-2021 Assignments
Community & Economic Development Committee (CEDC) (full-time)	Joanne Crowley
Community Housing Committee (CHC) (full-time)	Brad Goodwin
Capital Budget Committee (CBC) (full-time)	Will Rubenstein
Community Preservation Committee (CPC) (full-time)	Liz Hartsgrove
Drive-In Site Utilization Committee (DISUC) (part-time)	Susan Brita
Design Review Committee (DRC) (full-time)	Chris Vincent
Water Resources Advisory Committee (WRAC) (full-time)	Tom Baron
Land Disposition Committee (part-time)	Tom Baron

VOTE: On a motion by Tom Baron, and seconded by Will Rubenstein, the Planning Board voted (7-0-0) to nominate Joanne Crowley for Community & Economic Development Committee; Brad Goodwin for Community Housing Committee; Will Rubenstein for Capital Budget Committee; Liz Hartsgrove for Community Preservation Committee; Susan Brita for Drive-In Site Utilization Committee; Chris Vincent for Design Review Committee; Tom Baron for Water Resources Advisory Committee; and Tom Baron for Land Disposition Committee, with Brad Goodwin, Chris Vincent, Liz Hartsgrove, Joanne Crowley, Susan Brita, Will Rubenstein and Tom Baron voting in favor.

3. **Community Visioning Discussion:** Updates and background data sheets on various topics.

Kathy Williams gave a brief overview of the attached draft data sheets for Open Space, Local Economy, Community Services, Housing, Climate Resiliency, Water Resources and Infrastructure. Additional input from Town Staff is required on some of the data sheets. The purpose of the datasheets is to provide some general background information for the public on some major topics. Prior to getting to the datasheets on the website, there will be a “landing page” that explains the purpose of the summaries.

Topics discussed by the Board included providing additional information on our police and fire departments, as well as education. There was also a discussion on including COVID-19 impacts in the conversation. COVID-19 may have some long term impacts on our community and our methods for providing services, some of which the community may benefit from and want to embrace long term.

Will Rubenstein and Liz Hartsgrove have been coordinating with the DYRSD to help get the word out on the visioning project and are looking into coordinating with the PTOs and their newsletters. Town Staff has already coordinated with the contacts they made on distributing a notification on Visioning and the sign-up for updates via e-mails. The recent notifications that went out resulted in an additional 60 people signing up for the updates via e-mail in just two days.

4. **Meeting Minutes:**

- a. **September 2, 2020:** On a motion by Tom Baron, and seconded by Liz Hartsgrove, the Planning Board voted (6-0-1) to approve the meeting minutes of September 2, 2020 with Brad Goodwin, Liz Hartsgrove, Joanne Crowley, Susan Brita, Will Rubenstein, and Tom Baron voting in favor and Chris Vincent abstaining.

5. **Board of Appeals Agenda & Decisions:** None

6. **Committee Updates from Board Members:**

- a. **Design Review Committee (DRC):** Chris Vincent noted that the DRC will be meeting soon (9/22).

- b. **Community & Economic Development Committee (CEDC)**: Joanne Crowley noted that the CEDC met on 9/10 and reviewed the Tourism Revenue Preservation Funds that will be available for Fiscal Year 22 (FY22), which was just over \$409,000. FY23 will have less funds as it will reflect the larger impact of COVID-19 on rooms and meals taxes. The special events tourism grant round has been advertised and applications are due December 1st.
 - c. **Community Housing Committee (CHC)**: Tom Baron noted that the CHC met on 9/14 and he displayed the various datasheet that would soon be available as part of the visioning process.
7. **Board Member Items**: None
 8. **Correspondence**: Attachments noted below were sent to the Planning Board via e-mail.
 9. **Staff Updates**: None.
 10. **Public Comment**: Tom Nickinello commented on the MassDOT Design Public Hearing on the Cape Cod Rail Trail Phase 3 extension from Peter Homer Park to Mary Dunn Road in Barnstable. Kathy Williams confirmed the pre-recorded hearing presentation will be available on the MassDOT website on 9/24 and written comments can be submitted to MassDOT. Tom Baron noted there was an article on this in the 9/3 Register. The Town is also working on the design of a shared use pathway from this new section of CCRT down the east side of Higgins Crowell to Buck Island.
 11. **Upcoming Meetings**: Due to the upcoming visioning process, there may be the need for supplemental meetings. The following meetings are currently scheduled:
 - a. October 7, 2020
 - b. October 21, 2020
 12. **Adjournment: VOTE**: **On a motion by Chris Vincent, seconded by Liz Hartsgrove, the Planning Board voted unanimously (6-0) to adjourn at 6:55 PM (Brad Goodwin left the meeting at 6:45 PM after ZBA discussion).**

ATTACHMENTS:

- **September 16, 2020 Agenda**
- **Script - Explaining Remote Access Planning Board Meeting**
- **Visioning Update**: Draft data sheets for Open Space, Local Economy, Community Services, Housing, Climate Resiliency, Water Resources and Infrastructure
- **Draft Meeting Minutes**: September 2, 2020, 2020
- **Miscellaneous Correspondence**:
 - Conservation Commission Agenda for September 17, 2020
 - ZBA Agenda for September 10, 2020
 - Address Reassignment from DPW for 25 Tee Way to 47 Salt Box Road
 - Visioning notice sent to civic groups and committees
 - Draft Yarmouth Police Dept Policy & Procedure for Community Relations Team

Approved on October 7, 2020:

On a motion by Brad Goodwin, and seconded by Tom Baron, the Planning Board voted (7-0) to approve the meeting minutes of September 16, 2020 with Brad Goodwin, Liz Hartsgrove, Joanne Crowley, Chris Vincent, Susan Brita, Will Rubenstein, and Tom Baron voting in favor.