

1 **TOWN OF LYNDEBOROUGH**
2 **PLANNING BOARD MINUTES**

3 **April 18, 2024**

4 *Draft 1*

5
6
7 **7:00 PM Call to Order & Roll Call**

8
9 **Members Present:** Chairman Charlie Post, Vice Chair Ray Humphreys, Mike
10 Decubellis, Lou Rota, Bob Rogers, Nicole Porter, Bob Newton, and Selectmen’s Rep.
11 Mark Chamberlain

12 **Public present:** NRPC Circuit Rider Jay Minkarah, Ralph Porter, Code Enforcement
13 Officer Leo Trudeau

14 Last night Nicole Porter was sworn-in as a full-member for a 3-year term by the
15 Selectmen. (4-16-24)

16 **New Business:**

17 **Case 2024-05 CD-LLA: Conceptual Consultation**
18 **Lot Line Adjustment, Map 240, Lot 9. Map 240, Lot 10**
19 **Owner: Phil Brooks conceptual Lot Line Adjustment**

20
21 The applicant was not present. This case will be kept on agenda.

22
23 **Other Business:**

24 **2024 Zoning Ordinance Amendments**

25 A draft is ready for proofing. Bob Newton will meet with Dawn Griska for one final proof.

26
27 The Board had a brief discussion on ways to track changes and how to update the document. At
28 this time it is a “patchwork” of edits.

29
30 Town Employee Jen Weston will be working more with the Planning Board and Code Enforcement
31 to alleviate some of the workload from Dawn Griska. Cassie Cashin will continue in her role.

32
33 **Select Board Appointment Update for Planning Board member and alternate**
34 **vacancies.**

35 The Board is full at this time with new member Nicole Porter. There is an alternate position
36 available and a potential candidate to fill that opened position.

37
38 **Schedule Vote for Board Officers**

39 **VOTE: Ray Humphreys made a motion to nominate Charlie Post as chairman. Mark**
40 **Chamberlain seconded. Motion passed 7-0-1. Charlie Post abstained.**

42 Bob Newton asked if anyone else wants the position.

43

44 **VOTE: Charlie Post made a motion to nominate Ray Humphreys to be vice chair. Mark**
45 **Chamberlain seconded the motion. Motion passed 7-0-1. Ray Humphreys abstained.**

46

47 **Master Plan Updates, if any**

48 The April meeting was well attended. Volunteers were assigned people to the different
49 subcommittees. Efforts will continue to recruit a few more people. Other sub groups can include
50 the Historical Subcommittee.

51

52 Mike Decubellis mentioned that Margaret Hagen was on the last Master Plan Committee and
53 was very organized and suggested consulting with her on this process and the history.

54

55 Karen Grybko provided a list of names at the last meeting and plans to submit that to Jen
56 Weston in the Town Office for communication purposes. Discussed email contact for the future
57 meetings.

58

59 Lou Rota inquired about the sample surveys and asked for a copy.

60

61 *Bob Rogers left at 7:27 p.m.*

62

63 **The next Master Plan Meeting is May 2, 2024 at 7:00 p.m.**

64

65 Communication:

66 Subcommittee meetings require a public notice, agenda and can include draft minutes from last
67 meeting. It was discussed to send a memo from Planning Board to the working groups outlining
68 the legal requirements to notice the meeting and process minutes as well as guidelines for
69 research. The biggest suggestion is to keep an open mind and not think the first discussion is
70 the best alternative.

71

72 Charlie Post developed two worksheets to share and for ten-year outlook.

73

74 Leo Trudeau discussed the International Governing Code (IBC was discussed). He would like
75 consistency. We have adopted both the IRS and the IBC and there are some conflicts in there
76 that needs to come to our attention. It becomes "invalid" after a certain point, they don't use the
77 word "expired" and need to be consistent. If the international code wants to use the word
78 "invalid" and we should. This will have to go through the process and a discussion on when and
79 how to do this.

80

81 It was asked if the Board wants to set meetings for the Zoning Subcommittee: Members include
82 Jay Minkarah, Ray Humphreys, Mark Chamberlain and Bob Newton. Leo Trudeau will help.

83

84 Forming a committee to develop the new applications, fee schedule, and Policy & Procedures
85 was suggested.

86

87 **Minutes:**

88 No minutes approved.

89

89 **Correspondence:**

90 None

91 **Other Business Not on Agenda:**

92 No other business.

93

94 **Adjournment:**

95 **VOTE: Mike Decubellis made a motion, Lou Rota seconded to adjourn at 7:57pm**

96

97 Respectfully Submitted,

98

99

100

101

102 Kathleen Humphreys

103 Planning Board Secretary

104

DRAFT