



**PLANNING BOARD MINUTES
TOWN OF FOSTER
Benjamin Eddy Building
6 South Killingly Road, Foster, RI
Wednesday: October 5, 2016
7:00 p.m.**

A. Call to Order

Mr. Carey called the meeting to order at 7:04 p.m.

B. Roll Call

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

Board Members Excused: Sergio Spaziano.

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

**C. Approval of Minutes
September 21, 2016**

Discussion/Action

Motion by Mr. Mercier to approve the minutes of September 21, 2016. Second by Mr. Carpenter. Ms. Hardy had a few clarification questions. Approved 6 – 0 as written.

D. Correspondence

Discussion/Action

There was none.

**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.

M. New Business

Discussion / Action

1) Update of By-Laws

Mr. Carey explained that he had asked for this item to be placed on the agenda because it had been a future agenda item for a while now.

Ms. Bevilacqua noted that the term “by-laws” shouldn’t be associated with a public body, and there are many items in the current version that don’t jive with the purpose or intent of the Board. Mr. Carey said that the point was to get it on the table to see what everyone wants to do, and confirmed that they were formally adopted by the Planning Board many years back. Mr. Mercier stipulated that they are self-imposed.

Ms. Bevilacqua referenced the “Democratic Rules of Order” book by Fred Francis and Peg Francis, which was previously adopted by the Zoning Board of Review and the Town Council as their procedures.

As far as anyone being parliamentarian, Ms. Bevilacqua asserted that a parliamentarian can’t discuss or vote as part of the Board; that is just one issue with the concept of Robert’s Rules of Order. Ms. Bevilacqua was firm that the by-laws are flawed and recommended that the Board start over with something simple and accepted to avoid more fodder for issues.

Discussion ensued on whether to edit the by-laws as written or toss them out, and Ms. Bevilacqua stressed the need to call them something else. If tossed out, Ms. Bevilacqua suggested that the Democratic Rules of Order could be adopted instead and, if the Board felt it necessary, rules/conditions/items specific to the Planning Board could be added as well.

Mr. Mercier preferred simplification, and there was brief talk centering on the number of Board members and meeting times appearing in the Charter versus in the “by-laws”.

Mr. Mercier requested that 10 copies of the most recent Democratic Rules of Order edition be ordered.

Ms. Bevilacqua stipulated that the Board can't be bound by the prior Board's rules and must be adopted anew. Further, any future agenda must detail that the "by-laws" are to be either rescinded or nullified, and new rules discussed and adopted.

Motion by Mr. Mercier to place the "by-laws"/new rules on the November 2 agenda. Second by Mr. Carpenter. Mr. Sparks was curious about ethics and recusal, and Ms. Bevilacqua assured him that such topics are covered by the Democratic Rules of Order. Approved 6 – 0.

2) Land Development Stages

Ms. King gave an overview of the Pre-Application submission/review stage for both Minor and Major Subdivisions and all Land Development applications, followed by the Master stage for Major Subdivisions and all Land Development applications, the Preliminary stage for both Minor and Major Subdivisions and all Land Development applications, and the Final stage for both Minor and Major Subdivisions and all Land Development applications. Checklists, conceptual design, vesting of layout, engineering and soil/stormwater analysis, state or federal approvals, combining of stages, and advertising were all covered during thorough questions and discussion.

Ms. Bevilacqua and Ms. King reminded the Board that each application is reviewed on its own, case-by-case, and there is no such thing as precedent.

N. Comprehensive Plan Update

Discussion

Mr. Carey stated that he had spoken with Dave Westcott from Mason, and the consultants are hard at work. Chapters are close but there was some confusion on goals and objectives. Ms. King recalled that the most recent "homework" completed by the Board was specifically to guide those very elements.

O. Future Agenda Items

Discussion

- 1) Road/Bridge Plan
- 2) Full Meeting of Town Boards & Commissions
- 3) New Police Station

Mr. Mercier asked that the new police station be struck, and that the 2017 schedule be added.

P. Adjournment

Motion to adjourn at 8:25 p.m. was approved unanimously.

Respectfully submitted,

Helen Hardy, Secretary