



CITY OF SALEM PLANNING BOARD

City of Salem Planning Board Meeting Minutes, May 21, 2020

Chair Ben Anderson calls the meeting to order at 7:00pm.

A public hearing of the Salem Planning Board was held on Thursday, May 21, 2020 at 7:00 p.m. via Remote Access. Public participation was possible via zoom video and conference call:

Watching the Public Meeting:

- <https://us02web.zoom.us/j/87972677215?pwd=Yk9YN280enVJSWVJRlhRVVp4M2dTZz09>
- Go to the website link www.zoom.us/join and enter meeting ID # 879-7267-7215 followed by meeting password 693085, if directed to do so on screen.
- Dial toll-free phone number 877-853-5257. When prompted enter meeting ID # 879- 7267-7215 followed by meeting password 693085, if directed.
- Watch the meeting live on Salem Access Television Channel 22.

I. ROLL CALL

Those present were: Chair Ben Anderson, Kirt Rieder, Matt Veno, Helen Sides, Noah Koretz, Carole Hamilton, Bill Griset (7)
Absent: DJ Napolitano, Matt Smith (2)
Also in attendance: Tom Devine, Senior Staff Planner
Recorder: Stacy Kilb

II. REGULAR AGENDA

A. Location: 0 Story Street (Map 23, Parcel 2)

Applicant: Stephen Lovely, Castle Hill Group, LLC

Description: A public hearing for all persons interested in the application of STEPHEN LOVELY, CASTLE HILL GROUP LLC for the property located at 0 Story Street (Map 23, Parcel 2) at the west end of Cleveland Street bounded by St. Anne's Church, City of Salem, St. Anne's Park and land of Bradbury and Chasse, for a Definitive Subdivision Plan. Specifically, the applicant proposes to allow construction of an extension to Cleveland Street which will create a tee turning area and the construction of 3 single family dwellings on the approximately 5.65 acre site.

Chair Anderson has submitted conflict of interest disclosure 268a 23b, as he is also the Chair of the Finance Board for St. Anne's church, an abutter, but feels he can be fair and impartial on this matter.

Present for the Applicant:

Stephen Lovely, 14 Story St., Manager of LLC and Applicant

Chris Mello, Eastern Land Survey

Mr. Lovely outlines the process thus far, including meetings with the Zoning Board of Appeals, Fire Dept. and Conservation Commission. The ZBA has granted variances and the Conservation Commission has reviewed plans and made recommendations, which are tabled pending receipt of this Board's recommendations. Three single family homes are planned.

Chris Mello, Eastern Land Survey:

- Filed Notification of Resource Area Delineation (NRAD) with Conservation Commission, prior to filing Notice of Intent (NOI) with same; this Board has a Plan to create 3 lots at the end of Cleveland St.
- Extension of existing Cleveland St. water line, new hydrant will be provided
- Drainage improvements are described
- Sanitary sewer is outlined
- Houses will have average sized garages and conform to setbacks
- Grading is minimal

Chair Anderson:

- Width of roadway extension? 16' driveway off of Cleveland St.; Chair Anderson wonders why it is a shared driveway rather than roadway. "Tee" will be to City Street standards and the shared driveway at 16' should be sufficient for two cars to pass. They are trying to minimize impervious surfaces
- Subdivision Requirements: Chair outlines these, wondering what the dimensions of the street are and about the turnaround. Trees and underground utilities; electrical were not mentioned but should be underground

Kirt Rieder:

- Comments from Conservation Commission? Mr. Rieder notes that homes are in the Buffer Zone. Amanda Chiancola notes that Conservation Agent's comments are in Board's memo and outlines these
- Conservation Commission would like to see peer review from Planning Board before they move forward
- Mr. Rieder notes Buildings 1 and 2 are very close to the buffer; building 3, if rotated 90 degrees, could be almost out of the buffer zone. Building 2 could also be pulled back. A deck could also be changed. This is strange given commitment to minimizing buffer zone impact
- Sidewalk: Will there be street trees, and will the City accept tee turnaround or is it a private drive?

- 1' contours are required

Mr. Mello:

- Building constraints encumbered by 40' setbacks of RC zone, unlike 10' in R1
- Buildings could be repositioned
- Lot A turned so building faces the driveway; B and C face driveway or St. at minimum setback from lot lines
- All three houses wind up in buffer zone no matter where they are placed, given setbacks
- Houses were sited with topography for maximum optimization of grading and access
- Tee intersection *could* be turned over to the City (it is built to proper specs) as a public way, but it is uncertain this will happen. Mr. Rieder notes if it will be a City street, it should have street trees. These can be added; Applicant can work with Tree Warden
- Deck in question can be moved to opposite side of the dwelling

Kirt Rieder:

- Why is the City encouraging Applicants to push so deeply into a buffer zone (not specific to this Applicant)?
- Would prefer to see relief to setback to allow for greater protection of resources area

Noah Koretz:

- Would make sense for the Applicant to seek relief on setbacks to preserve wetland; seek relief on setbacks rather than go deeper into the buffer zone.

Chair Anderson opens to public comment:

*974: Judith Ware, 24 Willson St. representing St. Anne's, wonders what they have to do to ensure Cleveland St. will be a public way, so they have access to the back of the school building

Mr. Lovely replies that there is access off of another St. Mr. Rieder notes that the curb stops at the building; there is currently undifferentiated asphalt, if the curb is installed as planned it would deter vehicles. Mr. Lovely states that the Applicant can provide a curb cut to allow vehicular access for school building use. The logistics of this are briefly discussed. This will be called out on Plans to be submitted at the next meeting. Helen Sides also requests that the Applicant show their own drawings so they may be better viewed on screen.

Amanda Chiancola notes that a Waiver of frontage was applied for separately from this Application, and will be ready for the June 18 meeting, but the Public Hearing for the Planning Board has not opened yet. Regarding peer review for this project, the City should have a contract within the next couple weeks to have ready for June 18. As a Subdivision, there was not a ZBA waiver of frontage; they received a variance from the ZBA, but also need a waiver from subdivision regulations.

A motion to continue to the Regular Planning Board meeting on June 18, 2020, is made by Kirt Rieder, seconded by Noah Koretz, and passes 7-0 in a roll call vote.

Ben Anderson	Yes
Bill Grisct	Yes
Matt Veno	Yes
Noah Koretz	Yes
Helen Sides	Yes
Kirt Rieder	Yes
Carole Hamilton	Yes

B. Location: 79 Columbus Avenue (Map 44, Lot 57)

Applicant: Eric Cormier

Description: *The applicant has requested a continuation to the regularly scheduled meeting on June 18, 2020. A continuation of a public hearing for all persons interested in the application of ERIC CORMIER for the property located at 79 Columbus Avenue (Map 44, Lot 57) for a Flood Hazard Overlay District Special Permit in accordance with the Salem Zoning Ordinance Section 8.1. Specifically, the applicant proposes to reconstruct a home and garage on 79 Columbus Avenue. Other improvements include a new driveway. No change to the existing foundation and footprint is proposed.

A motion to continue to the Regular Planning Board meeting on June 18, 2020, is made by Matt Veno, seconded by Bill Grisct, and passes 7-0 in a roll call vote.

Ben Anderson	Yes
Bill Grisct	Yes
Matt Veno	Yes
Noah Koretz	Yes
Helen Sides	Yes
Kirt Rieder	Yes
Carole Hamilton	Yes

C. Location: 602 Loring Avenue (Map 20, Lot 11)

Applicant: Vavel LLC

Description: A continuation of a public hearing for all persons interested in the application of VAVEL, LLC for the property located at 602 Loring Avenue (Map 20, Lot 11) for a Site Plan Review in accordance with Salem Zoning Ordinance Section 9.5. Specifically, the applicant proposes the demolition of the existing two-story commercial building on the site and the construction of a three-story building containing 20 residential units. The project includes 34 off street parking spaces, 22 of which will be garage level spaces within the building and 12 of which will be surface parking spaces. Also proposed are landscaping, a ground level patio, a sidewalk from the building entrance to the existing Loring Avenue sidewalk, bicycle racks, utilities, grading, and drainage systems for stormwater runoff. The existing curb cut will be reconfigured into a 24' driveway.

Present for the Applicant:

Attorney Scott Grover

Principals Tom and Jerzy Wabno

Scott Cameron, Civil Engineer, The Morin Cameron Group
Peter Pitman, Architect, Pitman and Wardley

After the April 2 meeting, the Board had questions and changes were recommended.

Progress on the Site Plan Review (SPR) progress is outlined.

- Engineering has requested an outside peer review; Bobrek Engineering has been selected and will submit a report to the Planning Board and Engineering by the end of next week.
- DRB review b/c project is in ECOD; scheduled to appear Wed. May 27.
- Easement from City of Salem: City will grant an easement to Applicant; this was referred to Committee on Ordinances, License & Legal Affairs which will meet next Wednesday, hope they will refer back to City Council for action at May 28 meeting
- Hoping all elements will come together at the end of May so they can conclude SPR process in the first June meeting

Scott Cameron, Civil Engineer:

- 1' contours added to Plan
- Bituminous walkway in rear adjusted (Landscape Plan shown; outside seating area and 2 trees added)
- Adjustments made to snow storage
- Stairs in back removed from design
- Fence originally planned as 6', changed to 4' safety fence per ECOD requirements
- General notes added: wall & slope fall protection measures
- Profile Exhibit now provided for a visual profile (existing and proposed)

Peter Pitman, Architect:

- Easterly elevation showing retaining wall and fence has been provided; retaining wall is described
- Working with landscape architect re ivy and greens at the base

Kirt Rieder:

- Landscape Plan note: street trees? Each tree must be identified
- Shrubs along Loring Way shown as mass planting; please show spacing on center
- Fence - would not run in front of the wall
- Can residents go onto retaining wall? No access to that area, so no need for a guard rail. Material not yet specified but will probably be gravel that needs to be weeded occasionally
- Re Section A: Height of wall/is guardrail needed? It will require a rail; design is not yet available. A2 shows rail; A2.4 shows a photo. This should be provided on the Plan, not just the renderings, so there will be no undesirable surprises to the Board

Chair Anderson:

- Mechanical systems not shown? Mechanicals are on a roof plan originally submitted, but not on this update. There are individual compressors for each unit; units will not be visible to public

- Chair wonders about scale; roof Plan is shown in A1.4
- Garage below - where will ventilation mechanics be? This has not yet been discussed but the Planning Board must have an idea. The intent would be to bring it all the way up through the building

Chair Anderson opens to public comment, but there are none.

A motion to continue to the Regular Planning Board meeting on June 4 2020, is made by Helen Sides, seconded by Matt Veno, and passes 7-0 in a roll call vote.

Ben Anderson	Yes
Bill Griset	Yes
Matt Veno	Yes
Noah Koretz	Yes
Helen Sides	Yes
Kirt Rieder	Yes
Carole Hamilton	Yes

D. Location: 54 and 56 Swampscott Road (Map 07, Lots 65 and 64)

Applicant: Michael Buonfiglio

Description: A continuation of the public hearing for all persons interested in the application of MICHAEL BUONFIGLIO for the property located at 54 and 56 Swampscott Road (Map 07, Lots 65 and 64) for a special use permit per Section 3.1.3 and Section 9.4 of the Salem Zoning Ordinance to allow a change in use from an auto repair shop to a contractor's yard and landscaping business in the Business Park Development District. Specifically, the applicant proposes to repair the shop for use as office and storage, with the addition of a second floor to the existing building.

Present for the Applicant:

Attorney John Kelty

Michael Buonfiglio, Applicant

Christopher Mello, Eastern Land Survey

Mr. Kelty notes that Mr. Buonfiglio wishes to relocate his landscape business to this property. There will be Port a Potties as there are no restrooms onsite. The property is currently in tax title, is registered land, and must be obtained from the City; this process is described.

- City does not want the property but wants taxes paid
- Parking spaces shown to left of building
- Fence will be removed and surplus equipment located there, along with employee parking
- Open water on property divides front from back; driveway is described
- 2 trailers and 2 trucks are part of the business; one space per company vehicle + 1 space per 2 employees required; only have 3 employees so parking is satisfied
- Restoration of paved areas: broken pavement will be removed, replaced w/gravel
- Customers do not come to site as it is not nursery or retail, but a landscaper area

Chair Anderson:

- Plan has been difficult to interpret, more survey than civil. Drawing does not represent changes described verbally
- Washdown is described but not shown

Kirt Rieder:

- Surprised that this made it out of the Planning Dept. to Board as content of drawings is lacking: lack of contours, lack of lighting, plumbing, second storage? Locus map is wrong, shows it at Transfer Station on other side of First Ave. Supportive of proposal but Applicant must improve content
- Must also go before Conservation Commission due to relation to resource area. What is the plan for diversion of runoff?

Other Board members agree that the submission is inadequate. Chair Anderson suggests retaining a Civil Engineer to prepare a set of documents that the Board can properly interpret and understand. Kirt Rieder notes that they are not being harsh to this Application but is also working w/applicant on the other side, who has jumped through many hoops and has provided excellent Plans. The Board is supportive of using under-utilized space, but cannot simply rubber stamp it.

Mr. Kelty notes the existing driveway on the Plan, as well as other details that have been provided. It is not the intention of the Applicant to pave and stripe the entire area, which is why lines are not on the Plan. There will be no second floor at that time, but they will come before the Board when one is proposed.

Chair Anderson asks about parking and the existing roadway; it is not clear where curb cuts and the roadway are. Access is off Swampscott Rd. The City has parking space size requirements.

Chair Anderson opens to public comment.

Jennifer Casper, 78 Cavendish Circle:

- Will existing storage bins be removed? They will not
- Equipment to be stored there? Fertilizer kept on site? No, no mulch or fertilizer will be onsite

A motion to continue to the Regular Planning Board meeting on June 4 2020, is made by Kirt Rieder, seconded by Helen Sides, and passes 7-0 in a roll call vote.

Ben Anderson	Yes
Bill Grisct	Yes
Matt Veno	Yes
Noah Koretz	Yes
Helen Sides	Yes
Kirt Rieder	Yes

Carole Hamilton Yes

E. Location: 160 Federal Street (Map 26, Lot 0002-30)

Applicant: North Shore Community Development Coalition

Description: A continuation of the public hearing for all persons interested in the application of NORTH SHORE COMMUNITY DEVELOPMENT COALITION for the property located at 160 Federal Street (Map 26, Lot 0002-30) for Site Plan Review, Municipal or Religious Reuse Special Permit, and Flood Hazard Overlay District Special Permit in accordance with Salem Zoning Ordinance Sections 9.5, 6.11, and 8.1. Specifically, the applicant proposes the conversion of the former St. James Parochial School into 33 units of housing, with associated community space for residents. The applicant additionally proposes approximately 42 parking spaces on site to serve the residential units.

Present for the Applicant:

Attorney Scott Grover

Mickey Northcutt, North Shore Community Development Coalition (NS CDC)

David Vallecillos, NS CDC

Engineers from Nitsch:

Steven Ventresca

Paige Simmons

Brian Creamer

Attorney Scott Grover notes that many changes have been made and the Applicant is hoping to receive a Decision on the project. They have been before the Historical Commission and Design Review Board (DRB), which have recommended the Plans to this Board. They also worked with the Planning and Engineering Departments to develop conditions as part of the Draft Decision.

Noah Koretz is recusing himself from NS CDC matters.

Steve Ventresca, Nitsch Engineering:

- Curb cut, one way circulation becomes two-way
- 200' riverfront area to North River; FEMA elevation 10 by Bridge St; grades are being maintained
- Site grading: 6-6.5% on approach to building; handicapped spaces and dropoff zone provided. Grading cannot be made ADA compliant b/c ramps would remove 50% of parking on one section; landscape path on island was straightened and flattened as much as possible
- Stormwater: small bioretention system at Bridge St; underground infiltration system was originally proposed but is shifted to parking lot; this is described. Additional stormwater measures are described and shown
- Utilities are described
- Access easement from Bridge St. must remain open; 6 spaces provided
- The Landscape Plan shows a straightened walkway; trees shifted to the south to provide shade on the north side. Landscaping on sides of site is shown
- Stormwater system has been reviewed by the Engineering Dept.
- Bridge St. will be under construction and City is consulting; this Applicant's CAD file can be shared w/City

Kirt Rieder:

- Thanks Applicant for detailed yet concise overview of changes
- Where is primary ADA access to building? Off of the parking lot, into the back of the building via a ramp. There is an internal elevator. There is also ADA access at the front since one could wheel in
- Comments that there is no ADA access directly from Bridge St. but also no compelling reason to provide
- Flush to the door off Federal St. but unsure what is inside; accessible way off Federal St. alleviates having to wheel from Bridge St. to “back” of the building, which is actually the front (may be confusing to some)
- Please confirm that cross slope on handicapped spaces is less than 1.5%. This is confirmed

Helen Sides enthusiastically supports this project.

Chair Anderson opens to public comment. There are no comments.

A motion to close the Public Hearing is made by Matt Veno, seconded by Carole Hamilton, and passes 6-0 in a roll call vote with Noah Koretz recused.

Ben Anderson	Yes
Bill Grisct	Yes
Matt Veno	Yes
Noah Koretz	Recused
Helen Sides	Yes
Kirt Rieder	Yes
Carole Hamilton	Yes

The Draft Decision is reviewed. Tom Devine confirms that Board Members should be reviewing the most recently updated decision dated May 21.

P. 9, Clerk of the Works discussion:

- Clerk must report to the City
- Mickey Northcutt notes that the NS CDC has its own Clerk on all projects, but usually asks lenders and investors to agree to hire the same clerk, with the goal of not having multiple clerks disagreeing
- Typically, in all their projects they have had some type of City funding, so in that capacity as a lender, they have asked Salem to do the same, which they have. There have not been specific requests from this Board, and this has not come up in Salem before, so he asks that the Board please consider consolidating it but getting what is necessary, recorded
- Chair Anderson notes that the Clerk of Works for the City is the City’s eyes and ears on a project, if CDC is using another entity, that can report to the City and Planning Dept. as a City Clerk does, this is Ok but should add language to this decision indicating that
- Tom Devine notes that no one can speak for Engineering or Public Services, so the Board would need their sign off first, but it can add a condition saying that the City will make an

effort to avoid redundancy and overlap. This would, as noted, depend on approval of City Eng. and DPS Director to ensure work and connections on Public infrastructure. This is what Attorney Grover had in mind with this request

- Tom Devine will craft this language and follow up with Engineering and DPS for their signatures

A motion to approve the Draft Decision as written with the amendment for the Clerk of the Works is made by Carole Hamilton, seconded by Bill Grisct, and passes 6-0 in a roll call vote with Noah Koretz recused.

Ben Anderson	Yes
Bill Grisct	Yes
Matt Veno	Yes
Noah Koretz	Recused
Helen Sides	Yes
Kirt Rieder	Yes
Carole Hamilton	Yes

F. Location: 13 Hawthorne Boulevard (Map 35, Lot 0287-0)

Applicant: North Shore Community Development Coalition

Description: A continuation of the public hearing for all persons interested in the application of NORTH SHORE COMMUNITY DEVELOPMENT COALITION for the property located at 13 Hawthorne Boulevard (Map 35, Lot 0287-0) for Site Plan Review and Municipal or Religious Reuse Special Permit in accordance with Salem Zoning Ordinance Sections 9.5 and 6.11. Specifically, the applicant proposes the conversion of the former Immaculate Conception parochial school into 29 units of housing and approximately 4,500 square feet of studio, workrooms, galleries, and meeting space. There are 7 parking spaces on the premises for visitors. The applicant proposes that the required 29 parking spaces for the residential units will be reserved in nearby municipal parking facilities.

Present for the Applicant:

Attorney Scott Grover

Mickey Northcutt, NS CDC

David Valecillos, Director of Design, NS CDC

Engineers from Nitsch:

Steven Ventresca

Paige Simmons

Brian Creamer

Steven Ventresca, Nitsch Engineering

- Briefly outlines Plans, including parking, curb cut, landscaping, accessible entrance
- One street tree will be removed b/c of curb cut; condition for discussion with Tree Warden for mitigation is in Decision
- Stormwater controls and utilities are outlined, as is fire protection
- CCTV of utilities on Hawthorne and Union St. will be done and the Engineering Dept. will be updated afterward (also in conditions)
- Path from Hawthorne to Union St. will be maintained; landscaping is shown

- Abutter in March concerned about proximity of infiltration basin to his property line; it has been pulled back
- New fence along edge of property will be provided; abutters are grateful for this

Kirt Rieder:

- Tree to be removed? This is the one to the rear of the building, to the left from bird's eye view with Union St. No onsite mitigation is available; the condition mentions 2 - 4 trees as mitigation; they will work with the Tree Warden
- 4' chain link fence - material? Mr. Rieder recommends black dipped chain mesh with 1/2 inch - 1" mesh, so it will "disappear." This can be accommodated; intent was to match black dip along Union St. but can use tighter weave

Chair Anderson opens to the public but there are no comments.

A motion to close the Public Hearing is made by Kirt Rieder, seconded by Helen Sides, and passes 6-0 in a roll call vote with Noah Koretz recused.

Ben Anderson	Yes
Bill Grisct	Yes
Matt Veno	Yes
Noah Koretz	Recused
Helen Sides	Yes
Kirt Rieder	Yes
Carole Hamilton	Yes

The Draft Decision is reviewed.

- Engineering changes have been added
- 20% - 25% tree mitigation has been tweaked are revisions noted by Tom Devine
- p.3 paragraph 8A, Attorney Scott Grover notes: provision with trees, must be updated to eliminate "2-4" language. Pick up at "controlling" and leave the location and number of replacement trees to be decided by the Tree Warden and, if applicable, Tree Commission. This is acceptable to the Board. Tom Devine adds that the Decision references trees planted prior to issuance of a Certificate of Compliance; this is an error and the language will be changed to "Certificate of Occupancy"
- Change requested "to provide parking access on Union St.," not Hawthorne.
- p. 8 Clerk of the Works language will be edited as in the previous discussion
- Language to be added under "Landscaping:" "Fence shall be black fine mesh, 1/2 - 1"

A motion to approve the Draft Decision, with changes as noted above, and with the amendment for the Clerk of the Works, is made by Kirt Rieder, seconded by Matt Veno, and passes 6-0 in a roll call vote with Noah Koretz recused.

Ben Anderson	Yes
Bill Grisct	Yes
Matt Veno	Yes
Noah Koretz	Recused

Helen Sides	Yes
Kirt Rieder	Yes
Carole Hamilton	Yes

III. OLD/NEW BUSINESS

A. Deliberate and vote on a recommendation to the City Council Zoning Ordinance

Amendment relative to Inclusionary Zoning summarized below:

- a. An Ordinance amending the Salem Zoning Ordinance by adding a new Section 5.4 Inclusionary Housing and amending Section 10 Definitions by adding definitions related to the Inclusionary Housing ordinance.

The Ordinance is reviewed. Chair Anderson wholeheartedly supports and recommends sending to City council.

A motion to refer the matter to the City Council with a positive recommendation is made by Matt Veno, seconded by Carole Hamilton, and passes 7-0 in a roll call vote.

Ben Anderson	Yes
Bill Grisct	Yes
Matt Veno	Yes
Noah Koretz	Yes
Helen Sides	Yes
Kirt Rieder	Yes
Carole Hamilton	Yes

B. Discussion and possible adoption of M.G.L. c.110G, regarding the use of electronic signatures by Planning Board members pursuant to Amendment 13-7 to the Massachusetts Deed Indexing Standards 2018, effective April 17, 2020

Discussion:

- Adoption of M.G.L. c.110G would allow the Planning Board to digitally sign some documents to be recorded at the Registry of Deeds while in a state of emergency, providing flexibility
- Concerns:
 - Forgery/signatures signed w/out Board member consent
 - How to get wet signatures if this is not adopted? Would have to mail from person to person
 - Could also do this via PDF, assuming Board members have a PDF program that allows signatures (not just a read-only one). This would also provide an email record so next person can see previous signature(s)
 - Could implement unique passwords and verified signatures, as on the Federal level, but this would be overkill
- Board is not comfortable adopting as stated and would like clarification

- Must be a source-controlled record of assent. Could do this with a record of signature coming in as with Acrobat, or a collection of emails in the file assenting to having Tom Devine sign digitally on behalf of Board members. This cannot be a general “you can sign our names.”
- Kirt Rieder notes the levels of security in Adobe Acrobat can make this work. City should figure out a system, and Tom Devine should report back

C. Discussion and possible vote to authorize Tom Daniel, Director of Planning & Community Development, to endorse ANR and subdivision plans when approved to do so in each case by a majority vote of the Board, per G.L.c.41, §§81P (ANR plans) & 81X (subdivision plans)

Kirt Rieder wonders how a majority vote is determined. During a meeting, once Board members approve, Tom Daniel would sign. The Board still needs to approve, however, Tom Daniel can just sign. Tom Devine comments that when the Board votes to approve an ANR or subdivision, it can include this in its motion or make another motion to allow Tom Daniel to endorse, rather than Board members signing themselves.

A motion to authorize Tom Daniel, Director of Planning & Community Development, to endorse ANR and subdivision plans when approved to do so in each case by a majority vote of the Board, during a regularly scheduled meeting, per G.L.c.41, §§81P (ANR plans) & 81X (subdivision plans), is made by Kirt Rieder, seconded by Helen Sides, and passes 7-0 in a roll call vote.

Ben Anderson	Yes
Bill Grisct	Yes
Matt Veno	Yes
Noah Koretz	Yes
Helen Sides	Yes
Kirt Rieder	Yes
Carole Hamilton	Yes

IV. APPROVAL OF MINUTES

A. Regular Planning Board meeting minutes for January 23, 2020.

A motion to approve the Regular Planning Board meeting minutes for January 23, 2020, is made by Matt Veno, seconded by Bill Grisct, and passes 7-0 in a roll call vote.

Ben Anderson	Yes
Bill Grisct	Yes
Matt Veno	Yes
Noah Koretz	Yes
Helen Sides	Yes
Kirt Rieder	Yes
Carole Hamilton	Yes

B. Regular Planning Board meeting minutes for February 20, 2020.

A motion to approve the Regular Planning Board meeting minutes for February 20, 2020 is made by Matt Veno, seconded by Bill Grisct, and the motion passes 7-0.

Ben Anderson	Yes
Bill Grisct	Yes
Matt Veno	Yes
Noah Koretz	Yes
Helen Sides	Yes
Kirt Rieder	Yes
Carole Hamilton	Yes

C. Regular Planning Board meeting minutes for March 5, 2020.

A motion to approve the Regular Planning Board meeting minutes for March 5, 2020 is made by Helen Sides, seconded by Kirt Rieder, and the motion passes 7-0.

Ben Anderson	Yes
Bill Grisct	Yes
Matt Veno	Yes
Noah Koretz	Yes
Helen Sides	Yes
Kirt Rieder	Yes
Carole Hamilton	Yes

D. Regular Planning Board meeting minutes for March 19, 2020.

A motion to approve the Regular Planning Board meeting minutes for March 19, 2020 is made by Matt Veno, seconded by Bill Grisct, and the motion passes 7-0.

Ben Anderson	Yes
Bill Grisct	Yes
Matt Veno	Yes
Noah Koretz	Yes
Helen Sides	Yes
Kirt Rieder	Yes
Carole Hamilton	Yes

E. Regular Planning Board meeting minutes for April 2, 2020.

A motion to approve the Regular Planning Board meeting minutes for April 2, 2020 is made by Helen Sides, seconded by Carole Hamilton, and the motion passes 7-0.

Ben Anderson	Yes
Bill Grisct	Yes
Matt Veno	Yes
Noah Koretz	Yes

Helen Sides	Yes
Kirt Rieder	Yes
Carole Hamilton	Yes

F. Regular Planning Board meeting minutes for April 16, 2020.

A motion to approve the Regular Planning Board meeting minutes for April 16, 2020. is made by Matt Veno, seconded by Kirt Rieder, and the motion passes 7-0.

Ben Anderson	Yes
Bill Grisct	Yes
Matt Veno	Yes
Noah Koretz	Yes
Helen Sides	Yes
Kirt Rieder	Yes
Carole Hamilton	Yes

V. ADJOURNMENT

A motion to adjourn is made by Kirt Rieder, seconded by Helen Sides, and passes 7-0 in a roll call vote.

Ben Anderson	Yes
Bill Grisct	Yes
Matt Veno	Yes
Noah Koretz	Yes
Helen Sides	Yes
Kirt Rieder	Yes
Carole Hamilton	Yes

The meeting ends at 9:27PM

For actions where the decisions have not been fully written into these minutes, copies of the decisions have been posted separately by address or project at: <https://www.salem.com/planning-board/webforms/planning-board-2020-decisions>

Respectfully submitted,
Stacy Kilb, Recording Clerk

Approved by the Planning Board on 10/01/2020