

**A JOINT MEETING OF THE PLANNING & DEVELOPMENT  
SUBCOMMITTEE AND TOWN COUNCIL  
TUESDAY, MAY 31, 2022 – 5:00 PM  
VETERANS ROOM**

**Minutes**

Subcommittee Members in Attendance: Committee Chairman David Adams, Clr Daou, Ctz Mbr Bernardone and Ctz Mbr LaRochelle

Subcommittee Members Absent: Clr Lazo

Documents:

- Interest form Helen Boyle
- Interest form Maureen Doyle
- Appointment Letter David Adams
- Interest form David Livengood
- Interest form David Payeur
- Interest form Cory Bellerose
- Interest form Teri Hansel
- Interest form Lynne Bertrand
- Interest form Patrick Spinelli
- Memo on the Redevelopment Authority Executive Director
- Memo Accept Shared Streets
- Memo PARC Grant

5:09 PM meeting called to order

**1. Roll Call**

**2. Consider and accept Planning and Development Meeting Minutes of May 17, 2022.**

Postponed

**3. Discuss/review the Town Manager's recommendation to reappoint Helen Boyle to the Agricultural Commission for a three-year term effective July 1, 2022 through June 30, 2025, ethics in good standing, entertain a motion to recommend to Town Council for confirmation.**

Motion Clr Daou, Seconded by Ctz Mbr LaRochelle, 4-0-0.

**4. Discuss/review the Town Manager's recommendation to reappoint Maureen Doyle to the Agricultural Commission for a three-year term effective July 1, 2022 through June 30, 2025, ethics in good standing, entertain a motion to recommend to Town Council for confirmation.**

Motion Clr Daou, Seconded by Ctz Mbr LaRochelle, 4-0-0.

**5. Discuss/review the Town Manager's recommendation to reappoint Maureen Doyle to the Conservation Commission for a three-year term effective July 1, 2022 through June 30, 2025, ethics in good standing, entertain a motion to recommend to Town Council for confirmation.**

Motion Clr Daou, Seconded by Ctz Mbr LaRochelle, 4-0-0.

**6. Discuss/review the Town Manager's recommendation to reappoint David Adams to the Central Massachusetts Regional Planning Commission for a three-year term effective July 1, 2022 through June 30, 2025, ethics in good standing, entertain a motion to recommend to Town Council for confirmation.**

Motion Clr Daou, Seconded by Ctz Mbr LaRochelle, 3-0-1.

Clr Adams noted this should be a one year assignment.

**7. Discuss/review the Town Manager's recommendation to reappoint David Livengood to the Economic Development Commission for a three-year term effective July 1, 2022 through June 30, 2025, pending the completion of ethics training, entertain a motion to recommend to Town Council for confirmation.**

Motion Clr Daou, Seconded by Ctz Mbr LaRochelle, 4-0-0.

**8. Discuss/review the Town Manager's recommendation to reappoint David Payeur to the Planning Board for a three-year term effective July 1, 2022 through June 30, 2025, pending the completion of ethics training, entertain a motion to recommend to Town Council for confirmation.**

Motion Clr Daou, Seconded by Ctz Mbr LaRochelle, 4-0-0.

**9. Discuss/review the Town Manager's recommendation to reappoint Corey Bellrose to the Planning Board for a three-year term effective July 1, 2022 through June 30, 2025, pending the completion of ethics training, entertain a motion to recommend to Town Council for confirmation.**

Motion Clr Daou, Seconded by Ctz Mbr LaRochelle, 4-0-0.

**10. Discuss/review the Town Manager's recommendation to reappoint Teri Hensel to the Planning Board for a three-year term effective July 1, 2022 through June 30, 2025, pending the completion of ethics training, entertain a motion to recommend to Town Council for confirmation.**

Motion Clr Daou, Seconded by Ctz Mbr LaRochelle, 4-0-0.

**11. Discuss/review the Town Manager's recommendation to reappoint Lynne Bertrand to the Zoning Board of Appeals for a three-year term effective July 1, 2022 through June 30, 2025, ethics in good standing, entertain a motion to recommend to Town Council for confirmation.**

Motion Clr Daou, Seconded by Ctz Mbr LaRochelle, 4-0-0.

**12. Discuss/review the Town Manager's recommendation to reappoint Patrick Spinelli to the Zoning Board of Appeals for a three-year term effective July 1, 2022 through June 30, 2025, ethics in good standing, entertain a motion to recommend to Town Council for confirmation.**

Motion Clr Daou, Seconded by Ctz Mbr LaRochelle, 4-0-0.

**13. Discuss/ Review whether to recommend Town Council enter into the agreement with Mark Carron, employee of Capital Associates., to fill a one-year contracted position as Redevelopment Authority Executive Director and allow the Town Manager to sign any related paperwork.**

Motion Clr Daou, Seconded by Ctz Mbr LaRochelle, 4-0-0.

Ms. Dean explained Mr. Carron was the only applicant but his background shows that he is more than qualified to be in this position. He will have benchmarks and oversight by her as they move forward. Many Councilors highly recommended Mr. Carron.

**14. Discuss/ Review whether to recommend Town Council enter into the agreement with Massachusetts Department of Transportation (MassDOT) for Shared Streets funding in the amount of \$49,544 to purchase snow removal equipment on pedestrian ways and allow the Town Manager to sign any related paperwork.**

Motion Clr Daou, Seconded by Ctz Mbr LaRochelle, 4-0-0.

Ms. Dean noted the town applied for two grants but only received one through the Shared Streets application. This one grant approved was for the snow removal equipment on pedestrian ways.

**15. Discuss/ Review whether to recommend Town Council approve applying for the Parkland Acquisitions and Renovations for Communities (PARC) Grant Program to acquire 76 Central Street and construct a pocket park to be reimbursed up to \$175,000, or 70%, consistent with the Urban Renewal Plan and allow the Town Manager to sign any related paperwork.**

Motion Clr Daou, Seconded by Ctz Mbr LaRochelle, 4-0-0.

Ms. Dean noted this grant would be used for 76 Central Street while the town would have to supply 30% of the funding which would come from CDBG Misc income account. This is part of the town's Urban Renewal Plan and will help as the Rail Trail will be rebuilt. Clr Steeves questioned the cost of the property, Ms. Dean noted this should be discussed in Executive Session because of ongoing discussion to purchase this property.

**16. Adjourn**

Motion Clr Daou, Seconded by Ctz Mbr LaRochelle, 4-0-0, 6:00 pm.

Respectfully submitted,  
David Adams