

Palmyra Planning Board Meeting Minutes

Date: 06/22/2021

- I. **Call to order and flag salute** – *Chairman Gary Beem called the meeting to order at 6:00—flag salute.*

II. **Roll call**

*Planning Board members present: Gary Beem, Dave Leavitt, Corey Dow, Billy Boulier
Diane White, Secretary*

Selectmen present: Vondell Dunphy, David Gilbert, Herbert Bates

Others present: Chris Cookson

III. **Correspondence**

- *Billy – Hometown Healthcare correspondence – Billy said there has been no correspondence since the last meeting.*
- *Gary told the other board members that Travis has talked to the manager of Dollar Tree—they are handling the road painting and overhead illumination. Travis is waiting for more information—he will notify the board when he has more information.*
- *Dave said he believes that the state and the town give permits for the curb cut. It is the Traffic Movement permit that gives the conditions. The Traffic Movement Permit dated 1/16/2018 regarding violations (Fletcher Drive): the “developer” shall construct full paved access, with striping, etc., with overhead illumination. It is the developer’s responsibility (Mr. Fletcher). Dave also spoke with the state. It is the developer’s responsibility. Noncompliance penalties could include revocation of the permit. Billy suggested that the Select Board direct Travis to stop performing services for the developer. All members agree. Dave will talk to the Select Board.*

IV. **Process Land Use Permit Applications**

- *Derrick Small – Map 9, Lot 32 - addition – The application is incomplete. On hold. Billy itemized items/information not submitted: 1. Title/deed; 2. Zoning district needs to be indicated on the application; 2. Site plan (needed to determine setbacks).*
- *Chris Cookson – subdivision permit correction - Chris explained that they copies signed by the Board previously (March 2021) was rejected by the Registry of Deeds. Plymouth Engineering revised the map. Chris presented the previous version and the updated version. Planning member reviewed the “old” and the “new” plan for changes. Dave said that an engineering firm would typically spell out the changes and change the revision number.
The latest revision of the subdivision map has a signature stamp (dated 06/11/2021).
Planning Board members signed the revised subdivision map.
Copy given to Diane to put with the subdivision application file.*

- *Dave said that he likes the idea of continuous improvement—thing were brought up that they can do better. He presented a discussion template (Exhibit 1) for addressing title and interest of a property, which he reviewed with the board. He would like to get it down so that the procedure is followed from memory.*

V. Announcements - none

VI. Reports

- *Secretary's Report (06/08/2021) - Motion made by Gary to accept as written—seconded by Dave. All in favor.*

VII. Old Business

- *Dave presented a draft of outstanding issues matrix for BD Solar (Exhibit 2). He asked that other board members review it. He would like to take it to the Select Board Meeting and review it as outstanding deliverables from the Solar Farm and ask them to task the CEO to follow up and to present a written quarterly report to the Planning Board and Select Board. There are items that are overdue. He asked the other member of the board to review and, if they make changes, send them to Diane with a copy to him. Diane will update and change the revision numbers and dates.*
- *Dave said that he would like a volunteer to help with preparing a list of Palmyra businesses. He would like it in matrix form with a copy of the applications included. Diane will help with this project.*
- *Dave asked Billy if he had the document that he was looking for (Findings of Facts for BD Solar). Billy said he did get this document.*

VIII. New Business - none

IX. Adjournment – 6:32 p.m. - *Motion made by Corey to adjourn—seconded by Dave. All in favor.*

Respectfully Submitted

Diane White
Secretary

NEXT MEETING
07/13/2021