

MINUTES  
PLANNING BOARD  
May 20, 2020  
Via Zoom

Present: John Schaumloffel-Chair, Deirdre Daley-Vice Chair, Liz Freeman, Lou Alvarez (7:50), Lou Guarino, Craig Smeeth, Susan Mallett, and Debbie Deaton.

John read the attached "Right to Know Law Meeting Checklist" and took roll call attendance.

**Minutes:**

John displayed the minutes of May 6, 2020 by sharing his screen. Susan made a motion to accept the minutes as written. Craig seconded the motion. All verbal votes were Aye with the exception of Susan (technical difficulties).

**Chair/Land Use Report:**

John stated the Board should prepare for the continuation of the USA Properties Public Hearing on June 17, 2020 at 7:45 pm. Debbie has made available all of the minutes from the past public hearings via Dropbox for the members to review. John said he would recuse himself from that hearing because he is an abutter (common area to common area) and asked Deirdre to step in as chair for the hearing. He also mentioned the current emergency orders expire on June 5<sup>th</sup> but we should hear guidance from the Governor leading up to the meeting on June 17<sup>th</sup>. Most Board members prefer to continue meeting via Zoom. The Board also decided the start time should remain at 7:00 pm for the June 3, 2020 meeting. John recused himself and Deirdre took control of the meeting. She informed the Board she had contacted Peter Goewey regarding the final inspection of the Green Farm Road/Jacqueline Drive site with regard to the As-Built submitted by Holden Engineering. Deirdre told the Board the project looked complete in Peter's assessment and we will wait to get the final As-Built drawings with the changes recommended by Bert Hamill. When Mr. Litchfield submits the final changes, he will request the Board release the bond. Deirdre returned control of the meeting to John. Present via Zoom was Sam Benedict, 53 Jacqueline Drive.

**7:15 Driveway Regulations Review:**

The Board viewed and made edits to the Driveway Regulations draft. Debbie will do research on verbiage for Section X regarding Securities prior to the next meeting.

**Other Business:**

The next Planning Board meeting will be via Zoom on June 3, 2020 at 7:00 pm. The Board will make the final suggested changes to the Driveway Regulations for submission to all department heads for their review, suggestions and comments.

At 9:10, Liz made a motion to adjourn. Susan seconded the motion and it passed unanimously.

Respectfully submitted,

Debbie Deaton  
Land Use Administrator