

**TOWN OF NAHANT**

**Planning Board**

**October 3, 2023**



The Chairman called the meeting to order at 6:08 pm, stating that the hearing was properly noticed, and then calling the roll of those members attending:

Rob Steinberg – Chairman - Here

Sheila Hambleton –Here

Patrick O'Reilly–Here

Steven Viviano –Not Here

J Shannon Bianchi, Corresponding Secretary– Here

John Stabile – Not Here

Michelle Capano - Here

Rebecca Flacke - Here

James Dolan – Not Here

The Chairman began the meeting to approve the minutes to September 5, 2023, as amended motion made by Sheila, second by Shannon. Passed unanimously

The Chairman began the meeting to approve the minutes to September 19, 2023, as amended motion made by Michelle, second by Shannon. Passed unanimously (with Sheila abstaining).

Sheila moves to nominate Patrick O'Reilly as Treasurer, seconded by Shannon. Passed unanimously.

Shannon moves to combine the two positions of corresponding secretary and recording secretary which are separate under the PB rules to the position of secretary and so amend our rules in due course with John Stabile continuing with his current secretarial duties, seconded by Patrick. Passed unanimously.

Sheila moves to nominate Rob Steinberg as Chairman, seconded by Shannon. Passed unanimously. (with Rob Steinberg abstaining).

Sheila moves to nominate Shannon Bianchi as Vice Chairman, seconded by Patrick. Passed unanimously.

The Chairman next turned to the permitting process map. The Chairman stated that we will review the process once it is reviewed and approved by the Town. Our objective is to determine gaps in the process for potential corrections in bylaws or regulations. The Chairman asked Michelle to forward the applicable by-laws and documents relating to the permit process and enforcement. Michelle suggested that the building inspector be required to be a nonresident.

Michelle said the web page needs to be updated such as positions on the PB. The Chairman stated he will coordinate with Kristin Taylor with changes.

Sheila moved to add the following added language at the end of Section 2.01 of the PB rules and regulation and separately adopt certain rules of governance for meetings, second by Patrick

*or any legally binding action of Town Meeting or any act of the Massachusetts General Court. In the event of conflict, the latter shall control. The Planning Board may also follow customary usage or any specific rules governing meetings that are approved by a majority of the Planning Board members to the extent not in conflict with controlling law as well as provisions cited in the preceding sentence. Apart from the preceding rule change, the PB adopts the following specific approaches to meeting governance until the appointment of a new Chairman:*

- i. Chair can set agenda but will seek input from other members on agenda items and generally will add agenda items suggested by members
- ii. Chair may make substantive comments and make motions and vote as well as generally direct the meeting
- iii. Chair shall generally ensure all members had an opportunity to speak before allowing alternate members to speak and then allowing, in his discretion, members of the public to speak.
- iv. Any member may make a motion to take exception to a determination by the Chair

Passed unanimously.

Shannon reported no update on the master plan, and we need to decide when to launch. The Chairman suggested the next step is for Shannon and Rob to talk to Tony. The Chairman noted in the interest of comity we should let Tony know our current intent to take initial steps to determine cost of obtaining consulting assistance. Michelle noted that with the development of the housing plan it is important that we update the Master Plan. Michelle stated we could suggest doing the update in phases.

The Chair next raised the issue of the Housing Production Subcommittee deliverables. Michelle said the plan will be finalized the week of October 9<sup>th</sup>. The Chair said we will review at the next meeting. There will be a joint meeting of the BOS and PB on November 8<sup>th</sup> to approve the Plan. If the PB has questions, we can get answers from the Subcommittee.

The Chair stated we should make a communication to BOS re expiration of COVID rules, and how it impacts Tides. Tides should file and submit applications to the committees and Boards regarding outdoor dining. The Planning Board should notify the Building Inspector of the issue, and the Chair will do so. Patrick said that we should ask Dan Scrip what permits were in place when they built the outdoor dining area and what is considered temporary (both the enclosed space and outdoor dining). The Chair will look at what rights were granted under the special permit in 2021 (whether it was limited to the Surf Shop).

The Chairman asked for a motion to adjourn. Motion made by Shannon and seconded by Sheila. The vote was as follows:

Rob Steinberg – Chairman - Yes  
Sheila Hambleton – Yes  
Patrick O'Reilly – Yes  
Steven Viviano – Not Present  
J Shannon Bianchi, Corresponding Secretary – Yes  
John Stabile – Recording Secretary – Not Present  
Michelle Capano - Yes



Public meeting adjourned at 7:13 pm  
Meeting Minutes prepared by Recording Secretary and Rob Steinberg.  
Approved by Planning Board on October 24, 2023.

