

**BEDFORD PLANNING BOARD**  
**Bedford High School – Library**  
**brief meeting prior to attending Special Town Meeting**  
**Regular Session Minutes**  
**November 6, 2014**

MEMBERS PRESENT: Shawn Hanegan Chair, Amy Lloyd, Clerk  
Jeffrey Cohen, Sandra Hackman and Lisa Mustapich

MEMBERS ABSENT: None

STAFF PRESENT: Glenn Garber, Planning Director; Catherine Perry, Assistant Planner; and  
Cathy Silvestrone, Planning A.A.

STAFF ABSENT: None

OTHERS PRESENT: See Attached

Shawn Hanegan, Chair convened the Planning Board meeting at 6:30 PM

**Emergency Evacuation notice** read by Amy Lloyd, Clerk

*Note: All meeting submittals are available for review in the Planning Office.*

**SPECIAL TOWN MEETING PREPARATION SESSION:**

Planning staff provided board members with *revised* Zoning Bylaw amendment presentations **Article 4—Industrial Mixed Use** and **Article 5—Greenbelt Zoning** (that include changes discussed during the October 28 meeting) and other supportive documentation in preparation for Special Town Meeting. Board members briefly reviewed the revised slides and scripts and shared some last minute comments. Shawn Hanegan, presenter for the Industrial Mixed Use zoning amendment, and Jeffrey Cohen, presenter for the Greenbelt zoning amendment expressed that they were comfortable with the presentations for this evening. The Board was made aware of likely opposition to Article 5 from BARC (Bedford Arbor Resource Committee).

**BUSINESS SESSION:**

**Discussion on Board communication and agenda process**—Chair Hanegan reported that, on behalf of the Board, he requested a legal opinion re: Open Meeting Law in relation to communication involving Planning Board members and staff, and the criteria for scheduling an emergency meeting. Town Counsel submitted written opinions on September 26 and October 6, 2014 sharing information on communication restrictions cited in M.G.L. c.30A, section 18, and what justifies scheduling an emergency meeting. Town Counsel pointed out that that the statute defines an “emergency” as a “sudden, generally unexpected occurrence, or set of circumstances demanding immediate action” (example, a natural disaster has arisen), and therefore suggested, as a general rule, that the Planning Board should avoid the use of emergency meetings because the criteria for what constitutes an emergency meeting are rarely satisfied.

Board members had a brief follow-up discussion regarding Town Counsel’s opinion and agreed that the information provided was useful and serves as a good reminder to both staff and board to

continue moving forward conservatively in respects to the Open Meeting Law when communicating with one another outside of a public meeting.

**DEVELOPMENT UPDATE:** (verbal updates by staff)

- 1) Potential Master Plan redevelopment on Crosby Drive—town staff, Glenn Garber, Planning Director, Catherine Perry, Assistant Planner, Rick Reed, Town Manager and Alyssa Sandoval, Economic Development Coordinator met with a developer who is purchasing the business park located next to Bedford Business Park to discuss renewal of the site. Planning staff members informed the developer about the proposed Industrial Mixed Use zoning amendment that was being presented this evening at Special Fall Town Meeting. If the IMU article passes, the developer said he would consider a multi-phase project under the new IMU zoning bylaw. Rick Reed informed the developer about Tax Increment Financing (T.I.F.) and Alyssa Sandoval discussed the new Transportation Management Association. Catherine Perry mentioned that the sign bylaw has been revised recently, and suggested that the developer may want to consider new signage. The developer suggested repainting the town's nearby water tank with a sign relating to the Crosby Drive business area.
- 2) Alyssa Sandoval, Economic Development Coordinator is working on an application for a \$10,000 cultural resources way finding grant.

**OTHER BUSINESS:**

- 1) Meeting schedule—Board members agreed to cancel November 25 meeting (week of Thanksgiving) and change it to November 17. December 9 meeting shall remain part of the schedule.
- 2) Minuteman Advisory Group on Inter-local Coordination (MAGIC) update—Sandra Hackman reported that she has an abundance of information to share regarding MAGIC/ regional transportation updates and would like time on an upcoming agenda to discuss.
- 3) Metropolitan Area Planning Council (MAPC)—A memorandum dated October 20, 2014 from Marc Draisen, MAPC Executive Director was circulated for information. It concerned Professional Technical and Planning Assistance to MAPC Municipalities. (to be discussed at a later date)
- 4) Westford Conservation Subdivision Workshop—Catherine Perry, Assistant Planner, reported that she would provide a follow-up summary from this workshop at the next Planning Board meeting.

**ADJOURNMENT:**

*MOTION: Amy Lloyd moved to adjourn the meeting and advance to Special Fall Town Meeting. (Lisa Mustapich seconded the motion)*

*VOTE: 5-0-0*

*TIME: 7:25PM*