

Plainville Town Meeting

Guidelines for Reports

Prepared by: Andrew Martin, Town Moderator
Ellen Robertson, Town Clerk
Spring 2010

Introduction

Some articles in the Town Meeting Warrant require a report (Ch. 40A, Sect. 5, M.G.L.). In order to ensure that each report contains the necessary information and can be expedited properly during town meeting, this guideline has been developed.

Report Submission

Because the report will be submitted as part of town meeting proceedings, the moderator will request the report in writing (Ch. I, Sect. 2.12 Plainville By-laws) so it can be read into the record during town meeting.

If you wish to waive the reading of the report, we ask that the report be submitted prior to town meeting, so sufficient copies can be provided to town meeting members.

Report Content

The report should be addressed to the Town Clerk with copies to the Moderator, Board of Selectmen, and Town Administrator.

At a minimum, the report should include:

- The board's recommendation for or against the article, with the outcome of any votes taken
- Reasons for the recommendation
- A list of any public hearings held where the proposed changes in the article were discussed

Sample Report

A sample report that illustrates the use of these guidelines is below.



Plainville Planning Board
Plainville Town Hall, 142 South Street
Plainville, Massachusetts 02762

April 23, 2009

Ellen Robertson, Town Clerk
Town of Plainville
142 South St.
Plainville, MA 02762

RE: **Article 23: Re-zoning Petition**

Dear Ms. Robertson,

Please be advised that at its meeting on April 15, 2009, upon motion duly made and seconded, the Planning Board voted unanimously to submit a favorable recommendation to the Town Meeting relative to the above-captioned article.

The Planning Board recommends approval of this zoning petition for the following reasons:

1. The subject lots are relatively isolated, with access to be gained through the Town of Norfolk via an existing curb cut onto Route 1A. Abutters to the properties include a two-family apartment house and non-residential development.
2. Negative impacts to the Town of Plainville and its residents are not anticipated.
3. Rezoning and development under C-1 will result in a tax positive benefit to Plainville, as opposed to a negative tax anticipated from residential development.
4. Non-residential development may result in increased job opportunities in the Town of Plainville.
5. Future development of the property will be thoroughly reviewed and evaluated by the Planning Board under the required Site Plan Approval/Special Permit permitting process.

The following public hearings were properly announced, posted, and held where this proposed re-zoning was reviewed and discussed:

- Monday, February 22, 2009 at 7:30 pm, Senior Center, 9 School St.
- Wednesday, March 24, 2009 at 7:30 pm, Senior Center, 9 School St.
- Monday, April 5, 2009 at 7:30 pm, Senior Center, 9 School St.

We look forward to discussing this Article and our recommendation at the Annual Town Meeting on April 27, 2009. In the meantime, please do not hesitate to contact our office if you have any questions or require additional information.

Sincerely,

John E. Smith
Town Planner

CC: Andrew Martin, Town Moderator
Board of Selectmen
Joe Fernandes, Town Administrator