

## MARSHFIELD PLANNING BOARD

### Meeting Minutes

August 12, 2019 – 7:00 PM

Town Hall – Hearing Room 2

PRESENT: Katie O'Donnell, Vice Chair  
Kevin Cantwell  
Fred Monaco  
Nik Pappastratis  
Peg Davis, Associate Member

ALSO PRESENT: Greg Guimond, Town Planner  
Kay Ramsey, Executive Assistant

ABSENT: Mike Biviano, Chair

Ms. O'Donnell is chairing the meeting. She called the meeting to order at 7:00 PM.

#### REQUEST FOR ADVICE: 2104 Ocean Street

Mr. Guimond explained that the ZBA had received a concept plan regarding 2104 Ocean Street. He said the plan needs to show the wetland line. They should submit a grading plan. They also need to show the distances to the existing driveways (curb-cuts) on adjacent properties. Mr. Guimond said based on previous talks, he thought they could probably agree to two curb-cuts if they were made to be one way in and one way out, similar to the near-by South River Park. Mr. Guimond said he thought the applicant might be agreeable to having a walking easement and cross section showing the easement and grading along the back side of the property. The Planning Board for years has been trying to get a walking easement from the various properties without having to disturb the cemetery property. Ms. O'Donnell said that she agrees with sending the comments. Mr. Guimond will send the comments to the ZBA.

Ms. O'Donnell said that, although not specific to this particular property, it seems the Board is being asked more and more frequently to be part of the design process rather than a review process and she doesn't think the Board should be designing developments for the applicants. Ms. Davis said she sees some advantage to that in that the applicants want to get it right before submitting a formal plan. Ms. O'Donnell said she feels it cuts out the public process. She said she feels that all the information should be shown on the plans when they are submitted.

#### DISCUSSION – MVP GRANT

This item was postponed until a future meeting.

MINUTES: Mr. Pappastratis moved to approve the minutes of 7/22/19. Mr. Cantwell seconded. The vote was unanimous.

### DISCUSSION – FEMA FLOOD MAPS

Mr. Guimond explained what was happening with the FEMA maps. He said that Duxbury only had six panels that were involved and, although FEMA has a maximum of five panels that can be submitted as a LOMR, they allowed Duxbury to go through as an exception. Marshfield had 14 panels that would be affected and so we had to do a Physical Map Revision. This is a longer process but Mr. Guimond said we could expect to see the maps within a month or two. At that point, the Town will have a 90 day comment/appeal period. FEMA will then produce the final maps for Marshfield to bring to Town Meeting to accept. (Hopefully at the ATM 2020 . He explained that the bulk of the Marshfield properties affected by the Duxbury Mapping were on the west side of Canal Street and south of Careswell Street. Approximately 38 homes will be affected. FEMA had asked if we still wanted the expedited review for the Marshfield Maps. We expect to get the Marshfield Maps probably in 1-2 months. There could be 1800 homes affected by those maps. To make matters more complicated, the mapping software is being changed.

### BOARD/STAFF REPORTS

Decisions: Ms. Ramsey said that a resident would like to have the statement about filing an appeal read aloud for the audience after each decision. Ms. O'Donnell said she had no objection to that.

Dates: Ms. Ramsey presented a list of tentative dates for 2020; asking the Board to take a look at them. She will try to post them in the book as soon as it becomes available. It is assumed that committees and boards will be vying for hearing rooms since Hearing Room 2 is not going to be available.

Job Description: Mr. Guimond said that HR gave him a job description and he thought the Board might want to review it before it is submitted. Ms. O'Donnell said that the position is unique in that as per the Marshfield Charter, the Planner is hired and works under the direction of the Marshfield Planning Board. She said that this should be clearly stated. There were various other changes and additions. She said that Bullet #7 should be changed to read something like "Attends Planning Board meetings and advises the Board of daily issues, writes the decisions based on the public and the Board comments at public hearings. The Board reviews the draft decisions, makes comments and changes where needed and, when ready, the Board will endorse the decision. Ms. O'Donnell said that at the end of Page #1, a statement should be added saying: Extensive knowledge of FEMA rules, regulations, mapping (on line and on paper), ability to work with consultants and interpret their comments and review, and be proficient in providing the up-to-date and correct information to the public,

Under Supervision Received, it should say something like "As per the Town Charter, the Planner works under the direction of the Planning Board and is appointed by the Planning Board.

Under Visual skills: The ability to read and interpret maps and plans, including the FEMA (FIRM) maps, and have the ability to translate that knowledge to the public and answer questions they may have.

Ms. O'Donnell said the descriptions submitted by HR seem to be a general descriptions and not specifically written for the Planner. She said "employee" should be changed to Planner where it says supervisor or employee.

"Complexity" Should be updated to reflect in depth knowledge of FEMA workings, mapping, regulations ( on line) and hard copy. Work with consultant and interpret their comments and review and Provide up to date and correct information to the Public

Work is performed in office and in the field regarding site visits etc.

Where it says the Planner should be able to resolve all conflicts; not realistic. Take out the word "all".

Mr. Guimond asked the Board if they had other comments, to send them to Ms. Ramsey. Ms. O'Donnell said they will work on a draft at a future meeting.

Mr. Guimond said that Tom Rego came in today with a proposed change to the Proprietor's Marketplace. He said he'll look at it this week and let the Board know what's going on.

Mr. Guimond said the Union is pushing for a job description/review of staff which has not been done for some time.

Mr. Monaco moved to adjourn the meeting at 7:45 PM. Mr. Pappastratis seconded. The vote was unanimous.

Respectfully submitted,

Kay Ramsey, Executive Assistant  
Marshfield Planning Board