

MINUTES
REGULAR MEETING
PLANNING AND ZONING COMMISSION
LISBON TOWN HALL
TUESDAY, DECEMBER 3, 2019
7:00 P.M.

1. Call to Order

The regular meeting of the Planning and Zoning Commission was called to order by Chairman Robert Adams, at 7:30 P.M.

MEMBERS PRESENT: Robert Adams, Ronald Giroux, Kim Sperry, Trevor Danburg, Gary Ritacco, John Dempsey, Benjamin Hull, III, Timothy Minor, Jason Lebel, Cheryl Blanchard (ALT), Gary Ritacco (ALT)

STAFF PRESENT: Michael J. Murphy, AICP, Consultant Planner-SCCOG, Lisbon Town Planner

2. Previous Minutes – Motion by J. Dempsey second by T. Danburg to approve the previous meeting minutes of November 12, 2019 with the following correction: Under agenda item 2. Previous Minutes – “S. Blanchard” should be “C. Blanchard”. VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. FY2020/2021 Budget Request – It was noted for the record by Chairman Adams that the budget will be taken up at the next meeting.
- b. Copy: Letter, from Town of Lisbon, Assessor’s Office to Burnham Hill Associates, LLC, dated 12/2/2019 re: mislabeling of Harvest Road as Harvest Drive
- c. Copy: Letter, from BoS to Cheryl Blanchard dated 11/26/2019 re: appointment as alternate to the Planning and Zoning Commission for the term 11/21/2019 – 11/16/2021
- d. Copy, Letter to Town of Preston dated 11/13/2019 re: no intermunicipal impact re: zoning text amendments
- e. Memo, from Board of Finance re: Annual Report Narratives due 1/20/2020
- f. Copy: Letter, from Conservation Commission to Royce Laliberty dated 11/19/2019 re: Notice of Approval
- g. Copy: Letter, from Conservation Commission to 264 Papermill Road LLC, dated 11/19/2019 re: Notice of Approval
- h. Copy: Letter, from Conservation Commission to J. DiRoma dated 11/19/2019 re: Application Denied
- i. Copy: Letter, from Conservation Commission to Ellie Grant, dated 11/20/2019 re: Notice of Approval
- j. Memo, from Selectman’s Office re: Christmas Luncheon
- k. Copy, Schedule of 2020 Meetings
- l. Budget Report: July 1, 2019 – December 2, 2019, LI#51730 Purchased Services: \$37,998.64; LI#51750 Supplies & Expenses: \$2560.40

4. Bills and action thereon

- a. The Bulletin, \$498.16, inv#00268866, 11/19/2019 re: Walmart PH Notice. Motion by T. Danburg second by K. Sperry to pay. VOTE: UNANIMOUS, MOTION CARRIED

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5. Reports
 - a. ZEO – NONE
 - b. Regulations - NONE
 1. MS4 Storm Water Regulation/Ordinance Update – Brief update by Michael Murphy, Town Planner. Mr. Murphy reported he is still waiting on Atty. Olson.
 - c. Zoning Map Subcommittee –
 1. Update Regarding Route 12 Corridor Study and Zoning Amendments per POCD 2016 – Workshop scheduled for January 14, 2020 at 6:00 PM.
6. Old Business:
 - a. Regional Planning Commission – Mr. Giroux gave a brief update.
 - b. Special Permit Application, Walmart Grocery Pick-up Expansion – Walmart Real Estate Business Trust, Applicant, 160-180 River Road – Public Hearing continued to January 7, 2020 at 7:00 PM.
7. New Business
 - a. Receipt of New Applications
 1. Zoning Permit Application, Woodco Properties, Applicant – 4 River Road, for conversion of an existing 2-unit building to a unit with first-floor office and second floor 2-bedroom apartment – John Faulise of Boundaries, LLC was present to represent the applicant. Mr. Murphy noted for the record that this was a “use-by-right” and a public hearing is not required. He also noted that the application was before the Conservation Commission and therefore no action can be taken by the Planning and Zoning Commission at this time - TABLED
 - b. Referrals - NONE

Motion by R. Giroux second by K. Sperry to add “Election of Officers” under 8.a.

VOTE: UNANIMOUS, MOTION CARRIED

Motion by R. Giroux second by J. Lebel to add “Committees” under 8.b.

VOTE: UNANIMOUS, MOTION CARRIED

Motion by K. Sperry second by R. Giroux to add “By-Laws and Conflict of Interest” under 8.c.

VOTE: UNANIMOUS, MOTION CARRIED

8. Any other business which may properly come before the commission
 - a. Election of Officers – Mr. Adams noted for the record that per the bylaws, alternates are able to vote for officers. Motion by K. Sperry second by J. Dempsey to elect Robert Adams Chairman.

VOTE: UNANIMOUS, MOTION CARRIED

Motion by J. Lebel second by G. Ritacco to elect Ron Giroux Vice-Chairman.

VOTE: UNANIMOUS, MOTION CARRIED

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page 3 (Any other business...cont)

Motion by R. Giroux second by J. Dempsey to elect Kim Sperry Secretary.

VOTE: UNANIMOUS, MOTION CARRIED

b. Committees – Chairman Adams noted that the by-laws needed to be updated. K. Sperry, C. Blanchard and R. Giroux volunteered. Motion was made by J. Lebel second by T. Danburg to postpone forming any committees except the By-Law Committee, until that committee has met and reviews current by-laws.

VOTE: UNANIMOUS, MOTION CARRIED

c. By-Laws and Conflicts of Interest – Discussion. Mr. Adams instructed the Commission members to familiarize themselves with what a conflict of interest may be while serving on the Commission.

9. Public Comment – Robert Browne, Selectman, recommended that the Commission should discuss the do's and don'ts of "executive session".

10. Adjournment - Motion made by R. Giroux second by K. Sperry to adjourn at 8:13 P.M.

VOTE: UNANIMOUS MOTION CARRIED



Elaine Joseph, clerk

Approved: _____
Robert Adams, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 12/10/2019 AT 11:20am
ATTEST. LAURIE TIROCCHI, TOWN CLERK
Laurie Tirocchi, Asst