



## Halifax Planning Board Meeting Minutes August 17<sup>th</sup>, 2023

A meeting of the Halifax Planning Board was held on Thursday, August 17<sup>th</sup>, 2023, at 7:00pm in the Selectmen's Meeting Room Halifax Town Hall 499 Plymouth Street, Halifax, MA.

These minutes are an abstract of the Planning Board meeting held Thursday, August 17<sup>th</sup>, 2023, which are on file with the Planning Board Department and posted on the Town of Halifax website and Area58 Halifax's YouTube page.

Members Present: Thomas Millias, Chair, Robert Gaynor, Vice-Chair, Amy Troup, Clerk, Richard Merry, Members and Brendon Elliot, Member.

Members Absent: None

Chair Millias calls the Halifax Planning Board meeting into session, states members present, and asks if any board members would like to add anything to the agenda.

*Troup requests to add a discussion of the 8/22/23 Selectmen's Meeting to the agenda.*

**MOTION to accept the agenda as read with additions:** Amy Troup

**SECOND:** Robert Gaynor

**All in favor (5-0)**

*\*\*The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may be brought up for discussion to the extent permitted by law\*\**

### **Appointments/ Hearings:**

- *Hearing Continued*– 359 Plymouth Street: Site Plan Review, Contractor Storage.
  - Final changes, corrections and additions to the site plan as requested by abutters and others be reviewed by PGB Engineering to be ready for your next meeting.
  - Conservation review/approval

*Hearing was continued to 9/7 meeting per Gabriel Padilla via email. He will be at Con Com meeting on 9/5 and Planning meeting on 9/7*

**Discussions/Action to be Taken:**

- Jordis Rain/Rider's Way: As-built sign-off and release of bond to Mr. Fabroski.

**MOTION was made to approve and release bond/ authorize Chair Millias to sign the bond.**

**MOTION:** Amy Troup

**SECOND:** Brendon Elliot

**All in Favor:** (5-0)

**Signatures:**

- None

**Meeting Minutes:**

- June 15<sup>th</sup>, 2023

**MOTION was made to approve minutes as written/presented.**

**MOTION:** Amy Troup

**SECOND:** Brendon Elliot

**All in Favor:** (4-0)

*Chair Millias abstains from voting because he wasn't present at the 6/15 meeting.*

- July 6<sup>th</sup>, 2023

**MOTION was made to approve minutes as written/presented.**

**MOTION:** Robert Gaynor

**SECOND:** Brendon Elliot

**All in Favor:** (5-0)

- August 3<sup>rd</sup>, 2023

**MOTION was made to approve minutes as written/presented.**

**MOTION:** Richard Merry

**SECOND:** Robert Gaynor

**All in Favor:** (4-0)

*Brendon Elliot abstains from voting because he wasn't present at the 8/3 meeting.*

**Mail/Correspondence:**

- Records Retention Schedule (Please review, as Town Administrator has requested that we discard any files that no longer need to be kept per the states Record



Retention Schedule. The planning office will be moving to the first floor, and we need to make room for new/existing files.

*The board held a lengthy discussion about the procedures and anticipated reduction of old/closed out files within the Planning Office. There was a brief Q&A between board members and the Administrative Assistant for the Planning Department as to what the plans are moving forward. Opinions on updating our system and leaning into a more electronic based system were strongly voiced. Amy Troup made it abundantly clear that she was not in favor of this decision made by the Town Administrator, and that she believes every file should be kept in the event of a system failure. Chairman Millias and Vice chairman Gaynor pointed out to Troup the current fire hazard the condition of the basement is posing due to an excessive amount of file storage. Millias pointed out that in the event of a flood, all the files currently in boxes on the floor of the basement would be destroyed, creating the same outcome as if the system/backup of files were to fail. Elliot weighed in on both sides of the argument, but overall thinks we should be looking into backing up files on an external hard drive (around a 5-7 year back log) that is kept in the vault. The board continued this discussion even further, but it was then tabled until the next meeting due to significant difference of opinion. It will be revisited at the 9/7 meeting.*

- Town of Pembroke- 33 Riverside Drive\_ Site Plan Approval letter- *Board read into record.*
- Town of Middleborough- 883 Plymouth Street\_ Special Permit Public Hearing Notice- *Board read into record.*

**Other Business:** \*\*Any other unscheduled business following posting of this Agenda.

- *W.B. Mason Invoice # 240291735 Office Supplies \$31.91*
- *W.B. Mason Invoice # 240321311 Office Supplies \$15.14*
- *W.B. Mason Invoice # 240257464 Office Supplies \$100.84*
- *W.B. Mason Invoice # 240353284 Office Supplies \$174.62*

**MOTION was made to pay all W.B. Mason Invoices as listed above.**

**MOTION:** Amy Troup

**SECOND:** Richard Merry

**All in Favor:** (5-0)

- **Board of Selectmen's 8/22 Meeting with Planning Board Members**
  - *The board briefly discussed the joint meeting that was requested by the Town Administrator/ Board of Selectmen with the Planning Board for Tuesday 8/22 to engage in a discussion regarding the proposed development at 265 Monponsett Street. It was explained that it is very unlikely that any business will be conducted at this meeting, as it is a Board of Selectmen's meeting and not the Planning Board's meeting. There was a question about why a meeting was posted, as not all board members are able to attend, and it was explained that since there will be a quorum and at least three PB members will be present, the meeting needed to be posted for the public to see. Two of the board members are tentatively unable to make the meeting, and the other three will be in attendance. The discussion then concluded.*

**Adjournment:**

**MOTION was made to adjourn the meeting at 7:30pm**

**MOTION:** Amy Troup

**SECOND:** Richard Merry

**All in Favor:** (5-0)

**Executive Session**

\*\*\*Executive Session. Discussing strategy with respect to litigation in an open meeting may have a detrimental effect on the litigating or legal discussions of the Town.

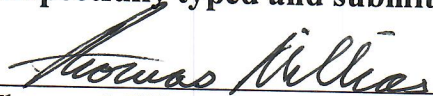
**Next scheduled meeting:** September 7<sup>th</sup>, 2023

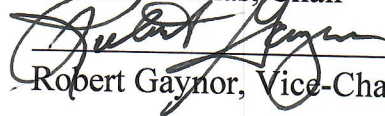
**Documents:**

1. Agenda 08/17/23
2. Email from Gabriel Padilla requesting continued hearing to 9/7 meeting.
3. Records Retention Schedule/ email from Town Administrator Cody Haddad
4. Meeting Minutes 06/15/23
5. Meeting Minutes 07/06/23
6. Meeting Minutes 08/03/23
7. Jordis Rain/ Rider's Way bond release
8. W.B. Mason Invoice # 240291735
9. W.B. Mason Invoice # 240321311
10. W.B. Mason Invoice # 240257464
11. W.B. Mason Invoice # 240353284
12. Town of Pembroke Site Plan Approval Letter- 33 Riverside Drive
13. Town of Middleborough- Special Permit Public Hearing Notic

Respectfully typed and submitted by: Danielle Akeke

Date Submitted: 09/07/23.

  
\_\_\_\_\_  
Thomas Millias, Chair

  
\_\_\_\_\_  
Robert Gaynor, Vice-Chair

\_\_\_\_\_  
Amy Troup, Clerk

\_\_\_\_\_  
Brendon Elliott, Member

\_\_\_\_\_  
Richard Merry, Member

The Halifax Planning Board