



Chairman, State Representative: Chaz Sexton-Diranian (2022) *Vice Chairman:* Laura E. Shifrin (2021)
Clerk: Natalie Call (2024) *General Member:* Courtney Borelli (2020) *Tenant Seat:* Vacancy (2020)

MINUTES APPROVED TUESDAY OCTOBER 3, 2019

Wednesday July 10, 2019
Meeting Room 2 Town Hall

THIS IS AN OPEN MEETING AND ALL ARE INVITED TO ATTEND

I. Preliminaries:

1. Call to order: Chair called the meeting to order at 7:03PM.
- 1.2 Roll call showed Natalie Call, Clerk (NC), Laura Shifrin, Vice Chairman (LS) and Chaz Sexton-Diranian, Chairman (CSD) present.
- 1.3 CSD announced the meeting was being recorded.
- 1.4 Pledge of Allegiance
- 1.5 Chairman's Additions/Deletions: None
- 1.6 Chairman's update and report: None
- 1.7 Vice-Chairman's update and report: LS said that Montachusett Regional Planning Commission (MRPC) is having an executive board meeting tomorrow July 11, 2019. LS gave an update on Town Properties Committee meeting. Principal Assessor, Vicki Tidman is going to clean up the list of town owned buildings/properties that are not being used. Discussed getting grant money for Harbor Fire Station for revitalization. Would like to utilize what is already available instead of leaving the building empty. CSD said that there is interest from the Historic Commission on the Fire Station as well. Discussed Boards working together for better communication.

II. Appointment

- 2.1 General Member seat vacancy Courtney Borelli will be recommended for the vacancy. Kevin Smith's resignation has been received. Volunteer applications are available online on the Town's website. LS suggested meeting on Monday at 630PM to address member issue in order to get nomination to the Board of Selectman for their July 16 meeting.
- 2.2 Land Use Coordinator-Duties and Responsibilities. Land Use Coordinator, Lyndsy Butler (LB) was present to go over her scope of work and how it will compliment working with the Housing Authority. LB has been working on the Housing Production plan. Discussed the feasibility study to take place on Dudley Road, to potentially include encouraging college students to participate in study as well. Discussed administrative assistant position for an average of 5 hours a week and



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how those hours would be utilized. Reiterated that Boards and Departments should be in communication to benefit all.

III. Work Session:

- 3.1 Dudley Feasibility Study: CSD discussed delegation of duties. CSD will be working with LB to touch base and prioritize next steps.
- 3.2 Discussion housing production plan forum. Issues have arisen with the original date in September. Discussed pushing it back to the first few weeks in October. LB will check with MRPC to see what date will work.
- 3.3 Correspondence: reviewed first budget report from the accountant as well as a special permit from the Zoning Board for informational purposes.
- 3.4 Approval of meeting minutes. NC will send out minutes from 3/1/19, 3/13/19 and 4/3/19 for review and potential approval at next meeting.

Next Meeting to be held July 15, 2019 at 630PM following meeting Thursday August 8, 2019.

NC moved to adjourn at 9:00PM. LS seconded. Unanimous.