

Planning Board  
Minutes  
July 30, 2012  
6:30 PM

**Quorum present.**

**Meeting called to order at 6:43 PM.**

**Members present:** John Doolittle, Maureen Heise, Michael Lane, Heidi Bernier  
**Member absent:** Robert Harmann {Medical}

Also present: Steven Carr: Resident  
James Millington: Zoning Officer/Code Enforcer/Village of Dexter  
Michael Shanahan: Co-owner of Willie's Bulldog Tavern  
Shannon Cota: Resident

**Privilege of the Floor:** None

**Motion** Michael Lane 2<sup>nd</sup> Maureen Heise to accept minutes for the May 21, 2012 meeting/no corrections. {Meeting for June 25, 2012 was canceled because a quorum was not present.}  
Ayes: 4 John Doolittle, Maureen Heise, Michael Lane, Heidi Bernier  
Nays: 0

**Correspondence:** Letter of resignation from Jean Simoneau effective June 15, 2012. Letter of appreciation will be written to Jean for his time serving as member to the Planning Board.

**Report of Committees:** None

**Unfinished Business:**

Comprehensive Plan  
~Discussion as to whether the project should be out-sourced.  
~Updating the Plan is a big project and knowledge on the subject is important.  
~Once the Village's Web Site is set up, surveys may be sent out for the residents to participate in.  
Motion Michael Lane 2<sup>nd</sup> Heidi Bernier to table the Comprehensive Plan update until a future meeting.  
Ayes: 4 John Doolittle, Maureen Heise, Michael Lane, Heidi Bernier  
Nays: 0

Downtown Parking:  
Chairman Doolittle informed the Planning Board that at the regular meeting of the Board of Trustees held on June 19, 2012, the members unanimously approved the recommendation as stated in the letter from the Planning Board with the following change:

B. Commercial District {1} shall read: Off street parking may be located off site.  
{see attached pages}

## **New Business:**

~Shannon Cota requested a pre-submission conference with the members, She informed them she would like to open a sandwich shop at 109 Water Street. The shop would be open from 11:00 AM to 4:00 PM {or similar hours} for lunch and take out foods for dinner. All foods will be homemade. The property and building are owned by William Ruttan. A letter from Mr. Ruttan will be required giving permission to Mrs. Cota to open the sandwich shop. Mrs. Cota has started cleaning and making the area ready for a business. Mr. Millington stated some repair work has been done to the roof and the side of the building in question is adequate and clean.

Mrs. Cota was given a list of requirements for site plan review. John Doolittle and James Millington offered their assistance to Mrs. Cota. She will try to have some of the paperwork ready for the August Meeting.

~Chairman Doolittle requests that all applicants who require a site plan review be given a checklist of the requirements. Clerk will follow through with request.

~Steven Carr stated he is interested in becoming a member of the Planning Board. He will turn in a resume to the Mayor.

The next meeting will be held August 20<sup>th</sup>, 2012. Heidi Bernier will be out of town on the 27<sup>th</sup>. {Since we are short of members at the present time, all members must attend in order to have a quorum.}

Motion Heidi Bernier 2<sup>nd</sup> Maureen Heise for adjournment.

Ayes: 4 John Doolittle, Maureen Heise, Michael Lane, Heidi Bernier

Nays: 0

Meeting adjourned: 7:18 PM

Respectfully submitted,  
Charlene Mannigan, Clerk