



BILLERICA PLANNING BOARD

Town Hall
365 Boston Road Billerica, MA 01821
978-671-0962
<https://www.town.billerica.ma.us/PlanningBoard>

Michael Parker, *Chair*

Blake Robertson, *Vice Chair*
Christopher Tribou
Evens Cimea

Edward Giroux, *Secretary*
Marlies Henderson
Anthony Ventresca

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TOWN CLERK
BILLERICA

Planning Board Rules and Regulations Subcommittee Meeting Minutes November 13, 2025 @ 7:00 P.M. Location: Remote

Members	Present
Blake Robertson, <i>Chair</i>	Y
Anthony Ventresca	Y
Michael Parker	Y

Blake Robertson called the Subcommittee meeting to order and called roll. Jane Merrill attended on behalf of Staff.

Discussion

Committee resumed discussion at section 5.

In preparation for this meeting, Robertson shared an update to the draft of the Rules and Regulations. The committee discussed the following topics:

- Planning Board access to Town Counsel
- Planning Board member participation in pre-application meeting.
 - Parker stated that it may not be appropriate for elected members of the Board responsible for adjudicating Planning Board applications to influence projects outside of the Public Hearing process.
- Remote Participation
- Mandatory Conditions for Planning Board approval decisions.
- Legal Notices
- Planning Board Conduct – Chris Tribou’s comments.
- Powers and Duties of the Chair – Marlies Henderson’s comments.
 - Parker noted that while public participation for Public Hearings is mandatory, the Chair does not have to allow public comment for discussions among the Planning Board.

Motion Parker motioned to adjourn.
Second Ventresca
Vote 3-0

November 30, 2025 Planning Board Rules and Regulations - Addendum

Comment from Planning Board member Marlies Henderson

As for the Rules & Regs, with all due respect for the time spent by the sub committee, I found it too wordy, with needless duplications and overreach. Mentioning that PB follows Roberts Rules, Charter, Local Bylaw and State Law (specifically <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter41/Section81a> and [OML](#)).

Open Mic only for items without Public Hearing on Agenda - without discussion (per OML). For Public Hearings, per Chair's discretion, 3 minutes per speaker with a maximum of 30 minutes per open mic session.

As I indicated during the meeting, the draft encroached on the Chair's discretion. See: <https://www.mass.gov/doc/11062024-oml-responsibilities-of-the-chair-checklist/download>

Also re. the draft: Although it is good practice, the Secretary wasn't always the one to read agenda items and motions. Assigning this task should also be left up to the Chair to decide.

A pet peeve of mine is that the Secretary signs the minutes as prepared by staff and approved by the board.

Comment from Planning Board member Christopher Tribou

"6.0 Town Counsel

After the Planning Board receives legal support from town counsel, the board will provide a summary feedback report to the Selectboard Chairman for their awareness and consideration in counsel assessments or reviews."

The Planning board chair should notify the town manager on a request for town counsel from Planning board members. Respectfully the Planning board and selectboard are separate and should answer to their own boards.