



**PLANNING BOARD MINUTES
TOWN OF FOSTER
Benjamin Eddy Building
6 South Killingly Road, Foster, RI
Wednesday: November 2, 2016
7:00 p.m.**

A. Call to Order

Mr. Carey called the meeting to order at 7:02 p.m.

B. Roll Call

Board Members Present: Joseph Carey (Chair); Julia Parmentier (Vice-Chair); Helen Hardy (Secretary); Michael Carpenter; and Richard Sparks.

Board Members Excused: Thomas Mercier and Sergio Spaziano.

Staff Present: Renee Bevilacqua (Solicitor) and Juliana King (Planner).

C. Approval of Minutes
October 19, 2016

Discussion/Action

Motion by Ms. Parmentier to approve the minutes of October 19, 2016. Second by Mr. Sparks. Ms. Hardy suggested a few corrections to page 3. Approved 5 – 0 as amended.

D. Correspondence

Discussion/Action

Mr. Carey noted that the police Building Committee is meeting tomorrow night at Ben Eddy at 6:30p.m. and interviewing three of the submissions' firms, so progress is being made.

E. Board Members' Reports
1) Land Trust

Discussion/Action

No report was available at this time.

2) Conservation Commission

No report was available at this time.

F. Planner's Report
1) August 2016

Discussion

Mr. Carey placed it on file.

L. Continued Business

Discussion / Action

1) Nullification of Planning Board By-Laws

Motion by Ms. Parmentier to nullify the existing Planning Board by-laws. Second by Mr. Carpenter.

Mr. Sparks was concerned about not following the review process as outlined in the by-laws, and Ms. Bevilacqua explained that the Board is a public entity governed by higher laws- state law, Town Charter, ordinances, then appointive bodies. The Democratic Rules of Order book is good but isn't completely overarching, which is why the Zoning Board adopted the Rules but also has its own Hearing Procedure. Any rules must be adopted each time new members are seated on the Board.

Ms. Hardy pointed out that officers and elections aren't covered by the Rules book, and Ms. Bevilacqua stated that the Board wouldn't really be setting limits for officer terms but it's perfectly reasonable to adopt a few Board-specific items to a separate "rules" list to augment the Rules book. Ms. King reminded the Board that the by-laws are technically outdated anyway because they weren't re-adopted since 2012 and there have been new members since then.

Motion approved 5 – 0.

2) Adoption of New Planning Board Rules

Mr. Carey commented that he had read the Rules book through and came up with a few subjects not covered and that are specific to the Board; he had also reviewed the Charter and ordinances. Ms. King assured the Board that the Town Clerk is looking into options to get the bound Ordinances up to date, and recommended adding a book citation to Mr. Carey's additional "Planning Board Rules" Parliamentary Procedures section as well as clarifying that a vote of 4 out of 7 is required for approvals that entail a recorded decision to the Voting section.

Mr. Carpenter indicated interest in a printout of the flowchart in the Rules book for easy reference at meetings. Ms. Hardy thought that the book pretty accurately describes how the Board has been operating for a few years now. Ms. Bevilacqua said that the book, if adopted, will act as the Board's parliamentarian because it is neutral.

Mr. Carpenter and Mr. Carey were glad of the fact that the book allows votes to be revisited in the future, even beyond a vote not being official until the next meeting, and that informal discussion is possible before a formal motion. Ms. Bevilacqua remarked that how a meeting is run can be adjusted depending on turnout or agenda items, and Mr. Carey noted that how the Board typically votes is actually simpler than in the book.

Mr. Carpenter wondered if a Chair vote as tie-breaker should be included in the "Planning Board Rules", and Ms. Hardy observed that the Chair usually votes last. Ms. Bevilacqua cautioned that the Board is a public body so tie-breaking doesn't factor in, and anyway a tie is likely a failed vote but it depends on what's being voted on. Ms. Hardy reminded the Board that when the full 4 votes are required to approve, and only 4 members are present, the applicant is always given the option to continue.

Mr. Carey stressed that it comes back to the higher laws, and consistent rules are needed.

Motion by Mr. Carpenter that this organization's meetings be governed by the Democratic Rules of Order book, including the Planning Board Rules and Hearing Procedure documents as discussed tonight. Second by Ms. Parmentier. Approved 5 – 0.

N. Comprehensive Plan Update

Discussion

Ms. King told the Board that a full first draft from the consultant has been received, and she will be reviewing it in the next week or so and ensuring that the zero-draft-based chapter homework completed by the Board was incorporated. It is anticipated that the full draft can be disseminated by mid-month, with comment and discussion with the consultant on the 12/7/2016 agenda.

O. Future Agenda Items

Discussion

- 1) 2017 Schedule
- 2) Full Meeting of Town Boards & Commissions

The Board asked to add the Comprehensive Plan and Elections, and Mr. Carpenter requested that DEM land acquisition for farmers be put on too.

There was general consensus to cancel the 12/21 meeting.

P. Adjournment

Motion to adjourn at 8:02 p.m. was approved unanimously.

Respectfully submitted,

Helen Hardy, Secretary