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ORLEANS TOWN CLERK



ORLEANS PLANNING BOARD

JULY 11, 2023 – Hybrid Meeting Minutes

A hybrid meeting of the Orleans Planning Board was called to order at 4:00 p.m. from the Nauset Meeting Room at Town Hall. **Present:** Chairman: Debra Oakes; Vice-Chairman: Alice Thomason Van Oot; Clerk: John Ostman. **Regular Members:** Richard Hartmann and Maxine Minkoff. **Associates:** Maria LeStage and David Ortolani. **Planning Department Staff:** George Meservey, Michael Solitro and **Secretary:** Karen Sharpless. **Also Present:** Board of Selectmen Liaison: Mark Matheson.

PUBLIC COMMENT

There were no public comments at this point in the meeting.

WELCOME NEW MEMBERS TO PLANNING BOARD

- Maxine Minkoff moved to a Regular Member
- Maria LeStage and David Ortolani as Associate Members

INTRODUCTION TO NEW TOWN MANAGER – KIMBERLY NEWMAN

Planning Board members met with the new Town Manager, Kimberly Newman. Newman acknowledged the importance of a Planning Board as the town changes and noted that she will be accessible if members need to reach her.

PLANNING BOARD REORGANIZATION – FY24

After much discussion, Planning Board members deliberated on whether a policy is needed for officer terms and decided to table nominations.

MOTION: On a motion by **John Ostman**, seconded by **Maxine Minkoff**, the Board voted to table nominations for Planning Board officers to the next meeting on July 25, 2023 in order to determine a rotation policy for officer positions moving forward.

VOTE: 5-0-0 The motion passed unanimously.

Planning Board members discussed having the Chairperson present a slate of officers each year with 1-year rotation terms.

MOTION: On a motion by **Alice Van Oot**, seconded by **John Ostman**, the Board voted to have the Chairperson present a slate of officers each year with 1-year rotation succession terms.

VOTE: 3-2-0 The motion passed by a majority (Richard Hartmann and Debra Oakes voted against).

Planning Board members discussed rescinding the motion above regarding voting on officer nominations at the Planning Board meeting on July 25, 2023 and agreed to vote on the issue at this meeting.

MOTION: On a motion by **Alice Van Oot**, seconded by **John Ostman**, the Board voted to rescind the motion above to move the Planning Board officer nominations to the meeting on July 25, 2023.

VOTE: 5-0-0 The motion passed unanimously.

PLANNING BOARD OFFICERS

A. Chairperson: Alice Van Oot

MOTION: On a motion by **John Ostman**, seconded by **Maxine Minkoff**, the Board voted to nominate **Alice Van Oot** as Planning Board Chair.

VOTE: 5-0-0 The motion passed unanimously.

B. Vice Chairperson: John Ostman

MOTION: On a motion by **Alice Van Oot**, seconded by **Maxine Minkoff**, the Board voted to nominate **John Ostman** as Planning Board Vice Chair.

VOTE: 5-0-0 The motion passed unanimously.

C. Clerk: Maxine Minkoff

MOTION: On a motion by **Richard Hartmann**, seconded by **Alice Van Oot**, the Board voted to nominate **Maxine Minkoff** as Planning Board Clerk.

VOTE: 5-0-0 The motion passed unanimously.

RESULTS OF PLANNING BOARD REORGANIZATION – FY24

Chair: Alice Van Oot
Vice Chair: John Ostman
Clerk: Maxine Minkoff

Richard Hartmann, Regular Member
Debra Oakes, Regular Member
Maria LeStage, Associate Member
David Ortolani, Associate Member

PLANNING BOARD REPRESENTATIVES TO OTHER AGENCIES

Zoning Bylaw Task Force (2 members) (3-year terms)

1. John Ostman agreed to continue his term on the Zoning Bylaw Task Force
2. David Ortolani

MOTION: On a motion by **John Ostman**, seconded by **Debra Oakes**, the Board voted to nominate **David Ortolani** to the Zoning Bylaw Task Force.

VOTE: 5-0-0 The motion passed unanimously.

Community Preservation Committee (Annual)

1. Maxine Minkoff

MOTION: On a motion by **John Ostman**, seconded by **Debra Oakes**, the Board voted to nominate **Maxine Minkoff** to the Community Preservation Committee.

VOTE: 5-0-0 The motion passed unanimously.

PLANNING BOARD SIGNATURE AUTHORIZATION LETTERS

Planning Board members signed updated copies of the Signature Authorization letters for the Barnstable County Registry of Deeds and the Boston Land Court due to the recent Planning Board reorganization.

MOTION: On a motion by **Richard Hartmann**, seconded by **Debra Oakes**, the Board voted to authorize the Planning Board Chair to sign Approval Not Required Plans, Definitive Plans, Modifications to Definitive Plans, Application Approval Forms, all forms related to Surety, and all Full and Partial Releases of Covenants on behalf of the Planning Board.

VOTE: 5-0-0 The motion passed unanimously.

ORLEANS COMPREHENSIVE PLAN UPDATE

Planning Board members reviewed a list of comments submitted by the Marine and Fresh Water Quality Committee regarding the Orleans Comprehensive Plan.

COMMITTEE REPORTS

Board of Water & Sewer Commissioners (Richard Hartmann)

Hartmann gave an update on construction plans for the various phases of the sewer project.

Wastewater Management Advisory Committee (Richard Hartmann)

Hartmann noted upcoming meetings to plan on progress for sewer planning.

APPROVAL OF MINUTES: June 27, 2023

MOTION: On a motion by **Debra Oakes**, seconded by **John Ostman**, the Board voted to approve the Planning Board minutes for June 27, 2023.

VOTE: 5-0-0 The motion passed unanimously.

CANCELLATION OF PLANNING BOARD MEETING

MOTION: On a motion by **John Ostman**, seconded by **Debra Oakes**, the Board voted to cancel the regularly scheduled Planning Board meeting on August 22, 2023.

VOTE: 5-0-0 The motion passed unanimously.

ADJOURNMENT

MOTION: On a motion by **Richard Hartmann**, seconded by **John Ostman**, the Board voted to adjourn the Planning Board meeting at 5:30 p.m.

VOTE: 5-0-0 The motion passed unanimously.

SIGNED: Maxine Minkoff
(Maxine Minkoff, Clerk)

DATE: July 25, 2023

LIST OF HANDOUTS:

ORLEANS COMPREHENSIVE PLAN

- Comments from Marine and Fresh Water Quality Committee, dated July 11, 2023

HOUSING DISCUSSION

- Action items following June 27, 2023 Planning Board meeting

APPROVAL OF MINUTES

- Planning Board minutes for June 27, 2023