

## Duxbury Planning Commission

### Meeting Minutes

March 10, 2016

Members present: Alan Quackenbush, Doug Weber, Brian T. Fitzgerald

Others present: Bill Whitehair, Maureen Harvey

The meeting was called to order at 6:36 p.m. by Brian Fitzgerald.

**Agenda changes:** Add discussion with Maureen Harvey re: interaction with Town Clerk

**Minutes:** The minutes of the February 11, 2016 meeting were approved as written.

**Organizational matters:** Brian Fitzgerald was selected as chair, and Alan Quackenbush as vice chair. The regular meeting date/time of 6:30 p.m. on the second Thursday of the month will be continued.

**Planning Commission membership:** Bill Whitehair introduced himself and expressed his interest in serving on the Planning Commission. Following a conversation with Bill, the Planning Commission voted unanimously to recommend to the Selectboard that Bill be appointed to a three-year term.

Brian noted that Alan's term is expiring, and Alan indicated his interest in being reappointed for another three years. Also, Brian and Alan indicated their interest in being reappointed to the CVRPC for another year.

Brian will contact Amy Scharf and ask that these items be on the agenda for the Selectboard's March 14 meeting.

**Town Clerk/Planning Commission interaction:** Maureen expressed her interest in improving coordination between her office and the Planning Commission and identifying ways that she can provide assistance. Several topics were discussed, including mail handling, record keeping, information sharing, and posting of meeting agendas and minutes. Commission members thanked Maureen for taking the time to meet and for her interest in improving the operation of town government, and wished her well in her new role.

**Planning consultant proposal review:** We received three proposals in response to our RFP for consultant services: Graydon Land Use Strategies, LandWorks and Orion Planning and Design. Following discussion of the responses, the Commission voted unanimously to develop a contract with Orion. Doug will develop a first draft of the contract and distribute it for review and comment by Commission members. Brian will notify the bidders of our decision and follow up on some process details.

**Town Forest:** Brian and Alan reported that the legislative resolution authorizing the transfer of the land from the state to the town passed the Senate Institutions Committee and has been sent to the House Corrections and Institutions Committee. An attorney for the town is going to review the conservation easement.

**Next meeting:** April 14, 2016 at 6:30 p.m. in the town garage meeting room.

The meeting adjourned at 7:33 p.m.

Minutes by B.T. Fitzgerald