

PLANNING BOARD

TOWN OF TISBURY
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MEETING MINUTES

DATE: May 25, 2016
TIME: 6:01 PM
PLACE: Town Hall Annex, 66 High Point Lane
ATTENDANCE: Doble, Robinson, Seidman, Stephenson

APPOINTMENTS:

6:00 PM Ray Tattersall, DPW Director and J. Grande, Town Administrator re:
Curb Cuts

R. Tattersall understood that the Planning Board Department in the Town of Edgartown addressed all matters pertaining to access and raised the subject with J. Grande, who suggested that he meet with the Planning Board on the topic. He asked the Planning Board if they were interested in being “involved in the process”.

R. Tattersall indicated that he spoke with the building inspector for his opinion. K. Barwick recommended that they allow only one means of egress per residential lot. It was not until he received an application for a circular drive on Main Street that he understood the building inspector’s recommendation. The area was one of many sections in town where they were experiencing issues with parking. The additional curb cut eliminated a parking space.

R. Tattersall explained the purpose for the appointment. He explained that a determination on the location of curb cuts was very difficult for town projects, when one department was making a decision for another. B. Robinson inquired if R. Tattersall had regulations in place that were being used to issue the permits. R. Tattersall replied in the negative, and attributed it as the primary reason for his struggles.

B. Robinson thought the Planning Board could develop regulations for the process and set the criteria. H. Stephenson understood the need for standards, but did not believe the Planning Board should be looking into individual applications. C. Doble agreed. H. Stephenson offered to follow up on potential guidelines through the MV Commission. D. Seidman thought it would be helpful to review the Town of Edgartown’s guidelines, but questioned whether the guidelines required town approval. J. Grande noted that the Planning Board had the authority to generate guidelines and policies without the town approval. R. Tattersall thought all he needed were the guidelines. J. Grande thought the Planning Board should establish jurisdiction over this matter, so that they could prevent avoid the problem they encountered with the Water Department’s new curb cut. He thought if the curb cut was within the Island Road District, a driveway related to ANR

MEETING MINUTES CONT.

MAY 25, 2016

endorsement, subdivisions., etc. the Planning Board could weigh in on the decision of its location.

J. Grande explained that the town's interest in establishing guidelines stemmed from the drainage issues presented by the water department's choice in access. B. Robinson and D. Seidman recalled past discussions with the water department in which they were not receptive of their recommendations. J. Grande believed the liaison between the Planning Board and DPW Director will avoid future issues and benefit the town. Board members agreed. D. Seidman asked R. Tattersall to provide the Board with Edgartown's regulations. J. Grande suggested that they also review Framingham's regulations on access management.

HearLab

B. Robinson brought to R. Tattersall's attention that there were a couple of gentlemen on island (HearLab) that were interested in developing low radio frequency, and had recently installed a gateway just above the Green Room on Main Street to cover the downtown area with future plans to install a second gateway at the Tisbury Elementary School.

The installation included devices that were designed to collect and record data (i.e. water temperature, salinity, etc.) that could be relayed to a cell phone via an application. If similar installations were allowed in some of the town buildings, they could set up a more refined system that could feed R. Tattersall data about the town buildings' heating or cooling systems, etc.

B. Robinson noted that Hearlab expressed an interest in setting up another pilot project in Tisbury, and was asking for permission to place a sensor on the underside of the trash receptacles in town to record the volume of waste within the receptacle. The device allowed the sanitation crew to determine if the receptacle was full. It minimized the number of stops and time spent to cover their route. The service would be offered at no cost to the town, at least until the conclusion of the pilot project. Hearlab's primary objective was to study their product. R. Tattersall did not have an issue with the pilot project, and asked B. Robinson to meet with him again to discuss the arrangements in more detail.

D. Seidman thought they could also place an installation at the Park-N-Ride. B. Robinson understood that they were working with the West Tisbury School, and wanted to do the same in the Town of Tisbury because of the learning experience. He explained that the Park-N-Ride would not work because they needed access to an Ethernet, and did not have the means to hardwire the device at the Park-N-Ride.

BOARD DISCUSSIONS:**1. Committee Reports**Complete Streets

C. Doble informed J. Grande that the Planning Board received a template for the Complete Street policy from the MV Commission. They were advised by P. LeClerc that they had to file a Letter of Intent with the state to complete the first tier in the process. The Letter of Intent had to be filed by the Town Administrator, after which they would be eligible to apply for technical assistance in the amount of \$50,000.00. The funds would

MEETING MINUTES CONT.

MAY 25, 2016

be used to hire a consultant that would help them go through the remainder of the process. They would complete the second tier with the submittal and approval of a prioritization plan, that would then allow them to apply for a maximum of \$400,000.00 in construction funds.

J. Grande inquired about the contents for the Letter of Intent. D. Seidman provided Jay with copy of a draft, the Planning Board developed. C. Doble explained that the letter affirmed the town's commitment to move forward on the development and adoption of a Complete Street policy and prioritization plan.

C. Doble mentioned that they've contacted a consultant P. LeClerc recommended at a previous meeting and learned that the town could still meet the state's deadlines for Tiers 1 and 2 to obtain the funds for a couple of projects for the first round in July 2016, and the second round in September 2016. She felt there were a couple of items in the template for the Complete Street policy that the town should know and be prepared to address. First, that all projects that dealt with roadways had to go through the complete street evaluation. It concerned her that the responsibility fell on R. Tattersall's shoulders. B. Robinson inquired about the requirement and was told that "no one was checking" so that it was more of a reimbursement program. C. Doble added that the town was committing to make the entire town connected or networked, which required a review process that involved several different departments.

J. Grande advised the Board that he had received a detailed email from D. Seidman with regards to this project, its requirements and expectation for an appointment with the Board of Selectmen. He explained that he had also contacted the Governor's office to inquire about compact communities, and received email from Sean Cronin, who asked J. Grande to clarify what he was requesting. J. Grande replied that he was interested in producing a housing production plan and implementing the Complete Streets program. D. Seidman thought he should include the community compact. B. Robinson noted that the funds were coming from MassDOT and could be used for Beach Road, Tashmoo Overlook, etc.

C. Doble reviewed the Complete Street template and had a few questions for P. LeClerc with regards to policy. She wanted to refine the language so that it strengthened the implementation process. J. Grande thought R. Tattersall should include James Fitzgerald, the DPW's consulting engineer (Environmental Partners) in future discussions because the consultant was helping the DPW put together a master plan for their roads. J. Grande thought the information J. Fitzgerald generated could be useful in this project. Board Agreed. J. Grande and R. Tattersall departed at 6:41 PM

D. Seidman asked the Planning Board if they would allow him to present the Board of Selectmen with the Letter of Intent, Nick Gross from Howard, Stein, Hudson composed on their behalf in support of the Complete Street policy and prioritization plan. The Board so moved. 4/0/0

Housing Production Plan

D. Seidman informed the Board that the All Island Planning Board commissioned a Housing Production subcommittee, and solicited the assistance of A. Turner and P. Jordi in the draft of a letter each subcommittee member was to submit to their respective Selectmen to solicit their support for a request of a \$130,000.00 grant. He explained that the grant was going to be used to hire a consultant (RKG), who in turn was going to be responsible for working with each individual town to create their own housing plan.

D. Seidman read the draft letter into the record, reiterating that the All Island Planning Board agreed to have the MV Commission solicit the grant monies on their behalf for the purpose of hiring a consultant. As a member of the subcommittee, D. Seidman was responsible for delivering the letter to the Board of Selectmen and them for their support.

C. Doble inquired if J.M. Golden Associates and RKG Associates were working together. D. Seidman replied in the affirmative. B. Robinson inquired about the purpose for applying together. D. Seidman replied that the collective effort streamlined the process and significantly improved their chance of obtaining the grant, and scoring points for future projects if the proposal was represented as a regional project. B. Robinson noted that it also had the possibility of working against them, when they took Chilmark's low affordable housing inventory. D. Seidman understood, and reiterated that the consultant was going to produce housing production plans for each individual town. The state was going to be asked to look at the plans separately, before they are asked to look at their plan in the aggregate.

B. Robinson asked D. Seidman if the housing score was in the aggregate. D. Seidman did not have the information, but did not believe there was much of a difference. If they opted to aggregate the whole island, they could "carry" all of the affordable housing in to one area. It would also exempt the Town of Chilmark from developing more affordable housing. H. Stephenson did not see any benefit in that. D. Seidman thought the subject lent itself to mitigation.

B. Robinson inquired about the subcommittee's contract with the consultants, specifically the number of meetings. He was concerned that they would not be able to meet with the consultants once the final product was produced. D. Seidman indicated that they asked for additional meetings, and the consultants agreed.

B. Robinson asked D. Seidman to explain what the consultants provided that did not exist on the island. C. Doble did not believe volunteer boards had the time to pull and analyze all the data, coordinate meetings and activities to engage the community and write a report with recommendations to address the major issues. The consultants had the experience, expertise, and staff.

Additional discussions ensued with this regard, and D. Seidman asked the Planning Board if they had any objections in allowing him to present the letter to the Board of Selectmen to ask for their support of the grant. B. Robinson inquired if the other towns have moved to go forward on this project. D. Seidman replied that all of the other towns had agreed to meet with the Selectmen to solicit their support. B. Robinson moved to approve the letter requesting the Board of Selectmen's support of the grant the All Island Planning Board's subcommittee is requesting for the purpose of hiring a consultant. C. Doble seconded the motion, which motion carried. 4/0/0

C. Doble inquired if the All Island Planning Board was going to introduced the consultant(s) to all of the members, and set a meeting aside to explain the process. D. Seidman replied in the affirmative. B. Robinson assumed that the consultants were going to meet with the individual towns and eventually work with a subcommittee from each town. H. Stephenson recalled a conversation at a previous All Island Planning Board meeting, in which she heard that they would create a committee for each town, with representatives from the Planning Board and housing groups to produce a HPP. B. Robinson thought they could create a working group to help the consultant with setting

MEETING MINUTES CONT.

MAY 25, 2016

up meetings, etc. Board members agreed. H. Stephenson thought it important to have a broader representation on the subcommittee that was representative of the community.

Floating Structures

D. Seidman received a letter from M. Loberg stating that the Board of Selectmen was formally asking the Planning Board to develop regulations for floating structures, because the Harbor Management Committee refused.

H. Stephenson thought this was a project they should refer to the MV Commission for assistance, since it was a matter that could affect every town. She did not see why the MV Commission's planning staff couldn't research the subject and provide them the information. C. Doble agreed.

D. Seidman concurred and asked the Planning Board if they would authorize him to meet with the Selectmen to inform them that the Planning Board agreed to assist them in developing a regulation with the assistance of the MV Commission. B. Robinson inquired about the public process. C. Doble thought they should meet with the key persons (Brown Canha, harbor owners) before holding public sessions.

H. Stephenson cautioned the Board about taking on more projects without staff to help. D. Seidman understood and explained that it was the reason they were going to approach the MV Commission for assistance. D. Seidman asked the Board if they were willing to take a lead role on this project. C. Doble did not object to taking the lead, but not the workload. Board members agreed. D. Seidman reiterated that he would approach the Board of Selectmen to inform them that the Planning Board agreed to take the lead on the project, but would be asking the MV Commission to do the background research for them.

C. Doble added that they could solicit public comment on the information at the Vision Council meetings. B. Robinson thought they should outline the information and type of assistance they would be asking of the MV Commission. He wanted to make sure that they were not focusing on regulations that restricted or prohibited the use, because it was possible that the use may be appropriate in a different location.

Additional discussions ensued, and D. Seidman withdrew his motion, and asked the Planning Board for a motion. B. Robinson moved to have the Planning Board take a lead role in developing regulations for non-water dependent vessels with the assistance of the MV Commission (i.e. research).

Commonwealth's Community Compact

D. Seidman advised the Planning Board that it was just another funding resource, and offered to provide additional information on the subject at a future meeting.

Area Plans

C. Doble thought the Planning Board had to set aside a meeting to delineate the areas. B. Robinson agreed, and recommended asking the MV Commission for a large scale map or aerials of the entire town. Once they've delineated the areas, they had to decide on the one area they wanted to start studying. She recommended the waterfront area. It could be designed to address future development projects (i.e. Stop & Shop). D. Seidman thought they were going to be designed around the type of development they wanted to encourage.

MEETING MINUTES CONT.

MAY 25, 2016

B. Robinson noted that it depended on the level of detail. C. Doble thought they could work on the framework to develop guidelines with the MV Commission's assistance. B. Robinson thought management plans should determine whether a specific change met the long term goals for the area.

C. Doble felt they had to decide on the criteria they wanted to use to define the areas. H. Stephenson did not want them to get bogged down with the specifics of the area plans, given that they overlapped.

C. Doble thought the waterfront was a good starting point. She wanted to protect the right of ways above the flood level so that they did not end up with land locked parcels. She thought it was important to have regulations in place to manage new development in areas with land locked pieces, so that developers would be required to leave a semipublic space undeveloped or available for pedestrian access. She also thought it was important to find ways to keep the businesses in the waterfront commercial district, because they could not afford to lose the tax base.

B. Robinson thought the BII District was the least planned section of town, and the most poorly developed. Other areas were recommended, with no clear decision on a starting point.

Board member's discussed potential criteria, sea level rise, the sea wall, and a variety of topics, which were to be continued at a future meeting.

Board Secretary

H. Stephenson inquired about office coverage in the board's secretary's absence. She was of the impression that they did not have anyone manning the office to post agendas, write minutes, etc. She understood that they would not have coverage until July 2016. She asked the Board to clarify what they were going to do in the interim

D. Seidman explained that they've posted the position and will have the coverage to manage the office. M.E. Larsen inquired if they have the funds for temporary assistance. D. Seidman replied that they've budgeted for the coverage. C. Doble indicated that she's been posting and copying materials for the Vision Council. D. Seidman contacted D. Hodsdon to inform him that in the board secretary's absence he would have to post the meetings and perform all duties of the board secretary.

Other business not reasonably anticipated 48 hours in advance of meeting

PRO FORM

Meeting opened, conducted and closed in due form at 7:57 P.M.
(m/s/c 5/0/0)
Respectfully submitted;

Patricia V. Harris, Secretary

APPROVAL:

Approved and accepted as official minutes;

Date

Daniel Seidman
Chairman

