

Wales Planning Board
Meeting Minutes
June 13, 2016

PRESENT: Bill Matchett, Keith Hood, Danelle LaFlower, James Whalen, Amy Adams

ABSENT:

GUEST: Amy Sacco, Joe Romonosky

The meeting was called to order at 7:02 p.m.

The meeting began with a review of meeting minutes from May 23, 2016. Amy indicated that the minutes should have included the following:

Danelle made a motion, seconded by Gene, to accept the minutes of 4/25/16 as read. The motion passed unanimously.

Keith made a motion, seconded by Danelle, to accept the minutes as amended. The motion passed with Keith and Danelle in favor. Bill and James abstained.

Joe Romonosky addressed the board. He had questions about building on a nonconforming lot. The board advised him that he would have to start with the Zoning Board of Approval.

The board reviewed a letter prepared by Danelle and addressed to the Board of Assessors asking them to clarify the status of a list of "paper roads" and right of ways (see attached). Keith made a motion, seconded by James, to accept the letter and that it be sent on the board's behalf asap. The motion passed unanimously.

Next, the board interviewed Amy Sacco, candidate for Administrative Assistant to the Planning Board. A number of items were discussed, including a review of Ms. Sacco's educational and employment background, focusing on her experiences in office and records management. The details of the job were also discussed including job duties, current projects, office hours, and salary, should she be offered the position. Ms. Sacco indicated that she would be available to start following her vacation the week of June 23rd.

The board discussed the development of a Master Plan. James shared his experiences with implementing a Master Plan for the town of Spencer, MA. He indicated that it is a guide that outlines where a town is currently and where it would like to go in the future. The board discussed requesting guidance from Pioneer Valley Planning Commission.

The board welcomed new member James to the board and took some time to introduce themselves.

The following items should be included on the agenda for next meeting:

- Master Plan discussion and review of Spencer's Master Plan
- Utility by-law discussion
- Medical Marijuana by-law discussion
- Update re: Jill Curtis' acceptance/decline of the final vacant planning board seat
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Keith made a motion, seconded by James, to offer Ms. Sacco the Administrative Assistant job. The motion passed unanimously. Bill will reach out to her.

It was discussed that Amy's last day would be 7/11/16.

Keith made a motion, seconded by James, to send Gene a letter thanking him for his service to the town as a Planning Board member. The motion passed unanimously.

Vouchers were signed and mail reviewed.

James made a motion, seconded by Keith, for adjournment. The motion passed unanimously. The meeting was adjourned at 8:30 p.m.

Respectfully submitted,
Amy Adams