



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

Planning Board Rules and Regulations Subcommittee

Meeting Minutes

June 26, 2025 @ 7:30 P.M.

Location: Remote

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2025 JUL 18 A 10:55
TOWN CLERK
BILLERICA

Members	Present
Blake Robertson, Chair	Y
Anthony Ventresca	Y
Michael Parker	Y

Blake Robertson called the Subcommittee meeting to order at 7:10pm and called roll. Jane Merrill attended on behalf of Staff.

Agenda Item 1 – Neighboring Town Planning Documents Review

Robertson stated that he looked through the Planning Board websites of nearby towns to get a sense of how other Boards handle their Rules and Regulations (R&Rs) and was surprised to find out that most do not have a comprehensive document that specifically enumerates the R&Rs. He also stated that some towns have documentation for specific topics – for instance, one town has documentation explaining to the applicant the Board's expectations when in a meeting. The only town that has a comprehensive Rules and Regs document is Lexington. He also said that while Burlington does not have any information on their website about their Planning Board's R&R, he was intrigued by the Board's practice of reviewing issues and potential improvements for the town's Zoning Bylaw.

Agenda Item 2 – Subcommittee Interaction with Board members and Staff

Robertson asked the other members to brainstorm the ultimate goals of the R&R document, including how the Board interacts with each other, staff, and the public:

- Agenda
 - Created by Chair and Staff
 - Process for Board members to add something to the agenda
- Board documentation for monthly meetings
 - Packet due date for distribution to Planning Board
 - Due date for applicant, departmental, and peer reviews.
- Expectations of the Applicant
- Schedule
- Special Meeting Process
- Reorganization outside annual process

- Committee Assignments
- Warrant Articles
- Remote Participation Standards

[Agenda Item 3 – Approve Minutes](#)

Ventresca motioned to approve the minutes; Parker seconded. Vote was 2-0-1 (Parker abstained.

Ventresca motioned to adjourn; Parker seconded. All in favor 3-0. Meeting adjourned at 8:10pm.

Minutes prepared by Jane Merrill