

**TOWN OF THORNTON PLANNING BOARD WORKSESSION MINUTES**

**Meeting Date: June 14, 2012**

**APPROVED**

TBP  
Original to Town Clerk  
copied to Binder  
Town File  
web

The Planning Board met and held a worksession on Thursday, June 14, 2012 at 6:00 PM at the Thornton Town Hall.

**Board Members Present:** Gloria Kimball, Carolyn Piantedosi, Frank Freeman, Steve Babin, Tyler Phillips, Steve Morton, Selectboard Representative, Fred Gunter (alternate). Beverly "Sandy" MacIntosh (alternate), Russ Gilman (alternate)

**Staff Present:** Nancy Decoteau, Planning Board Assistant; Jessi Fleury, Board Secretary; Marianne Peabody, Selectwoman.

**Introduction**

Ms. Peabody introduced Nancy Decoteau to the board as their temporary planning assistant. Ms. Fleury informed the board that the goal of the staff is to assist the planning board with creating rules and procedures, updating ordinances and regulations and to help make their jobs as planning board members easier. Ms. Fleury asked Ms. Decoteau to provide the board with a brief summary of her experience and explain how she has worked successfully with municipalities in the past. The board thanked her for her assistance and welcomed her.

The board reviewed current regulations that need updating and agreed that the staff should present ideas to update to the board members and that they would schedule additional work sessions to review and approve updates. The board also agreed to update the following rules/regulations in order of importance as follows: Rules of Procedure, Subdivision Regulations, Site Plan Review Regulations, and Excavation Regulations.

The board discussed their process for using outside engineers to review complex plans.

Ms. Fleury and Ms. Decoteau informed the board that they are working on creating new binders for all board members to include current policies and procedures as well as other pertinent information for the planning board members.

The board discussed their needs as a planning board for consideration of a planning assistant as follows:

- The board recommended a full time board secretary, and a part time planning assistant.
- The full time secretary would assist the planning assistant, transcribe minutes, notice of decisions, work with applicants when they come to the town hall, communicate with the board, assist with updating regulations and ordinances, etc.
- The planning assistant would have some engineering experience if possible or know how to read plans, check to see if conditions have been met on applications that are conditionally approved, review application checklists prior to

**TOWN OF THORNTON PLANNING BOARD WORKSESSION MINUTES**

**Meeting Date: June 14, 2012**

**APPROVED**

meetings and provide the board with recommendations as to application completeness, attend meetings and assist the board with information needed to make decisions.

- The board agreed that they do not want either of these positions to enforce zoning rules or violations and recommended that the selectmen hire someone for that duty separate from planning board responsibilities.
- The board also agreed that they would like two members of the planning board to be included in the interviewing process for the assistant position.

The board discussed the driveway permit process and the need to update requirements for cistern maintenance.

The board adjourned the work session.

Respectfully submitted,

  
Jessi Fleury  
Board Secretary

# TOWN OF THORNTON PLANNING BOARD

## WORKSHOP SESSION

June 14, 2012

### GREETING/ INTRODUCTIONS

#### ITEMS SUGGESTED FOR DISCUSSION:

- General direction regarding how the office staff can assist the Planning Board
- Possible Review of Regulations:
  - Rules of Procedure
  - Site Plan Regulations
  - Subdivision Regulations
  - Excavation Regulations
- Outside Engineer Review of Plans – history, current policy
- Job Description
  - Members to be involved in the interview/hiring process
- Binders –any additional information to be included