



Town of Duxbury Massachusetts Planning Board

TOWN CLERK
2022 OCT -6 AM 11:01
DUXBURY, MASS.

Minutes 8/29/2022

The Planning Board met on August 29, 2022 at 6:30PM in the Mural Room, lower level, Duxbury Town Hall; 878 Tremont Street Duxbury, MA 02332.

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

Absent: Jennifer Turcotte and George Wadsworth.

Staff: Christopher Ryan, Planning Director; and Emily Hadley, Principal Assistant.

Mr. Casagrande called the meeting to order at 6:38PM.

Open Forum

Mr. Glennon acknowledged Mr. Ryan's efforts in setting up the demonstration of eCode360 software with General Code corp. He said it was a very useful exercise.

Administrative Items

Mr. Casagrande said he appreciated Mr. Ryan's report on the items. Mr. Glennon suggested staff send the sections of the report regarding the ZBA cases with their referral memos.

Motion: Mr. Glennon made a motion to defer Cases #2022-18 and #2022-19 to the Zoning Board of Appeals for the reasons set forth in the Planning Director's Board Report, to release Lots F and H of Dogwood Drive from the Planning Board covenant for the reasons set forth in an email from Pat Brennan dated May 2, 2022, and to approve the minutes of August 8, 2022 as written. Mr. Uitti provided a second.

Mr. Casagrande added to the motion

Vote: 5-0, unanimous.

Zoning Recodification

Mr. Ryan said he has been reviewing the current document and has some questions that he needs the Board to answer. He said next time he will provide a summary memo to the Board at their next meeting.

Mr. MacDonald asked about the timing of involving the stakeholders in the process. Mr. Casagrande said this will be their next step after the Planning Board's review.

Comprehensive Plan Implementation

Mr. Uitti drafted the letter to Boards and Committees regarding Comprehensive Plan Implementation Table tasks. He sent back to Tag Carpenter for review, who has also extracted the action items for each Board and Committee to be sent out with the letter. Mr. Uitti will follow up with Mr. Carpenter about the status of the letter.

Mr. Ryan said he is looking at the possibility of using a project management software to be able to track the status of each task, and he will put together a proposal soon.

Mr. Casagrande said the Board had discussed in the past splitting up the bylaw into different sections for members to review. Mr. Ryan said if the Board decides how to break it up, staff can send out the sections to members. He also suggested that the Board members provide their edits in a consistent format – handwritten or digital. Mr. Glennon suggested the Board revisit the logistics of dividing up the document at their next meeting on September 12th, and then members can review their sections before the following meeting on September 26th. The Board agreed, and Mr. Casagrande said he will provide the document to the stakeholder group around the same time as Board members are reviewing.

Planning Director Report

Washington Street Sidewalk Survey

Mr. Ryan said he met with the Town Manager to discuss the Washington Street sidewalk survey project. Mr. Ryan will develop the scope himself, share with the working group for comments, set up RFP, develop a list of engineers to put the bid out. Mr. Butkus agreed to this plan. Mr. Ryan said Mr. Dacey and the Sidewalk and Bike Path Committee are eager to get started on this project.

Mr. Ryan said the property owners will need to be notified of the survey starting. Ms. Rappe suggested that the Board use this as an opportunity to spread the word about the project and other initiatives the Board is taking. She said the letter should also clearly state that the survey is just to determine where the road is. Mr. Glennon agreed.

Mr. Glennon said walkability is a large issue in the Comprehensive Plan and Washington Street was one of the main priorities listed in the Complete Streets Prioritization Plan. Mr. Casagrande

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said the funding for the survey was approved at Town Meeting, and there is a lot of support for sidewalks in Town.

Seawall Replacement

Mr. Ryan said he was asked by the Town Manager to come up with a timeline for the seawall replacement project. He said he is working with Pat Brennan, Amory Engineers, on the timeline.

MBTA Communities

Mr. Ryan said the Town needs to take time to analyze the new MBTA communities guidelines before deciding they will not comply. The Town would lose out on funding/grant opportunities from the State. He has been exploring some options for how Duxbury could comply with the guidelines.

Mr. Glennon said it is premature for the Town to say they will not comply, and as long as the Town is pursuing options, they are still eligible for grant/funding opportunities from the State. Mr. Ryan said the Town could get consulting services from MAPC, OCPC, or Mass Housing Partnerships to come up with ideas. Mr. Casagrande said the Selectboard has the final say in this situation, so they need to let the Selectboard know that there are some opportunities available.

Other Projects

Mr. Ryan said he is putting together a list of all the projects and grants the Planning Department is currently working on, to make sure everything is in order. He will send this list to the Board for input.

Mr. Glennon asked if Mr. Ryan has all the resources required to get his work done, and if there is anything the Board can do to support him. Mr. Ryan said he has created good initial relationships with the key players at Town Hall. Ms. Rappe thanked Mr. Ryan for jumping in with both feet on these projects.

Other Business

Ms. Rappe discussed an idea about the possibility of the Town purchasing a portion the land that is for sale between Hall's Corner and Standish or land on Eagle's Nest for use as additional parking for Hall's Corner, since the traffic circle improvement plans involve losing some parking spaces.

ADJOURNMENT

Motion: Mr. MacDonald made a motion to adjourn at 7:46PM. Ms. Rappe provided a second.

Vote: 5-0, unanimous.

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The next Planning Board meeting will take place on Monday, September 12, 2022 at 6:00PM in the large classroom on the second floor of the Senior Center.

Materials reviewed at the meeting:

- August 29, 2022 Agenda
- ZBA Case #2022-18: 15 Lewis Court
- ZBA Case #2022-19: 5 Chestnut Street
- Dogwood Drive Lot Release Request
- Amory Engineers Email RE: Jones Family – 9 Dogwood Drive – Water Filtration Test Results, dated May 2, 2022
- Draft Minutes August 8, 2022
- Draft Zoning Bylaws Administrative Cleanup and Maps Amendment with footnotes
- Envision Duxbury: Comprehensive Master Plan 2019 – Implementation Table of Goals, Strategies and Actions
- Director of Planning Board Report, dated August 29, 2022