**Town of Essex Planning Board Meeting Minutes –December 2, 2020**

The Public Meeting of the Town of Essex Planning Board is to be held at the Essex Town Hall 2nd Floor Auditorium, 30 Martin Street, Essex, MA 01929 and will commence at 7:30 p.m.

Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the town’s website, at [www.essexma.org](http://www.essexma.org). For this meeting, members of the public who wish to listen to and/or view the meeting may do so via Video Call (with the option to show yourself on video or not and with the option to use a phone to call in, for audio-only).  No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so using the tools discussed below, despite best efforts, we will post on the town’s website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting

**The link you must follow to get to the video conference is:**<https://join.freeconferencecall.com/pbessex> , and, if prompted, the on-line meeting ID
is pbessex.  Depending on your device and software installed, you may be able to join
directly, by web browser, or, you may have to download the application directly (you will
be shown that choice when you go to the above link).  You should be joined in mute
mode.  However, if that is not the case, please click on the audio icon to mute your
microphone.  You can choose to activate your camera to show yourself, or not.  The
camera should be off, by default, when you join.

If you do not have a digital device to join via the link above, you can also dial a telephone
number and be directly connected to the meeting, via audio only.  The call-in-only
number is: (425) 436-6352 and the access code is 1729820.

**In the event that the video conferencing system fails for some reason, the meeting
will be broadcast on a different conference call line, accessed by telephone only, as
follows:  717-275-8940. The access code is: 8378315.  PLEASE DO NOT USE THIS
BACKUP PROTOCOL UNLESS THE METHODS IN THE TWO PRECEEDING
PARAGRAPHS ARE NOT WORKING (NOT YOU JUST HAVING TROUBLE
CONNECTING), SINCE THE BOARD WILL NOT BE MOVING TO THIS**ALTERNATIVE NUMBER UNLESS THE PLATFORM FAILS FOR THE BOARD.

 At 7:30 PM the meeting was called to order by Chair, Westley Burnham.

**Board Members present at Town Hall 2nd floor meeting room:** Westley Burnham, Michael McConnell,

**Board Members participating remotely:** Kim Drake, Lisa O’Donnell, Matt Greco, S. Sturgis Crocker

**Board Members absent:** William French

**Administrative Assistant**: Mary Heeney (present)

**BUILDING INSPECTOR’S REPORT:**

The Building Inspector did not have any Building Permit Applications which required review by the Planning Board.

**BOARD REVIEW / DISCUSSION:**

8 Turtleback Road, Map 147-003

Attending Heidi McKeon, homeowner

Peter Ross, attorney

Application and plan for an ANR at 8 Turtleback Road. The Chair reviewed the history of the property with the board and those in attendance. The original property was two lots #22 & 23. At a later date,

the board approved the two lots to be combined as one.

The Chair informed that there was enough frontage and area required for a residential lot. The property also has a common driveway. The Chair asked about utilities and septic system. The homeowner said that she would be working with a lawyer on these issues.

The Chair asked if there were any questions or comments. There were no questions or comments.

Michael Mcconnell made a motion to endorse the ANR for Heidi McKeon of 8 Turtleback Road stating that it met all the necessary requirements of the Town of Essex bylaws.

S. Sturgis Crocker seconded the motion.

The roll call was as follows:

Westley Burnham Aye

Lisa O’Donnell Aye

Kim Drake Aye

Michael McConnell Aye

Matt Greco Aye

S.Sturgis Crocker Aye

The Chair asked for a motion to allow him to sign the approved plan for 8 Turtleback Road in lieu of those board members attending remotely.

Michael McConnell made a motion to approve the Chair to sign the plan. Lisa O’Donnell seconded the motion. The roll call was as follows:

S. Sturgis Crocker Aye

Kim Drake Aye

Matt Greco Aye

Lisa O’Donnell Aye

Michael McConnell Aye

Westley Burnham Aye

**Board review of Meeting Minutes:**

The Board reviewed the Meeting Minutes from November 18, 2020.

Michael McConnell made a motion to approve the minutes of November 18 as written. Lisa O’ Donnell seconded the motion.

The roll call was as follows:

Michael McConnell Aye

Kim Drake Aye

Matt Greco Aye

Lisa O’Donnell Aye

Westley Burnham Aye

S.Sturgis Crocker Aye

**Adjourn:**

Michael McConnell made a motion to adjourn the meeting

S. Sturgis Crocker seconded the motion

The motion was unanimously approved by the Board Members

The Chair declared the Meeting adjourned at 7.52 PM.