



**Town of Hamilton Planning Board
PO Box 429, 577 Bay Road
Hamilton, MA 01936
978-468-5584**

April 15, 2014

Executive Session Minutes

Welcome – At 7: 05 PM Chairman Ed Howard opened the meeting. Planning Board members, Rick Mitchell, Claudia Woods, Rob McKean, Jeffrey Melick and Brian Stein were in attendance. Planning Coordinator, Kristine Cheetham, was also present. Peter Clark arrived at 7:30 PM.

Agenda Items

Special Meeting March 13, 2014 – K. Cheetham asked the Board if they would consider making four procedural decisions relative to the special meeting of March 13, 2014. Those decisions were listed as follows:

1. Review and Approve the minutes of the meeting.
2. Review and Approve the minutes of the executive session.
3. Discuss whether or not to take any action based on the advice in the executive session.
4. Discuss whether or not to release the minutes of the executive session.

ACTION: R. McKean voted to enter an executive session to review the minutes. E. Howard seconded. All voted in favor.

The minutes of the executive session were provided for each member to review.

The Board members raised concerns about the accuracy of the meeting minutes. Several members did not feel that the minutes were accurate. Others felt that too much time had lapsed between meetings to determine the accuracy. No one offered any specific amendments to the minutes. After much deliberation, the Board stated their preference to listen to the tape recording of the minutes.

ACTION: J. Melick made a motion to table the vote on the minutes to determine if the tape recording was audible and suitable for a permanent record of the meeting. R. McKean seconded. All voted in favor.

ACTION: J. Melick agreed to listen to the tape recording and report back to the Planning Board at the next meeting.

K. Cheetham then asked the Board if they wished to take any action based on the advice from the session and also to resolve whether or not the minutes would be made public.

The Board members discussed whether or not to make the minutes of the executive session available to the public. C. Woods stated her preference for them to be available so that she would have access to them for her own legal needs. B. Stein did not feel that the general public seemed concerned about the issue. P. Clark felt strongly that the minutes reflected a problem within the Planning Board and that the information was not necessary to be made public. J. Melick felt that the transparency of the information was important.

ACTION: P. Clark made a motion not to release the minutes of the executive session to the public. R. Mitchell seconded.

Vote: In favor – R. Mitchell, P. Clark and B. Stein

Opposed – C. Woods, E. Howard, R. McKean and J. Melick

Decision – When the minutes are approved, they will be available to the public. All attorney client privileges are waived.

The Board had a brief discussion about the topic of site plan review and the concept of a transfer of authority from the ZBA to the Planning Board. Some recalled the conversation with the Chair of the ZBA who did not favor the transfer. A majority of the Board did not favor taking any action relative to the topic at this time.

ACTION: J. Melick made a motion to take no action on the citizen petition or on the advice in the executive session. P. Clark seconded. All voted in favor.

ACTION: J. Melick made a motion to end the executive session and re-enter the public meeting of the Planning Board. C. Woods seconded. All voted in favor.

P. Clark noted that the Board should learn from this experience that there needs to be more diplomacy within the town and among the members of the Planning Board.