



Planning Board Meeting Minutes Thursday, January 19, 2023, at 2:00 pm – Remote Participation

Members Present: Diab Jerius, Chair
I-Ching Scott
Kurt Spring

Sally Dale, Vice Chair/Clerk
Nicholas Rossettos

A quorum being in attendance, Chair Jerius calls the Winchester Planning Board (PB) meeting to order at 2:05 pm, noting that the meeting is being recorded via Zoom. Roll call of PB members: Dale, Rossettos, Scott, Spring, Jerius in attendance.

1. **Agenda:**

Chair Jerius: Today's agenda focuses on three items: A Town Planner Memorandum of Understanding (MOU) with the Planning Board, Historical Commission (HC), and Design Review Committee; the Town Planner Position Description; and the Town Planner Job Posting.

2. **Town Planner Memorandum of Understanding:**

Chair Jerius: Provided the revised version of the MOU dated January 15, 2023, based on recent discussions with the Historical Commission (Jack LeMenager) and Design Review Committee (Ellen Spencer). These other two boards are meeting at 4:00 pm and 6:00 pm today, and then with the Personnel Board at 7:00 pm.

PB Discussion:

- Chair Jerius noted that the MOU includes language to address the HC's concern: "The PB will make reasonable attempts to prioritize the Town Planner's attendance of evening meetings of the HC."
- Mr. Rossettos stated he would like to add back into the job description and into the MOU: "The Town Planner will attend the majority of the HC meetings to support their efforts with historical data, research, by-law drafting, etc."
- How many board meetings does the current Town Planner attend? Monthly meetings include 2-3 PB, Select Board, Traffic and Transportation Advisory Committee, and Historical Commission. Others could include special project meetings like the Waterfield Lot. This totals about 2 ½ days out of a month, not including special projects.

Mr. Spring moved to approve the Memorandum of Understanding with the Planning Board, Historical Commission and Design Review Committee as presented. Ms. Dale second the Motion. Vote: Spring, Dale, Scott, Jerius in favor; Rossettos opposed. Motion passes 4-1-0.

3. **Town Planner Position Description and Job Posting:**

Chair Jerius: Presented the revised job posting language. The summary paragraph needs PB review and input. Please forward any comments. The posting should happen tomorrow, pending the Personnel Board meeting this evening.

4. **Adjourn:**

Ms. Dale moved to adjourn the PB meeting of January 19, 2023. Mr. Rossettos second the Motion. Vote: Dale, Rossettos, Scott, Spring, Jerius in favor. Motion passes 5-0-0. Meeting adjourned at 2:24 pm.

Sally Dale, Clerk

Nancy Polcari, Recording Secretary