

# PLANNING BOARD MINUTES

Wednesday, June 7, 2023 – 5:00 PM

ZOOM MEETING

TOWN OF TISBURY  
P.O. BOX 602  
TOWN HALL ANNEX  
VINEYARD HAVEN, MASSACHUSETTS 02568  
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## **IN ATTENDANCE:**

Benjamin Robinson – Chair, Cheryl Doble – Clerk\*, Connie Alexander, Casey Hayward, Elaine Miller

## **STAFF/MVC:**

Dan Doyle – Special Projects Planner/Martha's Vineyard Commission (MVC),

Amy Upton – Tisbury Planning Board Administrator

## **OTHERS/PRESS:**

Louisa Hufstader – Vineyard Gazette

\* Members that arrived later or left early: Cheryl Doble left at 6:34 PM.

**Chair Benjamin Robinson** called the June 7, 2023 Tisbury Planning Board (TPB) meeting to order at 5:03 PM. Due to ongoing efforts to prevent spread of Covid-19 this meeting was held remotely via Zoom platform. The Public could attend and participate in the meeting by the following method:

-Join Zoom Meeting <https://us06web.zoom.us/j/86267530297> Meeting ID: 862 6753 0297

-One tap mobile +16469313860,,86267530297# US

+13017158592,,86267530297# US (Washington DC)

*(Recorder's Note: Discussions are summarized and grouped for clarity and brevity).*

## **MINUTES: April 19th, 2023**

ELAINE MILLER, AT 7:01 PM, MOVED TO ACCEPT THE MINUTES FOR APRIL 19, 2023 AS PRESENTED. SAID MOTION WAS SECONDED BY CASEY HAYWARD. THE BOARD VOTED IN FAVOR OF THE MOTION: 4 AYES, 0 NAYS, 0 ABSTENTIONS. MS. ALEXANDER—AYE, MS. HAYWARD—AYE, MS. MILLER—AYE & MR. ROBINSON—AYE.

## **APPOINTMENTS:**

**5:00 PM:**

**Board Discussions, see below new/old business**

**Chair Robinson** said the Planning Board would recess the regularly scheduled meeting on June 7, 2023 in order to hold the following Public Hearing. At the conclusion or continuation of the Public Hearing, the Planning Board would resume the regular meeting to conclude all unfinished business.

**6:00 PM:**

**Commence Public Hearing for Rob and Jaime Douglas; SP Application for 57 Lagoon Pond Rd, AP9-A-21 pursuant to TZBL 06.06.03; Recon- struction, Extension, or Structural change of a non-conforming structure**

Members Present by roll call: Chair Robinson, C. Alexander, C. Doble, C. Hayward, E. Miller

Others: Rob Douglas – Applicant, Glenn Provost – Vineyard Land Surveying, Inc., Louisa Hufstader, Amy Upton

THE PUBLIC HEARING COMMENCED IN DUE FORM AT 6:02 PM.

Documents on file as referred to during the meeting:

MAP 57 LAGOON POND RD 9-A-21Douglas.pdf

lagoon\_pond\_plot\_plan\_Mon\_Apr\_10\_2023\_08-17-18.pdf

Lagoon\_Pond\_garage\_floor\_plan\_Mon\_Apr\_10\_2023\_08-30-12.pdf

**Chair Robinson** screen shared the drawing for the proposed garage; **R. Douglas** explained they wanted to move/reposition it three feet toward Lagoon Pond Road to create space using the same footprint.

Discussion:

- ❖ This would not be a dwelling unit, it could only be an office.
- ❖ A site plan would be needed for the building permit.
- ❖ Elevation plans would be needed as they were not submitted with the application.  
(**R. Douglas** indicated they were included with the drawing package; he provided them by email during the meeting for the Board to review).
- ❖ Elevations within the context of the remaining/existing buildings.
- ❖ Materials for the new structure and that Polyvinyl Chloride (PVC) trim would be an issue.

ELAINE MILLER, AT 6:18 PM, MOVED TO CLOSE THE PUBLIC HEARING, KEEP THE WRITTEN RECORD OPEN UNTIL 6:00 PM ON JUNE 21, 2023 AND TO ENTER INTO DELIBERATIONS ON JUNE 21, 2023 AT 6:00PM. SAID MOTION WAS SECONDED BY CHERYL DOBLE. THE BOARD VOTED UNANIMOUSLY IN FAVOR OF THE MOTION: 5 AYES, 0 NAYS, 0 ABSTENTIONS. MS. ALEXANDER—AYE, MS. DOBLE—AYE, MS. HAYWARD—AYE, MS. MILLER—AYE & MR. ROBINSON—AYE.

**Chair Robinson** said the Planning Board would recess the regularly scheduled meeting on June 7, 2023 in order to hold the following Approval Not Required (ANR) Review. At the conclusion or continuation of the Review, the Planning Board would resume the regular meeting to conclude all unfinished business.

**6:15 PM:**

**ANR-Remanded back to Planning Board Review; RSD Realty Trust, 20 Beach St. Ext., AP 07-E-06-Black Dog Buildings and Pier, commercial division of land**

Members Present by roll call: Chair Robinson, C. Alexander, C. Doble, C. Hayward, E. Miller

Others: Glenn Provost – Owner Representative/Vineyard Land Surveying, Inc., Rob Douglas, Louisa Hufstader, Amy Upton

THE REVIEW COMMENCED IN DUE FORM AT 6:20 PM.

Documents on file as referred to during the meeting:

C.R. 2-2023 Black Dog Site Plan 2023-02-01.pdf

CR 2-2023 Black Dog Buildings + Presentation.pdf

ELAINE MILLER, AT 6:25 PM, MOVED TO APPROVE THE APPROVAL NOT REQUIRED AS PRESENTED. SAID MOTION WAS SECONDED BY CASEY HAYWARD. THE BOARD VOTED UNANIMOUSLY IN FAVOR OF THE MOTION: 5 AYES, 0 NAYS, 0 ABSTENTIONS. MS. ALEXANDER—AYE, MS. DOBLE—AYE, MS. HAYWARD—AYE, MS. MILLER—AYE & MR. ROBINSON—AYE.

★ The Planning Board resumed their regularly scheduled session at 6:26 PM to address all unfinished business.

### **BOARD DISCUSSIONS:**

#### **A. NEW BUSINESS**

##### **a. Master Plan (MP) updates w Dan Doyle- review June 6th, 2023 joint meeting with steering committee (SC)**

**D. Doyle** thanked everyone for attending the MPSC meeting and taking the time to review the work ahead of time in preparation for the discussions; he said a followup meeting would be on June 20, 2023, to wrap up the MP Goals & Objectives as the Housing and Economic Development sections needed more time.

**Chair Robinson** said the meeting was productive; the TPB had to get it right as we would be charged with the implementation of those plans.

**E. Miller** said that it was important to give this the necessary time to get it right, rushing through things because it was convenient was not the right approach.

**C. Doble** said the full and final report for the Economic Development had not been provided to anyone by the Consultants and therefore made it difficult. She suggested methods to condense and organize information/objectives; **Chair Robinson** suggested including what items to prioritize.

**D. Doyle** would circulate a draft that would synthesize the conversation from the MPSC meeting of last night.

Further discussion included Consultant involvement and timing of when materials would be received, and the impact to this process due to the contract delays.

**D. Doyle** said there were two events scheduled for June 13, 2023 for the Commercial District Alternatives to advance that work, taking the principles that were endorsed and sharing those with some of the business owners. Members discussed their interest for participation and planned who would attend each of the two sessions, ensuring there would not be a quorum.

##### **b. Year-end reviews, Administrator Job Description and Application Process**

**Chair Robinson** screen shared the document **A. Upton Union Employee Evaluation Form** - *The Town of Tisbury Employee Evaluation Form for the Planning Board Administrative Assistant; Date of Evaluation June 7, 2023 for the Review Period of July 2022 to May 2023.*

**Chair Robinson** said the review would be done as a group; Members scored each category as they determined appropriate. **E. Miller** said it should be taken into consideration that **A. Upton** was in the job a year and that ratings should be given to her with room to grow/improve. Overall, Members were very pleased with her performance.

**Chair Robinson** screen shared the Job Description/Working Document for the new position of Administrator; he indicated the Administrative Assistant Position would still exist and be filled when needed. **Chair Robinson** asked the Board if the description was accurate and said as soon as this was reviewed/approved the position could be posted and interviews could begin.

Members were all in full agreement; **Chair Robinson** said he would contact Pam Bennet/Human Resource Coordinator for the process to move this forward for July 2023.

**c. Planning Board operating Budget**

Members said the work for the TPB was becoming more complex; the need for professional services (minute taking and legal counsel) was becoming more necessary to the overall process. Providing the documentation and volume from the past year would support and justify what was needed, and to assist with the projections for those services [estimates] into the next fiscal year to avoid any shortfalls. **Chair Robinson** said this discussion would continue at the next meeting.

**d. Renew contract with Teresa Kruszewski, d/b/a 51 Art for FY 24**

Tabled.

**e. Discussion of Board Composition and Vote for assignment of Chair and Clerk Positions**

**Chair Robinson** recapped the usual progression/rotation and said **C. Doble** was in line to become the next Chair.

**C. Doble** expressed concern about managing the MP and the TBP; she was also the Chair of the Open Space and Recreation Committee. She asked for permission to have the current Chair, **Benjamin Robinson** continue; she offered to be co-chair with boundaries, so as not to commit to more than she could really do. **C. Doble** suggested a review again in 6 months as the MP would be winding down.

**Chair Robinson** said a timeline to revisit was not necessary. He said we were in the thick of the MP Process and getting into the “meat of the work”; he indicated that if **C. Doble** stepped down from the lead position, it would be a disruption to the process.

**C. Alexander** said she would take the Clerk position for the upcoming year; it was an important step to become informed about the process in preparation of becoming the Chair.

*ELAINE MILLER, AT 5:38 PM, MOVED THAT BENJAMIN ROBINSON CONTINUE AS CHAIR AND CONNIE ALEXANDER AS CLERK, WITH THE UNDERSTANDING THAT CHERYL DOBLE WOULD INFORM THE BOARD IF HER SITUATION CHANGED (THERE WAS NOT A TIMELINE), AND WANTED TO STEP INTO THE CHAIR POSITION. SAID MOTION WAS SECONDED BY CASEY HAYWARD. THE BOARD VOTED UNANIMOUSLY IN FAVOR OF THE MOTION: 5 AYES, 0 NAYS, 0 ABSTENTIONS. MS. ALEXANDER—AYE, MS. DOBLE—AYE, MS. HAYWARD—AYE, MS. MILLER—AYE & MR. ROBINSON—AYE.*

**f. Committee Assignments**

Tabled.

**g. Municipal Campus proposal review- schedule for June 21st.**

**Chair Robinson** said discussions of using two floors of the former Educomp building as a trial fit was underway and asked **A. Upton** to share the current plans with the Board. Members underscored the importance of communication and collaboration between the TPB , Town Administrator and Select Board, and how the MP was addressing the Municipal Campus.

- h. **Bills Payable: Payroll; \$3507.74, 51Art-Minutes; \$500.00 MVC consultant Dan Doyle June Invoice; \$1300.00 Town Counsel; \$280.00**

**A. Upton** recapped the adjusted total:

Payroll:	\$3411.07
Minutes:	\$ 940.00
Dan Doyle:	\$1300.00
Town Counsel:	\$ 720.00
Advertising/MV Times:	\$ 177.30
<b>Total:</b>	<b>\$6548.37</b>

**A. Upton** would put together a proposal to formalize the process of billing for advertising (e.g. Permit Hearing Notices) and present to Members for review at a future meeting.

*ELAINE MILLER, AT 6:59 PM, MOVED TO APPROVE THE BILLS PAYABLE [REVISED TOTAL OF \$6548.37]. SAID MOTION WAS SECONDED BY CONNIE ALEXANDER. THE BOARD VOTED IN FAVOR OF THE MOTION: 4 AYES, 0 NAYS, 0 ABSTENTIONS. MS. ALEXANDER—AYE, MS. HAYWARD—AYE, MS. MILLER—AYE & MR. ROBINSON—AYE.*

## **B. OLD BUSINESS**

### **I. Upcoming TPB Calendar: Public Hearings, Appointments & Discussions**

- **Schedule follow up joint meeting with Select Board (SB)-discussion of meeting topics for consideration.**

**Chair Robinson** recapped the topics that were discussed and said many were outside of the TPB's purview. He said land owner conflicts/resolutions to zoning issues came down to the Zoning Enforcement Officials and the SB; the TPB could lend support but there was only so much the Board could do. **E. Miller** shared with Members the conversations she had with the abutters at her recent site visit [of which she was invited]; these abutters presented the conditions of their neighborhood at the May 22, 2023 Joint Meeting. *(Please see document on file for details: APPROVED Minutes JOINT MEETING TPB & SB May 22, 2023; 4. Use of Public Lands & Stewardship of Town Property; pgs 3 & 4)*

### **1. Committee Reports (Updates only)**

- A. Vision Forum**
- B. Land Bank Advisory Committee**
- C. Tisbury Housing Committee**
- D. Community Preservation Committee**
- E. Water Resource Committee (WRC)**
- F. Sewer Advisory Committee**
- G. Site Plan Review Board**
- H. Open Space and Recreation Committee (OSRC)**
- I. All Island Planning Board**
- J. Climate Committee**
- K. Tisbury Waterways Committee**

**CORRESPONDENCE:**

1. Martha's Vineyard Commission Meeting Schedule
2. List of Topics to discuss with Select Board
3. Budget/Munis Report
4. Job Descriptions
5. Year End Reviews
6. Teresa Kruszewski 51-Art contract renewal

**Other business not reasonably anticipated 48 hours in advance of meeting:**

None.

**ADJOURNMENT:**

*DISCUSSION ENSUED THEREON, UPON A MOTION DULY MADE BY ELAINE MILLER AND  
SECONDED BY CASEY HAYWARD, THE MEETING UNANIMOUSLY ADJOURNED AT 7:05 PM.*

Respectfully submitted;



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Teresa Kruszewski, Recorder

**APPROVAL:**                      Approved and accepted as official minutes;

\_\_\_\_\_  
Date

\_\_\_\_\_  
Benjamin Robinson, Chair

***APPROVED SEPTEMBER 20, 2023***