



Town of Duxbury Massachusetts

Planning Board

TOWN CLERK

2022 SEP -8 AM 8:13
DUXBURY, MASS.

Minutes 7/25/2022

The Planning Board met jointly with the Selectboard on Monday, July 25, 2022 at 7PM at the Town Hall, 878 Tremont Street, Mural Room, lower level; followed by a Planning Board administrative meeting at the Town Hall, 878 Tremont Street, small meeting room, lower level.

Pursuant to Chapter 20 of the Acts of 2021, this meeting was conducted in person and, as a courtesy, via remote means in accordance with applicable law. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public and board members, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless required by law.

Members of the public who wish to watch the meeting may do so by viewing the Duxbury Government Access Channels – Verizon 39 or Comcast 15. Viewers can visit www.pactv.org/duxbury for information about Duxbury programming including streaming on Duxbury You Tube, to watch replays and Video on Demand.

Planning Board Members Present: Scott Casagrande, Chair; Brian Glennon, Vice-Chair; Keith MacDonald, Clerk; Kristin Rappe; and David Uitti.

Planning Board Members Absent: Jennifer Turcotte and George Wadsworth.

Selectboard Members: Fernando Guitart, Chair; Cynthia Ladd Fiorini, Vice Chair; Michael McGee, Clerk; Theodore J. Flynn; and Amy M. MacNab.

Staff: John Q. Adams, Acting Town Manager; Michelle Seda-Stotts, Town Manager Administrative Assistant; Christopher Ryan, Planning Director; and Emily Hadley, Principal Assistant.

Mr. Casagrande called the meeting to order 8:03PM.

Mr. Ryan introduced himself as the new Planning Director. The Selectboard welcomed him to the Town.

Comprehensive Plan Implementation

The Planning Board has requested to meet quarterly with the Selectboard regarding Comprehensive Plan Implementation.

PLANNING BOARD MINUTES

Date: July 25, 2022

Page 2 of 3

The Boards discussed how to organize receiving information from the Boards, Committees, and Departments who are responsible for tasks in the Implementation Table. Ms. Ladd Fiorini noted that committees are coming before the Selectboard to present their work and Selectboard members act as liaisons to several boards and committees, so they can communicate about Comprehensive Plan implementation through these facets.

Mr. Guitart stated that it is the responsibility for each group to determine their goals and communicate with the Selectboard and Planning Board about their progress and what they need assistance with. Mr. McGee suggested implementing ground rules for what is expected of the groups.

Mr. Uitti suggested sending a joint letter from the Selectboard and Planning Board to the Boards and Committees asking them to sift through the Comprehensive Plan Implementation Table for tasks that are their responsibility, and providing what tasks they want to prioritize and how they plan to achieve them. Mr. Adams suggested the letter include a target date; and he noted that the budget process for Fiscal Year 2024 starts on September 1st.

Tag Carpenter, Historical Commission Chair, told the Selectboard he went through the whole Implementation Table document and created a list of action items for the Historical Commission. He offered to formulate one of these lists from each group mentioned in the table. Mr. Uitti agreed to draft the letter to the Boards and Committees and include Mr. Carpenter's list of action items for each group.

The Planning Board adjourned the joint meeting with the Selectboard at 8:29PM and reconvened immediately after in the small meeting room in the lower level of Town Hall for an administrative meeting (in-person only).

Open Forum

Mr. Glennon told members that the Selectboard appointed him as delegate to the MBTA Advisory Board. He attended the first meeting on June 30th, and will report back to the Planning Board and Selectboard on the group's future activities. Duxbury is also on the Commuter Rail Committee.

Mr. Glennon commended Mr. Ryan for his report that was distributed to Board members before the meeting. Mr. Ryan noted that the report will be much more detailed on projects in the future.

Mr. Casagrande said the Selectboard had asked why the Planning Board did not have sea level rise as one of their top priorities. The Board's current priorities are: 1. Zoning Recodification, 2. Economic Development, and 3. Housing. Mr. Glennon said the Board will be taking sea level rise into consideration for all of their priorities.

The Town's Municipal Vulnerability Preparedness (MVP) Grant application for the Powder Point Ave neighborhood was denied by the State. Mr. Ryan said he will reach out to the MVP regional coordinator, who can provide suggestions for alternatives.

878 Tremont Street, Duxbury, MA 02332; Telephone: 781-934-1100 x 5476; www.town.duxbury.ma.us/planning

PLANNING BOARD MINUTES

Date: July 25, 2022

Page 3 of 3

Ms. Rappe asked if the Board had ever discussed asking for a line item for engineering for sea level rise projects. Mr. Casagrande said the Selectboard have discussed having a Planning line item for engineering projects in the past; the Board will need to give them a ballpark of engineering costs for projects.

Mr. Casagrande said Ms. Massard sent the Board a version of the Zoning Bylaws with footnotes of all the changes approved by Town Counsel to streamline the document. He said the Board will need to include the stakeholders in the whole zoning recodification process before bringing any articles to Town Meeting.

Administrative Items

Motion: Ms. Rappe made a motion to approve the minutes of June 27, 2022 as written, approve the six-month deadline extension request for the Evergreen Terrace subdivision, and approve the one-year deadline extension request for the Dogwood Drive subdivision. Mr. Uitti provided a second.

Vote: 4-0, Mr. MacDonald abstained.

ADJOURNMENT

Motion: Mr. Uitti made a motion to adjourn at 9:12PM. Ms. Rappe provided a second.

Vote: 5-0.

The next Planning Board meeting will take place on Monday, August 8, 2022 at 6:00PM in the large classroom on the second floor of the Senior Center.

Materials reviewed at the meeting:

- July 25, 2022 Agenda
- Memo to Selectboard RE: Comprehensive Plan Implementation Update and Request for Scheduling of Quarterly Meeting dated June 13, 2022
- Envision Duxbury Master Plan: Implementation Table of Goals, Strategies and Actions
- June 27, 2022 Draft Minutes
- Evergreen Terrace Deadline Extension Request
- Dogwood Drive Deadline Extension Request
- Amory Engineers, P.C. Review Letter RE: Dogwood Drive – Partial As-Built Plan dated July 14, 2022
- Plan entitled “Partial As-Built Plan, Dogwood Drive (F.N.A. #1065 Summer Street) Duxbury, Massachusetts,” prepared for USC LLC, 355 Wareham Street Unit 5 Middleborough, MA 02346; by Grady Consulting, L.L.C., 71 Evergreen Street Suite 1 Kingston, MA 02364; dated July 13, 2022; scale 1” = 40’; 2 sheets.

