



# 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, PLANNER

# JANUARY 22, 2024 MEETING MINUTES

Received by Town Clerk

May 9, 2024 8:58am

**Time:** 7:01PM – 8:0PM  
**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), Marissa Meaney (Land Use Planner)

## 1. SITE PLAN REVIEW: 371 PARADISE RD

Engineer Thad Berry walked Board through the plans that show the truck turning radius. Indicated that pavement markings would be added to extend area where cars can stop in intersection.

There were no comments from the public.

Applicant confirmed that neon signage on the building will be removed, and that there will not be any changes to the utilities.

Chairman Mike Proscia noted that a lighting plan was missing from the application. Applicant did not provide one as exterior lighting would not change from what is currently existing, but noted that exterior lighting is shown on the rendering. Director Pete Kane explained that renderings are not an approvable document, so any lighting plan will have to be submitted to and approved by the Building Commissioner.

MOTION: B. Quinn to approve Petition 23-18 in accordance with the amended plans. J. Sheridan seconds; unanimous.

## 2. VINNIN SQUARE DESIGN GUIDELINES

Chairman Mike Proscia summarized where the Board left off from the last meeting.

Member Angela Ippolito went over the changes that were discussed with Planner Josh Fiala from the MAPC.

MOTION: T. Dooley to adopt the guidelines with the changes, as discussed. A. Ippolito seconds; motion passes 4-1 (M. Proscia voted nay, as he wanted some standards to come out of the document)

### 3. MASTER PLAN COMMITTEE

The Board discussed voting to give Angela the authority to recommend interested candidates for the Master Plan Committee to the Select Board, along with the input from Marzie and Pete. Angela would then report back to the Board once the final appointment happens by the Select Board.

Pete Kane explained that this process would prevent the Board from vetting individuals in an open meeting. This is specifically for members of the public who have expressed interest in joining the committee; not for representatives of boards, commissions and committees.

The Board will elect its representative to the committee in February.

### 4. OTHER BUSINESS

491 HUMPHREY ST – Angela noted that the original application is incomplete. Amended plans are expected for February.

MARCH MEETING – Rescheduled from March 11 to March 18 as Special Town Meeting is expected for March 11.

HADLEY UPDATE – Pete Kane updated the Board about the process. Interviews were conducted, and a shortlist of 3 candidates was selected. Presentations from the 3 candidates will happen before the Select Board on 1/30.

MINUTES – A. Ippolito to approve minutes with the change that any initials be changed to full names. Unanimous.