

**Cambridge Planning Commission Meeting Minutes- DRAFT until approved in subsequent PC meetings.**

Start: 6:30pm. August 15, 2016

Attendees: Richard W, Michael M, Jill R, April E.

**Review Agenda:** Richard W move AO conversation to top of agenda- approved.

**Review past mtg minutes:** June mtg minutes reviewed and approved.

**Review Mail:** Jill R will enquire with DRB about WW57183- a subdivision with potential access challenges.

**Michael M** will follow up with DRB about water shield implementation and other follow up questions regarding Road Foreman collaboration and any other process thoughts.

**Subdivision Regulations Administrative Officer Position Description Review**

The following are questions to clarify or modifications to existing document.

Average hours per month are calculated from past recent invoices and should be included in the description. There were some questions raised: Can we add that there are **opportunities for professional development?** Does the AO **report to anyone?** Add language about that. What are **“other” regulations?**

Include that- Position includes significant site work for enforcement and confirmation of compliance.

Work with various officials including PC, Road Foreman, etc.

Ensure electronic mtg minutes/agendas are posted for public review w/in a timely manner before and after mtgs.

“Ability to implement progressive procedures to complete processes in new and improved ways....”

“Preferred skills and abilities”

“Document” instead of “draft” from ST. A. AO description.

Generally, several listed functions are repetitive. We will clarify and consolidate these and utilize several aspects from the St. Albans description to update ours.

**Michael M** will review a draft with Seth J. before bringing back to SB for approval. **Michael M** has asked DRB members and interim AO for input.

Other changes to be made available in draft AO pd document.

**Municipal Planning Grant with LCPC-**

PC members voted to move forward with LCPC on an MPG for municipal update in 2017 for 2018 deadline. SB has heard about this and is supportive.

**Subdivision Regulations-**

The PC continues to work with Seth Jensen from LCPC to make final adjustments. DRB members and AO have received requests for their input. Possible to maybe begin the public process by Sept. but definitely by Oct.

**Meeting end:** 8:15pm mtg close