

TOWN OF LAKEVILLE
Master Plan Implementation Committee
Meeting Minutes
September 15, 2021 – 7:00 PM
REMOTE LOCATION

On September 15, 2021, the Master Plan Implementation Committee held a meeting at 7:00 PM remotely from various locations. The Master Plan Implementation Committee meeting was called to order at 7:01 PM by Chairman Rodney Dixon. Chairman Dixon acknowledged the Master Plan Implementation Committee Members present were: Chairman Dixon, James Rogers, Joseph Chamberlain, Rita Garbitt, and Jack Lynch. Absent was Patrick Marshall and Ari Sky – Town Administrator were absent. Also present are: Michele McEachern and Susan Spieler.

In accordance with the Governor’s Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A, §20, relating to the 2020 novel Coronavirus outbreak emergency, the September 15, 2021 public meeting of the **Master Plan Implementation Committee** shall be physically closed to the public to avoid group congregation. **However, to view this meeting in progress, please go to [facebook.com/lakecam](http://www.lakecam.tv/) (you do not need a Facebook account to view the meeting). This meeting will be recorded and available to be viewed at a later date at <http://www.lakecam.tv/>**

Chairman Rodney Dixon, Master Plan Implementation Committee, explained that the purpose of the meeting is to discuss the Master Plan Implementation Plan and discuss any other business that needs to come before the Committee.

APPROVAL OF MINUTES

Upon a motion made by Member R. Garbitt and seconded by Member Jim Rogers, the Master Plan Implementation Committee voted to approve the August 9, 2021 meeting minutes as presented. Polled Vote: Rodney Dixon - Aye, Joe Chamberlain - Aye, Rita Garbitt – Aye, James Rogers – Aye and Jack Lynch – Aye

DISCUSS CHANGING MEETING DATES AND SCHEDULE OCTOBER, NOVEMBER AND DECEMBER MEETINGS

Chairman Dixon noted that Member Patrick Marshall is unable to attend on the Committee’s regular meeting night and has asked if the Committee would be willing to adjust their meeting dates for the new few months. Member R. Garbitt checked the Town’s calendar and asked if the Committee can do the third Tuesday of the Month, instead of the third Wednesday. The members present all agree to the dates of October 19th, November 16th and December 21st. There is a brief discussion on returning to “in person” meetings.

DISCUSS SCHEDULING A PRESENTATION OF THE COMMUNITY PRESERVATION ACT

Michele MacEachern and Susan Spieler were present for the discussion. Chairman Dixon introduced Michele and Susan to the Committee so that they may provide an abbreviated presentation and answer any questions.

Chairman Dixon states for the record, the disclaimer that the Master Plan Implementation Committee does not support or oppose the Community Preservation Act (CPA). The CPA is part of the Master Plan, and as such, they hope to have the opportunity to be informed on the subject matter and have asked the experts to enlighten us and give us more information. He reiterates that the Master Plan Implementation Committee does not endorse or propose the CPA, this is for informational purposes only.

Michele MacEachern reviewed with the Committee the Community Preservation Act presentation. The CPA is a smart growth tool that supports capital projects in relation to Open Space, Historic Preservation and Affordable Housing. It is noted that there are currently 187 communities that have adopted the CPA. The CPA is established via a vote at a Town Meeting and a Ballot Question. Once the CPA is adopted, the three (3) categories receive 10% each of the funds with the remaining 70% toward any of the three (3) categories. There is also a State match, which means the State contributes between 11%-52%, with this year it will contribute 32.3%. The Town residents are being asked to contribute 1% on their Real Estate Tax bills with the first \$100,000 not counted. The average home will contribute \$39 per year. The CPA funds can only be used for specific purposes, and it will require a simple application for the submission of project ideas and a more in-depth application for the second step, if the project idea is moved forward. It is noted that expenditure of any of the CPA funding will have to be presented to Town Meeting for approval. This gives the power to the residents to decide which projects they want to approve.

Chairman Dixon thanked Ms. MacEachern for the presentation and asked the Committee if they have any questions. There is a question asked as to where the CPA funds are generated from. It is explained that the funds are generated by the sales of real property throughout the State and that every real estate transaction put monies into the funds and only if your Town adopts the CPA can those funds come back to the Town. It is confirmed that the proposal is for only 1% at this time, if the Town wants to increase the percentage contribution, they would need to go back to another Town Meeting to do so.

The Committee briefly discussed the Chapter 61 properties and how the CPA funds can be used to put an offer on a property that is looking for the Board of Selectmen for a vote on "first refusal". There is a brief discussion on how the Town would handle their own appraisal, if it were to make an offer on property under the Chapter 61.

There is a brief discussion on the make-up of the Community Preservation Committee and whether the representatives are elected or appointed. It is noted that they are appointed through the Board of Selectmen.

Susan Spieler explained that the CPA group is going to have a bunch of informational meetings, which are posted on the CPA Facebook Page. They will also be going to different locations and setting up a table with information, so residents can come and ask questions about the CPA. Chairman Dixon thanked them for presenting and answering questions of the Master Plan Implementation Committee.

DISCUSS DESIGN GUIDELINES FOR THE COMMERCIAL ZONED AREAS IN TOWN TO ENSURE NEW DEVELOPMENT MATCHES THE COMMUNITY

Chairman Dixon turns the discussion over to Member Garbitt to talk about the Design Guidelines. It is noted that the Design Guidelines are triggered at certain points in the process, such as on the bigger buildings where the architectural review is at 50% of the lot coverage and then a landscape architect review is also needed. It is clarified that these reviews are for NON-Residential Buildings such as storage units and other applications that are coming up along Main Street. The Committee briefly discussed the Design Guidelines having salient characteristics, such as the Cape Cod style or Nantucket Style. Member Garbitt noted that she is still researching for guidelines in all the cape towns and will report on this further at the next meeting.

Chairman Dixon asked who the responsible party is for implementing such guidelines. It is noted that the Planning Board would be doing this. There is concern raised as to how to get this before the Planning Board for consideration and what the process would be, such as a citizen request or a petition. There is reference to the new Planner that has been hired and the fact that it is up to the Planning Board to consider and implement this.

DISCUSS THE MASTER PLAN IMPLEMENTATION CHART

Chairman Dixon spoke about the updated Master Plan Implementation Chart. He noted the changes that have come back on a number of items, which have been switched to the new Town Planner and also to the Town's new Assistant to the Town Administrator and some were also changed to the Conservation Commission. It is noted that there were 52 changes made to the Matrix. The next step would be to have the Town Administrator go back to the Board of Selectmen on how to proceed with the revised Matrix, once they have approved it, and then it can be distributed to the public.

NEW BUSINESS

Member R. Garbitt noted that she will get in touch with the Town Administrator on moving forward with the Matrix.

OLD BUSINESS

There is no old business discussed.

ANY OTHER BUSINESS

There is no other business.

ADJOURNMENT

Upon a motion made by Member R. Garbitt and seconded by Member J. Lynch, the Committee voted to adjourn at 8:03 PM. Polled Vote: Rodney Dixon - Aye, Jim Rogers - Aye, Jack Lynch - Aye, Joe Chamberlain - Aye and Rita Garbitt - Aye