

**Planning Board Meeting Minutes  
Monday, November 5, 2018  
Police Station, EOC Training Room  
588 High Street - 7:30 PM  
Westwood, MA 02090**

The Planning Board attended the Board of Selectmen's meeting to participate in a joint meeting with the Planning Board and Selectmen for the selection of Planning Board Associate Members.

**Present:**

Planning Board members present: David L. Atkins, Jr., Michael L. McCusker, Brian D. Gorman, Christopher A. Pfaff, and Deborah J. Conant were present. Board of Selectmen members: Michael Walsh, Nancy Hyde, John Hickey.

Staff members present: Town Planner Abigail McCabe who took the meeting minutes for the Planning Board.

Chair Atkins called the meeting of the Planning Board to order as a joint meeting with the Board of Selectmen at 9:10 pm.

Selectmen Walsh explained that this was a joint meeting of the two Boards for consideration of the appointment of two open Associate Planning Board member positions. He explained the Associate Member is appointed by a majority vote of both boards to serve on three year rotating terms according to the Town's Charter. He reported that two applications were received, from two former Planning Board Members and longtime residents; Mr. Steven Olanoff and Mr. Steven Rafsky.

Mr. Atkins explained that the Associate Members are appointed and then called to serve only when called upon at the discretion of the Chair on a case by case basis for a specific application.

Mr. Gorman questioned why only two applicants were received and expressed support to continue the search for candidates and his support for having elected associate members.

Ms. Conant asked what the process was if a full member were to resign before a term ended.

The Board of Selectmen responded that the Charter allows for associate members to be appointed by both boards and if a Planning Board member were to resign before the end of a term there could be a new election or the Selectmen can appoint a member to fulfil the vacant Planning Board member's seat until the next election. The Planning Board Chair could also appoint an Associate Member to serve on individual applications as needed on a case by case basis depending on the application.

Ms. McCabe, Town Planner, explained that certain applications such as special permits require a super majority – 4 affirmative votes for approval – or such as a subdivision application that may continue on for multiple meetings. The intent of having associate members is for these instances when an associate member can be called by the Planning Board Chair for a specific application to serve in instances when one of the full elected members may not be able to serve if they were absent, a conflict of interest, or unable to participate. Applicants will not want to go forward if they do not have the full five members on an application.

Ms. McCabe responded that the position posting was posted on the Planning Board's agenda which was distributed to the town's e-notification list serve, posted on the Town's website, and posted on Facebook at the end of August and open for 30 days. Two applications were received right before the closing date at the end of September.

Mr. Gorman added that he was not in support of voting at this time as he would like to continue the candidate search.

Action:

On a motion made by Selectmen Hickey, seconded by Selectmen Hyde, the members voted 6-2 to appoint Mr. Rafksy as a Planning Board Associate Member. The vote was taken by roll call as follows:

<u>Yes</u>	<u>No</u>
N. Hyde	D. Conant
J. Hickey	B. Gorman
M. Walsh	
D. Atkins	
C. Pfaff	
M. McCusker	

On a motion made by Selectmen Hickey, seconded by Selectmen Hyde, the members voted 6-2 to appoint Mr. Olanoff as a Planning Board Associate Member. The vote was taken by roll call as follows:

<u>Yes</u>	<u>No</u>
N. Hyde	D. Conant
J. Hickey	B. Gorman
M. Walsh	
D. Atkins	
C. Pfaff	
M. McCusker	

Action:

On a motion made by Mr. McCusker, seconded by Mr. Pfaff, the Planning Board voted to adjourn at 9:31 pm.

**List of Documents**

• Advertisement for Associate Planning Board Member	PDF
• Memorandum from Abby McCabe, Town Planner to Planning Board and Board of Selectmen Members	PDF
• Cover Letter of Interest and Resume from Steven Olanoff, dated September 28, 2018.	PDF
• Cover Letter of Interest and Resume from Steven Rafsky, dated September 27, 2018	PDF