Planning Board Meeting 5/25/2023 Minutes

In attendance: Board Members Stan Bujalski, Mike Palm, and Ryan Timms. Joining by Zoom, Mark Canfield, Gerry Panuczak, and Consultant Carol Ogilvie.

The meeting was called to order at 16:04.

The proposed agenda was presented and approved with no changes.

The prior meeting minutes were read by Ryan Timms and unanimously adopted with no changes.

Mr. Panuczak mentioned the WEVD staff's proposed template for simplifying meeting minutes. Discussion took place regarding developing meeting minutes using the simplified template.

Mr. Panuczak discussed the correspondence with legal counsel verifying the validity of the WEVD Planning Board.

Mr. Canfield stated he had expected to receive feedback on the Master Plan from Campton's Planning Board but had yet to receive any. It was further stated that the relationship between WEVD and the towns could benefit by participation in their meetings (Campton/Thornton). Mr. Panuczak mentioned that Commissioner Maureen Patti had submitted some grammatical/verbiage suggestions for the Master Plan.

Mr. Bujalski stated the next opportunity to meet with Thornton's Planning Board is June 15. Discussion took place regarding the comments received from the initial meeting with Thornton's Planning Director, who suggested incorporating WEVD's Master Plan into Thornton's Master Plan. Mr. Panuczak stated that could be a great idea, so long as WEVD's Master Plan stands alone. Discussion took place regarding approval of the Master Plan and the Planning Board's authority to approve. Ms. Ogilvie stated the Public Hearing's provide the opportunity for homeowner voices to be heard, and once satisfied, the Planning Board votes to approve the Master Plan. Ms. Ogilvie further stated Thornton could adopt WEVD's Master Plan "by reference" to ensure it stands alone while allowing the town to incorporate it into their Master Plan, as they see fit.

Mr. Canfield stated that once Ms. Patti's feedback is addressed, along with any other input, the Planning Board would be capable of approving the Master Plan. As such, Mr. Canfield requested Mr. Panuczak to add discussion of a Public Hearing on the agenda for the 6/14 Commissioner Meeting. Mr. Panuczak affirmed he would make sure the topic is on the agenda. Mr. Panuczak further stated he will work with Mr. Bujalski to attend the next Thornton Planning Board meeting.

Discussion took place regarding meeting with WEA BOD. Mr. Canfield indicated he would contact WEA President Frank Marshall to establish a work session.

Mr. Canfield stated the attendance at town Planning Board meetings should be rotational in nature, unless someone would like to act as a permanent liaison. Discussion took place around establishing open lines of communication with the towns and joining meetings. Mr. Timms stated the ability to join Campton Planning Board meetings remotely.

Mr. Canfield stated he and Mr. Timms had recommitted to the Planning Board for 3 years each, Mr. Bujalski and Mr. Palm are in the 2nd year of their 3-year term, and Mr. Panuczak continues to serve as an ex-officio member. Mr. Canfield further stated the need to get additional membership. Mr. Palm

suggested bridging the gap with a resident member of the WEA BOD. Mr. Panuczak indicated he would ask staff to generate a notification about the need for additional Planning Board members.

Mr. Canfield stated the Planning Board should have a general email address shared amongst the board members. Mr. Panuczak stated that is a current initiative and he would follow up with WEVD staff and the IT vendor.

Mr. Canfield indicated he would like another board member to step in as the Chairperson of the Planning Board, nominating Mr. Palm. Mr. Panuczak seconded. After brief discussion, the motion carried by unanimous vote with Mr. Palm elected as the Chairperson.

Next meeting scheduled 16:00 6/22/2023.

Mr. Bujalski motioned to adjourn. Mr. Panuczak seconded and the motion passed by unanimous vote.

Meeting adjourned at 17:05.