



# TOWN OF SWAMPSCOTT

## PLANNING BOARD

ELIHU THOMSON ADMINISTRATION BUILDING  
22 MONUMENT AVENUE, SWAMPSCOTT, MA 01907

### MEMBERS

MIKE PROSCIA, CHAIR  
TED DOOLEY, VICE CHAIR  
ANGELA IPPOLITO  
BILL QUINN  
JOE SHERIDAN

### STAFF

MARZIE GALAZKA, DIR. OF COMM. DEV.  
PETE KANE, DIR. OF PLANNING  
MARISSA MEANEY, COORDINATOR

# JANUARY 16, 2024 MEETING MINUTES

Received by Town Clerk

May 9, 2024 8:58am

**Time:** 7:05PM – 8:02PM  
**Location:** Remote via Microsoft Teams  
**Members Present:** M. Proscia, T. Dooley, A. Ippolito, J. Sheridan, B. Quinn  
**Members Absent:**  
**Others Present:** Pete Kane (Director of Planning), Josh Fiala (MAPC), Attorney Ken Shutzer

\*While waiting for other non-Board members to join, the Chair determined to take items out of order

## 1. HOUSING PRODUCTION PLAN

MP noted that some material in the draft is out of date. AI stated she hasn't been able to review the latest version. JS didn't have anything specific to add. TD asked how often the plan gets updated. AI said she believes it typically gets updated about every five to seven years.

TD noted he had emailed some feedback (as did MP). TD suggested that the edits be applied and with an updated version, the Planning Board should then review to approve. MP and AI both agreed.

The Board reviewed the process to approve – both Planning Board and Select Board need to approve and then it goes to DHCD prior to final approval.

(At this point, it was determined that the Microsoft Teams link in the PDF agenda was different than the one on the meeting webpage/PB member invite).

The Board decided to table the item.

## 2. VINNIN SQUARE DESIGN GUIDELINES

Josh Fiala gave an update on the process of developing the guidelines. He noted that they've put together illustrations to help explain details. He said that they have a near final draft of the guidelines and is looking for any remaining comments from the Board

MP noted he had given some feedback but asked if the Board had any comments to add. AI said she would like to differentiate between sidewalks/streets in the public area vs on private property. She also felt there were some items that are already dealt with in the zoning and so likely not needed in the guidelines

The Board then discussed EV charging and how to best do this with regards to publicly-accessible vs resident-only. Josh agreed publicly-accessible should be added

MP then brought up how the Board should move forward. AI stated that it's important to get the guidelines adopted so that they're in place. She feels that doing any as standards could be too much. She said that if it's necessary to do standards in the future, the Board can go to Town Meeting to do that. She feels that taking out items to be standards would require a lot of editing. She feels the guidelines are very thorough as drafted. ED said he agrees with AI. He feels its thorough and includes items like charging stations which the Zoning Bylaw doesn't touch on yet so it's a great first step. He believes the Board can optimize plans that now get submitted in a positive way. Is concerned that standards may be too specific where the Board would be best to be more flexible by using guidelines. JS agreed with the sentiments. Agrees that guidelines are important. WQ also is in support of guidelines and feels standards would be overbearing.

The Board then discussed if it would be necessary to continue the meeting due to the meeting link issue – to hold off on any votes until a meeting is held with a consistent meeting link.

Martha from the Renewable Energy Committee asked if the letters of comment were incorporated in the updated guidelines. MP said all comments have been reviewed and have been updated as guidelines (rather than any standards).

MP noted that there won't be a vote tonight on the guidelines but will be taken up at the next meeting.

The Board had no further comments for Josh (AI said she had a few additional notes to email Josh).

### 3. OTHER BUSINESS

NEXT MEETING – MP asked the Board to determine a date for the continued meeting. Members suggested next Tuesday at 7p.

MEETING MINUTES – MP asked about voting on the December minutes. Board members said they would prefer to wait until the next meeting. ED noted that the posted approved minutes were behind and missing a number of months. P. Kane said he'll follow up with Marissa on the missing minutes

MASTER PLAN COMMITTEE – P. Kane said that he's working with Marzie to go through the Master Plan Committee applicants to make recommendations to the Select Board for selection. He suggested that the Board vote AI as representative and to work with himself and Marzie to recommend applicants to the Select Board for appointment to the new Committee. The Board was in agreement but suggested this should be taken up for a vote at the next meeting. ED then asked was the Committee process is which P. Kane then reviewed