

Palmyra Planning Board Meeting Minutes

Date: 10/12/2021

I. Call to order and flag salute – *Chairman Gary Beem called the meeting to order at 6 p.m. – flag salute.*

II. Roll call

*Planning Board Members present: Gary Beem, David Leavitt, Corey Dow, Billy Boulrier
Diane White, Secretary*

Others present: Michael LePage, Heidi Boivin, Ken and Mary Ellen Fletcher

Hometown Health Center Representatives: Tom Emery, Robin Winslow

III. Correspondence

- *Billy – Hometown Healthcare correspondence – Billy reviewed correspondence with Hometown Health Center (attachment 1).*

IV. Process Land Use Permit Applications

- *Boivin Development LLC – Entertainment License for the M Room – Motion made by Billy to schedule a public hearing for October 26. This will allow for a seven day notice ad. Dave seconded. All in favor.*
- *Community Cellular (US Cellular) – Map 5, Lot 66A – cell phone business - Corey had sent the business form to him, but has not heard from him.*
- *Miranda Doherty – Map 3, Lot 10 - Chiropractic Practice – Corey left her a message, but has not heard from her. Gary did provide a copy of the lease agreement.*
- *Hometown Health Center – Billy suggested that that the Planning Board and Hometown Health Center representatives agree on a date for approval/denial of the subdivision application. Motion made by Billy to extend the date of approval to November 16th. He amended the motion—the date will be November 23rd. Dave said that they don't have a complete application. He said if not complete by the 23rd, it would be rejected. Billy said the Board could extend the date.*

Discussion on items that the applicant has no control over (the two legal documents). Mr. Emery said that he considers this a complete application and he assumes that the things they don't have control over will be a condition of approval. Billy explained that the purpose of the extension is to allow more time and it is not proper to put conditions on approval for compliance.

Mr. Emery asked if they should start the Commercial Review process—Billy told him that they should do this. The applicant agreed to shift the date to November 23rd. Motion on the floor to extend the timeframe for approval for HHC until Nov 23rd made by Billy.

Mr. Emery suggested adding to the motion, “or as mutually agreed to by the applicant”, so if the next deadline is reached and they are still negotiating legal issues, it's clear that they can extend as needed.

Dave asked if he is trying to avoid rejecting the application on October 26th because of the timeframe and keeping it moving forward.

The applicant accepted shifting to November 23rd. Dave seconded the motion to shift to the 23rd. All in favor.

The applicant had provided additional documents for completeness (list on incomplete items – attachment 2). Billy reviewed.

Completeness Review

24. Updated construction schedule provided. Billy assumes that the June and July 2022 schedule will include storm water treatment. He asks the applicant revise 24 to add additional scope of work for June and July 2022.

25. DEP Site Location – still in progress.

50. a) C00-1 details submitted. Billy suggested that the revision note be changed—should be completeness review (not compliance review).

b) Overhead illumination at Fletcher Drive – letter from Plymouth Engineering on September 27th addressed this. The only thing open is a confirmed installation date. Mr. Fletcher said that there is a purchase order and tentative schedule. He will ask Plymouth Engineering for an update.

c) Existing overhead illumination at Tractor Supply – Letter from Plymouth Engineering verifies that they have confirmed that it does meet the requirement of the traffic standards. Closed.

d) Stop bar and double line striping. Mr. Fletcher said that the stop bar has been widened to 24” last Thursday both at Tractor Supply and Fletcher Drive. Closed.

52. Complete

53. a) Complete

b) Email provided – requirements met.

c) C50-1 – geotextile detail changed. A3 on C50-1 has to have the same remark.

Compliance Issues

24. Still in progress

32. Still in progress

Dave and Billy plan to meet on Thursday with the town lawyer and members of the Select Board to discuss the legal issues (Lot Owners Agreement and the Letter of Credit). Dave asked about the status of the Lot Owner’s Agreement and if there is any indication that this will be executed. Robin said that the attorneys have reached out to other lot owners about the agreement, but it is a challenge to get in touch with them. She can get a report of the status. Dave said it would be helpful to know where it stands and when they will go to Plan B (if the Lot Owner’s Agreement does not get executed).

Billy said that in terms of the subdivision, there is no need to meet until the legal issues have been addressed. He encouraged them to begin the Commercial Development Review process. He will send a revised list of items.

V. Announcements - none

VI. Reports

- Secretary’s Report (09/28/2021) – Motion to accept as written made by Gary and seconded by Dave. All in favor.

VII. Old Business

- Solar Farm Deliverables Matrix – CEO has not responded to message from Dave. No update.

- List of businesses in town - *Dave said there are businesses in town operating without a permit. Three to keep on the agenda: Trundy, US Cellular, Miranda Doherty.*
- Gary Beem – condition of application approve 9/14/2021 (documentation – the camper will not be placed in the farmland area) – *Gary said that the map presented is for the wrong piece of property. Gary will come in to help Diane find the correct map. Farmland map to be attached to each application that indicates farmland.*

VIII. New Business

- Maurice Temple resignation – *The town received a letter of resignation from Maurice. Diane told the Board Members that the Select Board may act on it tomorrow.*
- Dave welcomed Mike LePage. *Short discussion on having Mike join the Planning Board. Billy suggested that he attend the Select Board Meeting tomorrow to be appointed. Mike does not want to make a decision yet.*
- Land Use Applications for businesses (which forms are to be given to applicants) - *Corey looked at the applications. Four applications on the website: Subdivision, Commercial Development, Land Use, and Business/Home Occupation. He noticed that the Commercial Development Application applies to new buildings over 5,000 s.f. and the residential land use permit references commercial development less than 2,500 s.f. Dave said that our commercial ordinance (last revision) was cut from 5,000 s.f. to 2,500 s.f. The Board needs to amend the application. He suggested that they put dates and/or revision numbers on the forms. He said that the board can talk about the forms, mark them up and Diane can issue a new form. Corey will work on the forms/*

Discussion on the Annual Business Renewal Form. Dave said that this is not being followed. Billy said that he does not see any use for it and asked what the benefit is. Dave speculated that the purpose was to keep an updated list of businesses.

Dave suggested that the Planning Board make a recommendation. The Annual Town Meeting is held in March and the Planning Board could make recommendation to the Select Board about ordinance changes. Recommendation to the Select Board should be made in December, so the Planning Board should discuss changes in November. Billy suggested that this be added to the next agenda (Revisions to the Ordinance) under new business. He requested that they be informed about what date they need to have recommendations to the Select Board. Dave will go the Select Board meeting and ask that question (What is the deadline for ordinance changes).

IX. Adjournment

Motion made by Gary to adjourn—seconded by Dave. All in favor. Meeting adjourned at 7:00 p.m.

*Respectfully Submitted
Diane White*

NEXT MEETING
10/26/2021