

**MEETING MINUTES**  
**Pittsfield Planning Board**  
**November 13, 2012**

The Pittsfield Planning Board met on Tuesday, November 13, 2012 at 7:00 p.m. in the Council Chambers of the Pittsfield Municipal Building to consider the following agenda.

**PRESENT:** Fred Raynes, Royce Sposato, Brent Newhouse, Jack Wright, Kelly Flanigan and Alan Dunphy. **ABSENT:** Walter Reuter. **Also Present:** Town Manager Kathryn Ruth, Ellen Najpauer Administration Assistant, Building Inspector Steve Seekins, Chris Huck of KVCOG, Duane Ames and Scott Chase

1. Chairman **Alan Dunphy** opened the meeting by leading the Pledge of Allegiance to the flag.
2. Motion by **Kelley Flanigan** and seconded by **Jack Wright** to adopt the minutes of the regular meeting of November 1, 2012.

**VOTE: 5 AYES**  
**Fred Raynes abstained**

**Alan Dunphy**

3. **New Business:**
  - a. Site Plan Review Pre-Application Conference requested by Scott Chase application for an auto repair shop at 430 Main Street Map 22 Lot 39 to determine if a Site Plan Review is needed.

Chairman **Alan Dunphy** led a discussion on the need for a Site Plan Review. It was decided that a no greater on or off site impact would be created by the auto repair business than the previous business that was located at this site. A motion by **Royce Sposato** and seconded by **Fred Raynes** that a Site Plan Review was not needed.

**VOTE: UNANIMOUS AYE**

Chairman **Alan Dunphy** noted that alternate member **Brent Newhouse** would be sitting in for Chris Cookson who has resigned from the board. Alternate member **Brent Newhouse** agreed to become a regular member. Town manager **Kathryn Ruth** agreed to process the needed procedure.

4. **PUBLIC HEARING: NONE**
5. **OLD BUSINESS/DISCUSSION:**

- a. Comprehensive Plan work session:
  - i. IV. Recommendations of the Plan
  - ii. Plan meetings schedule for the balance of the Comprehensive Plan completion.

Chairman **Alan Dunphy** led a detailed review and discussion of the IV Recommendation of the Plan document that was prepared by Chris Huck of KVCOG. Suggestions and corrections made by the board will be incorporated into the plan.

Chairman **Alan Dunphy** led a discussion on to planning the schedule for the remaining meetings need to complete the Comprehensive Plan. Please see the attached draft schedule.

6. Adjournment:

Motion by **Fred Raynes** and seconded by **Kelly Flanigan** that the meeting be adjourned at 7:42 pm.

**VOTE: UNANIMOUS AYE**

**Respectfully submitted by**

Steve Seekins, Building Inspector  
Kathryn Ruth, Town Manager

**DRAFT**  
**Planning Board Comprehensive Plan Review**  
**Revised Schedule for Completion**

<b>11-26-2012</b>	<b>Land Use Plan and Strategies</b>
<b>12-10-2012</b>	<b>Review Draft of Plan</b>
<b>1-14-2013</b>	<b>Election of Officers</b> <b>Discussion with Members of Interested</b> <b>Businesses</b>
<b>1-28-2013</b>	<b>Public Hearing on new Plan</b> <b>First draft of Completed Plan</b>
<b>2-11-2013</b>	<b>TBS</b>
<b>3-11-2013</b>	<b>TBS</b>
<b>4-08-2013</b>	<b>TBS</b>