

**SELECT BOARD MEETING MINUTES**  
**Wednesday, October 17, 2018**  
**9:00 AM**  
**TOWN OFFICES, 50 MAIN STREET**

**Present:**

Don Chabon, Chuck Cardillo, Terry Flynn and Danielle Fillio

**Call to Order:**

Don called the meeting to order.

**Announcements:** Don said that Election Day is November 6<sup>th</sup> and the Boards next meeting will be on Wednesday, November 7<sup>th</sup>. They will have a working meeting then on the traffic study and the study is available on line. The Halloween parade will be on October 26<sup>th</sup> at 6PM and the Ice Glen walk will be on November 2<sup>nd</sup>.

**Agenda:**

**Short Term Rentals - Board discussion**

Don noted that he had reached out to Marie Raftery and asked her to come up with an approach on how to handle the issues.

Don made a motion that they appoint Marie Raftery to look into short term rentals for the Town of Stockbridge and to report back to the Board. Terry seconded; all were in favor.

**Stockbridge Zoning Bylaw Review - Procedure for planner**

Don made a motion to dissolve the Zoning Review Committee and terminate its services effective immediately. Chuck seconded the motion to open for discussion.

Don discussed that he felt that the re-doing of Zoning Bylaws with the Zoning Review Committee, as an intermediate governing body did not work as well as planned; he felt the need for a different approach as the zoning authorities are the Select Board and Planning Board. Terry asked Don, in going forward, what he wanted to accomplish. Don said that in general his goal was to improve Town cohesiveness, further its prosperity and enhance the quality of life for citizens, residents and guests while preserving its natural resources, its history and its cultural heritage. Don handed out a copy of his draft plan and went over it in review; see below:

**Plan for Stockbridge Zoning Bylaw Review**

Goal: To improve Town cohesiveness, further its prosperity and enhance the quality of life for citizens, residents and guests while preserving its natural resources, its history and its cultural heritage.

Use and Employment of Planner for Stockbridge Zoning Bylaw Review -

Will complete Phase I of the Stockbridge Zoning Bylaw Review, as itemized.

Will complete Phase II for select items per discussions

Reports directly to the Select Board thru the Town Administrator.

Works in consultation with organizations cited.

**Time Line**

To have completed Phase I and reported by end of the first quarter 2019.

To have completed items designated Phase II by the 2019 ATM per discussions.

Note that while a final summary report is anticipated, segmented, partial and/or periodic interim reports are advisable, will be needed and details for these will be proposed. The expectation would be to have Phase II ready for the 2019 ATM the first round of changes (which at this preliminary stage will probably be those that are urgent, obvious and/or easy).

**Administrative**

**Solicitation of Candidates**

In keeping with Town fair employment policies, the opportunity will be posted widely and completely both locally and through regional or state resources. Applications will be

received by the Town. The Select Board will make the final decision. Input will be sought from appropriate commissions and citizens.

#### Qualifications

- Demonstrate a thorough working knowledge of the zoning procedures, requirements and practices within Massachusetts, as well as with other government and related agencies.
- Demonstrate an ability to critically evaluate zoning bylaw provisions.
- Demonstrates a history of working effectively with public groups.
- Five years' experience, relevant Degrees, similar projects, all of value.
- Is able to relate to Stockbridge's character, goals and issues.
- References required
- Due diligence required

Compensation up to budgeted amount (\$25,000).

### **Scope of Work for Stockbridge Zoning Bylaw Review**

#### **Phase I - Identification**

##### Objectives

To improve the operation and function of Town zoning bylaws by identifying those bylaws and bylaw areas that do not further the stated goal, do not sync with other regulations, that are unnecessary, unclear, inconsistent or outdated and/or inadvisable, as well as areas that would benefit from new bylaw attention.

##### Assignment

Independently review the text of current zoning bylaws in two parts -

Technical Review and Political Review:

Technical Review

Note technical issues - places and situations where bylaws are -

Contradictory

Indefensible

Inoperative as currently written

Contain other technical issues or otherwise are in need of repair

Note any bylaws or bylaw provisions that are unnecessary or outdated as well as areas that would benefit from new bylaw attention.

Political Review

Note bylaws or bylaw areas that -

Are contentious or significantly unpopular

Are objected to by notable resident populations

Are inconsistent with the stated goal

Have the potential to cause legal, organizational or political problems

Conduct appropriate meetings and hearings -

With members of all relevant committees and commissions

With the public

With the Planning Board and Select Board

Both individual members and Boards as a whole.

Provide written referenced report of findings -

Citing bylaws and bylaw areas that are problematic as per above

Stating reasons for the issue and sources of information

Wherever possible, note recommendation for action/change

Process -

Use own experience, judgment and research to highlight those areas for attention

Solicit input from -

Town Counsel

Town Administrator

Select Board members

Planning Board members

Other Boards and Commissions

Confer with all chairs - meet as necessary

Town Public - via open info meeting/hearing format

Ad Hoc task force groups and/or committees may be setup to generate input on one or more items

**Phase II — Correction**

Part A -To develop proposed corrections to those bylaws identified in Phase I as significantly problematic, urgent and/or readily implemented.

Part B -To develop proposed changes to all bylaws identified in Phase I as problematic.

**Phase III — Implementation**

Take those actions necessary to enact the identified bylaw corrections into law.

Don repeated his original motion.

Terry asked why Don could not take a seat on the review committee to have more direct input. He also felt that all of this could be done while keeping the established committee; not to dismiss the committee without prior discussion of the Board.

Don noted that the committee's scope of work was too vague and he did not receive a more detailed one when asked and that the committee was not as productive as expected.

Bob Jones, 6 Prospect Hill and member of the Zoning Review Committee said that no one on the committee knew that it was going to be dissolved and he felt that the committee had started to make progress. He recently spoke individually with all three Selectmen. He said that there is a lot of experience on the committee and felt they should be allowed to continue to work as an advisory committee. He stated that he was disappointed and saddened by this decision.

Tom Stokes, 51 Interlaken Road, asked Don how he would differentiate the RFQ versus a RFP. The committee decided that an RFQ was the best choice; where the consultant would then decide on the scope of work. He said that review of the Zoning bylaws is a complicated process and should not be rushed.

Carol Owens, Prospect Hill Road, stated that while she knows very little about zoning, but her opinion was that if an advisory committee with a built in time period would not have the ability to hire. She felt that everyone should be taken into account and have a joint review of the hiring process.

Gary Pitney, Planning Board Chair, thought that the Zoning Review Committee has brought them where they are. He suggested keeping the committee in place, add a Selectman to the committee and move forward from there.

Christine Rasmussen, Sargent Street, was thinking about the Visioning Committee process and the model used there worked. The Select Board takes the responsibility but the committee should make recommendations to move forward.

Nick Rumin, 55 Main Street asked who appoints the committee and has oversight of them and the Board said that they do; they are accountable to the Board of Selectmen.

Chuck thanked everyone for their input and felt that the Board should hire the consultant to meet with committees and then bring back to the Board his recommendations. Keeping the current committee intact until decisions are made or suggestions come from the consultant.

Don clarified that the Zoning Bylaw Review Committee continues to exist as an advisory committee to the Board of Selectmen; the planner will be hired by the Board of Selectmen.

Don made a motion that they agree to retain the services of a planner for Stockbridge Zoning Bylaw Review and the job description and posting will be determined by Don in conjunction with the Bylaw Review Committee. Terry seconded; all were in favor.

**Animal Control Officer - Appointment John Drake**

Don thanked Mr. Springstube for helping out during the interim.

Don made a motion to appoint John Drake as the Animal Control Officer. Terry seconded: all were in favor.

**Plan for Stockbridge Economic Development - Presentation of draft outline**

Laura Beasley, Lake Drive, and Don made a presentation of a draft proposal for economic development.

See draft below:

## **Stockbridge Economic Development - Plan**

DRAFT: Call for input, suggestions and comment

10/17/2018

### **Objective**

To proactively address issues in the Stockbridge economic environment in an effort to improve Town cohesiveness, further its prosperity and enhance the quality of life for citizens, residents and guests while preserving its natural resources, its history and its cultural heritage.

### **Findings**

- There's a plethora of municipal economic development plans, formats, examples, consultants, etc.
- Our primary issues were recently reported (Visioning), though question is noted.
- The current status is deciding on need and implementing projects. Expertise is available to consult.

### **Fundamental Assumptions**

- We want a diversified successful economic base
- We want to live within our means
- We want a balanced population distribution that contributes at all levels

### **Options**

- Do nothing. Hire a consultant. More group processing. Form a committee; or
- Select Board takes the lead

### **Suggested Process**

- SB takes the lead and uses available data, points in directions, facilitates arrangements, raises questions, considers options, prioritizes, organizes, follows-up.
- The SB will tap our resources - Confer with and actively involve: Finance, Chamber, Planning, downtown merchants, business representatives, neighborhood groups, regional groups, government groups, organizations and any other serious interest group or individual.

### **Current Attention/Target Areas (in varying degrees of development)**

Expenses

Finances

Development opportunities

Income Producing/Business Opportunities: Existing - New

Downtown Business District

Natural and Environmental Assets

Population Distribution

Living Opportunities

Housing

Transportation

The Neighborhoods and Village Areas

Promotion and Image

**Next Steps:** take action, seek commentary, identify critical needs and simple solutions, prioritize, take steps to move it along and maintain momentum.

Laura can be reached at [laurabeasley@townofstockbridge.com](mailto:laurabeasley@townofstockbridge.com)

**Warrant for November 6<sup>th</sup> Elections** – The Board signed the warrant for approval.

### **Fire Department - Declare Engine 4 surplus**

Don made a motion to declare Engine 4 surplus and allow Danielle to post accordingly as such. Terry seconded; all were in favor.

### **Adjournment:**

With no further business, Don made a motion to adjourn.