



BILLERICA PLANNING BOARD

Town Hall
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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
July 10, 2025 @ 7:00 P.M.
Location: Remote

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

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

Robertson requested staff create a page on the Planning Department to hyperlink the documents the Subcommittee is using as reference.

Agenda Item 1 – Neighboring Town Planning Documents Review

Robertson requested staff create a page on the Planning Department to hyperlink the documents the Subcommittee is using

Agenda Item 2 – Policies and Procedures

Committee discussed the best way to utilize technology to collaborate on this document. Robertson stated he wanted to move forward with using a shared Word file for each member to work on the Rules and Regs document collaboratively. Ventresca stated that he was concerned about violating Open Meetings Law (OML). Robertson stated that he believes that the benefits of working collaboratively and that they can put protocols into place to avoid OML violations. They decided to ask Town Counsel to weigh in on how they should proceed with working collaboratively. Members also discussed potentially asking for Planning Board members to be given town email addresses.

Other policy items mentioned:

- Planning Board filing schedule with Assessor's due date added.
- Model appearance and formatting after the Select Board's rules and regs.
- Expectations of Planning Board members
 - Have documents early so members have adequate time to prepare for the meetings.
 - Zoom etiquette
 - If chair is mope, the Vice Chair should take over chairing duties
- Blake stated that at some point, they will want to look at the legal review of the Subdivision Rules and Regulations and decide how to move forward.

Agenda Item 3 – Approve Minutes

Ventresca stated that the minutes did not reflect that Robertson was the Chair of the subcommittee and asked that they be updated.

Ventresca motioned to approve the minutes; Parker seconded. Vote was 3-0.

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

Minutes prepared by Jane Merrill