

**Planning Board Meeting
April 25, 2022**

Chair Carroll called the meeting to order at 7:07 p.m.

Roll Call

Robert Carroll, Chair	Present
Honor Merceret	Present
Gina DiMento, Esq.	Not Present
Julia Wallerice	Present
Chris Boyce	Present
Kimberly Hirsch	Not Present
Sarah Jane Fourness	Present
Alyssa Gamble	Present
Steve Koutalakis	Not present

The meeting was called to order by the Planning Board chair at 7:00 pm.

General Discussion:

The Planning Board webpage on the Town site needs a purge of unnecessary documents. Older items should be archived.

One member of the Planning Board has not been attending meetings or responding to emails. The Chair will reach out one final time. A new member may be needed.

5 Freemont Street Development

There were concerns re the development at 5 Freemont Street. The PB members recall reviewing the plans for 5 Freemont Street, but no formal approval of the plans was made. The development is within the Center Business District and should have been submitted to the Planning Board for approval.

The Chair will be submitting a letter to the Building Department and the Town Council requesting drawings. Motion to submit a letter to a letter to the Building Department and Town Council made by Robert Carroll and seconded by Chris Boyce. All members voted in favor.

Signage Zoning Language Update

Planner will follow up with KP Law re the signage update. Further direction is needed on what language needs to be edited or removed. Questions regarding what language should or should not be included includes language on quantity, temporary versus permanent, profanity, limitations on language.

Adjourn

A motion to adjourn was made and the meeting was closed at 8:35 pm.