

Town of Yarmouth

'20NOV9PM1:37 REC

**MINUTES OF THE PLANNING BOARD MEETING OF
October 28, 2020**

The Yarmouth Planning Board held a Business Meeting at **5:30** p.m. on Wednesday **October 28, 2020** via a Virtual Meeting pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law in response to the COVID-19 pandemic.

Planning Board Present: Brad Goodwin, Joanne Crowley, Tom Baron, Susan Brita, and Will Rubenstein

Planning Board Absent: Chris Vincent and Liz Hartsgrove

Staff Present: Kathy Williams, Town Planner

Guests: None

1. **Meeting Opening:** Chairman Joanne Crowley opened the virtual meeting at 5:32 PM and took a roll call to establish quorum. Kathy Williams, Town Planner, served as the Moderator for the virtual meeting and read the attached statement regarding the reason for the virtual meeting and provided an overview on how remote participation works. All votes were taken by roll call and the meeting was livestreamed to the Town of Yarmouth YouTube Channel.
2. **Community Visioning Discussion:** Discussion including items such as process, project status/schedule, kick off/informational meeting, virtual workshop format, and survey.

- a. **Outreach Overview:** There was a general overview of the recent public outreach including a Channel 18 bulletin, constant contact notification, Community Information Board notice, civic associations/neighborhood group e-mails, and flyer distribution by Planning Board members. Kathy Williams asked the Board members to let her know where they posted their flyers so we can be sure we've covered the Town.

Will Rubenstein also gave an overview of his discussions with Sergeant Kal Boghdan regarding the Yarmouth Police Department Community Relations Team and how we can coordinate to be sure minority groups are included in our visioning process. He noted some contacts with NWACP and the Brazilian community. Will Rubenstein will continue with outreach to minority groups.

- b. **Survey:** Kathy Williams gave an overview of the revised Survey including running through a preview version of the actual survey.

Through his outreach with the Police, Will Rubenstein noted that translating the Survey into Portuguese and Spanish would help to make the survey more accessible. After discussion, the Board directed Kathy Williams to coordinate with Horsley Witten to see how different languages could be added to both the online Survey Monkey and hard copies of the survey.

Will Rubenstein also broached the subject of revisiting the inclusion of gender and race into the survey. After discussion, the Board voted as follows:

VOTE: On a motion by Susan Brita, seconded by Will Rubenstein, the Planning Board voted (4-1) to include race and gender in the Survey as optional questions, with Brad Goodwin, Susan Brita, Joanne Crowley and Will Rubenstein voting in favor and Tom Baron voting against.

- c. **Kick-Off Meeting:** Kathy Williams noted that she will be giving a presentation to the Rotary Club on Friday which will be similar to the presentation for the Kick-Off meeting. Ms. Williams gave a brief overview of the topics being covered by the Kick-Off presentation.
 - d. **Virtual Workshops:** Kathy Williams noted she had touched base with Town Counsel about open meeting law for the virtual workshops which require registration and will include breakout rooms which cannot be recorded. This was a concern expressed by Selectmen Post when reviewing the COVID-19 modified visioning process. Town Counsel provided suitable language for posting the meetings.
3. **Meeting Minutes:** None
 4. **Board of Appeals Agenda & Decisions:** None
 5. **Committee Updates from Board Members:** None
 6. **Board Member Items:** Will Rubenstein inquired about the Facilitator Training and the potential for training more people in case there are emergencies that prevent Board members from participating. In addition to the Planning Board, three community development staff and one of the Horsley Witten consultants can also serve as Facilitators.
 7. **Correspondence:** None.
 8. **Staff Updates:** None.
 9. **Upcoming Meetings:** Due to the upcoming visioning process, there may be the need for supplemental meetings. The following meetings are currently scheduled:
 - a. November 4, 2020 – Kick Off/Informational Meeting – Packets out on November 2nd
 - b. November 10, 2020 – Workshop Facilitator Training
 - c. November 18, 2020 – 1st Visioning Virtual Workshop
 10. **Adjournment: VOTE:** On a motion by Tom Baron, seconded by Susan Brita, the Planning Board voted unanimously (5-0) to adjourn at 6:41 PM.

ATTACHMENTS:

- **October 28, 2020 Agenda**
- **Script - Explaining Remote Access Planning Board Meeting**
- **Visioning Update:**
 - Survey Monkey Link
 - Revised Draft Survey
 - Joanne Crowley Letter to the Editor - Cape Cod Times

Approved on (November 4, 2020):

On a motion by Brad Goodwin, and seconded by Tom Baron, the Planning Board voted (5-0-1) to approve the meeting minutes of October 28, 2020 with Brad Goodwin, Joanne Crowley, Susan Brita, Will Rubenstein, and Tom Baron voting in favor, and Liz Hartsgrove abstaining.

YARMOUTH TOWN CLERK
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