

LANESBOROUGH Planning Board  
MINUTES SEPT 21, 2015

**Attendees:** Jamie Szczepaniak (Chair), Ron Tinkham (Secretary), Jeff DeChaine, Tom Mierzejewski  
**Also Attending:** Paul Sieloff, Town Administrator, Brian Domina, Berkshire Regional Planning Commission  
**Absent:** Joe Trybus  
**Meeting called to order:** 7:00 PM

**Motions:**

**Approval of Minutes for August 10 2015:** Motion to accept moved by Mr. Tinkham, seconded by Mr. Szczepaniak. All in favor.

**Public Comment:** None forthcoming

**Planning Board Rules and Procedures**

Mr. Sieloff introduced Mr. Brian Domina, of the Berkshire Regional Planning Commission, to the Planning Board. He encouraged the Board to use the BRPC as a resource, especially for Special Projects and as a sounding board for developing best practices for running the Planning Board. By doing this and following whatever plan is developed by the Board regarding the preparation and posting of agendas, the taking and disseminating of minutes, and conducting the business of the Board, all of the activities of the Planning Board become accessible to Town residents and transparent.

Discussion followed with Mr. Domina presenting examples of how other towns are working with creating protocols for their meetings and actions. At the end of the discussion Mr. Sieloff requested that the Planning Board review the suggestions of Mr. Domina and finalize the procedures for addressing and reviewing projects being presented to the planning board in the form of a Fact Sheet that can be posted in Town Hall, on the Town's website and mailed to interested parties in the Town. The Planning Board will officially adopt these policies prior to issuing them.

ANRS presented by Pat McColgan

Tax Map #17, Lot 34 and Lot 31, 32 Victoria Lane: Add land to the residential parcel to build a garage. Board approved and signed unanimously. \$70 collected.

Tax Map #36, Lots 49-50, 2 Olsen Road: Creating 3 building lots from a 50-acre property. Board approved and signed the plan unanimously. \$70 collected.

**Old Business**

**Dollar General:** The Board briefly discussed the failure of Dollar General to comply to their facility maintenance plan, including the dumpster enclosures and placement and parking lot lighting.

**Pipeline:** Mr. Sieloff requested that the Board officially request that the BRPC, through Mr. Domina, to represent the Town in dealings with the proposed pipeline project.

**Solar Panel Regulations:** The Board requested a copy of the latest regulations for review and adoption as necessary by the Town.

**New Business:**

**General Business Licenses:** Discussion of requiring town businesses to have a renewable annual general business license.

**Special Permits:** Request that Mr. Domina to provide the Board information about Special Permits.

Mr. Szczepaniak will meet with John Friend regarding Special Permits issued in the past.

**MSDS:** Mr. Tinkham reported that there has been no response as yet.

**Fences:** Board discussion of Town by laws regarding fences and boundary fences. Mr. Tinkham read the current requirements for agricultural, non-agricultural and residential fencing to the Board.

**Future Meeting Dates:** October 19, November 16<sup>th</sup> and December 21<sup>st</sup>, weather permitting.

**Meeting adjourned at 8:43PM.** Motion to adjourn by Mr. Szczepaniak, seconded by Mr. DeChaine. All in favor.

**New Tasks:**

Mr. Tinkham and Mr. Sieloff to meet to create a sample agenda based on the evening's discussion.

Mr. Domina to provide information on Special Permit issuing, management.

Mr. Szczepaniak to contact Mr. Friend re permits and document filing issues.