



BILLERICA PLANNING BOARD

Town Hall

365 Boston Road Billerica, MA 01821

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<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

Planning Board Rules and Regulations Subcommittee

Meeting Minutes

June 12, 2025 @ 7:30 P.M.

Location: Remote

Members	Present
Blake Robertson	Y
Anthony Ventresca	Y
Michael Parker	N

Blake Robertson called the Subcommittee meeting to order at 7:05pm and called roll. Michael Parker was absent. Katherine Malgieri attended on behalf of Staff.

Agenda Item 1 – Organization

Discussion that with three subcommittee members and with staff support, one Chair position is only organizational position needed. Ventresca nominated Blake Robertson as Chair. Blake seconded. All in favor 2-0. *Blake Robertson is Chair of the Rules and Regulations Subcommittee.*

Agenda Item 2 – Discuss Goals

Ventresca identified need for guidance on Board behavior, like how things get on an agenda. He reached out to Concord for an example document. They did not have rules for Planning Board but shared the Historic Districts Commission rules. The Rules should identify following Robert's Rules of Orders, and any reference to outside documents like Town Charter or Mass General Law should be cited, not quoted.

Robertson would like to check more towns for examples. He agrees with the goal to add clarity in operations within the Board. He also wants to ensure expectations and timelines are clear for external organizations like applicants and reviewers. The Rules should highlight the Board's other duties like preparing plans, perhaps a designated section for each listed duty. Routine reviews or updating of the rules should also be built in.

Malgieri noted that the two existing "rules" are specific to the main types of applications the Board receives. These might be treated as appendices to fall under the new rules. Also, the Zoning Bylaw makes several references to the Planning Board's rules also, which should be checked and included as necessary.

Agenda Item 3 – Meeting Schedule

Biweekly meetings are recommended, at least to get started, with first presentation to the Planning Board at the July 15th meeting. 2nd and 4th Thursdays at 7:00pm (virtual) was tentatively selected.

Ventresca motioned to adjourn; Robertson seconded. All in favor 2-0. Meeting adjourned at 7:36pm.

Minutes prepared by Katherine Malgieri