

**Holliston Planning Board
Meeting Minutes of July 25, 2013**

In Attendance: Chairman Geoffrey Zeamer, Warren Chamberlain, David Thorn, Jonathan Loya and Parashar Patel.

Call to Order: Mr. Patel called the regular meeting to order at 7:30 p.m. in Selectmen's Meeting Room (#105) of the Town Hall, 703 Washington Street. Reorganization followed.

General Business:

1. Reorganization

Chairman – Mr. Chamberlain nominated Mr. Zeamer. Mr. Patel seconded and Mr. Zeamer accepted the nomination. There were no other nominations. The vote in favor was unanimous.

Vice Chairman – Mr. Patel nominated Mr. Chamberlain and Mr. Loya seconded. Mr. Chamberlain accepted the nomination. There were no other nominations. The vote in favor was unanimous.

Clerk/Agent – Mr. Chamberlain nominated Mr. Thorn. Mr. Patel seconded and Mr. Thorn accepted the nomination. There were no other nominations. The vote in favor was unanimous.

2. Approval of Minutes

May 16, 2013

On a motion by Mr. Patel, seconded by Mr. Loya, the Board voted to approve the minutes of May 16, 2013 as drafted. Mr. Thorn abstained as he was not present.

July 1, 2013

On a motion by Mr. Chamberlain, seconded by Mr. Thorn, the Board approved the minutes of July 1, 2013 as written. Mr. Patel and Mr. Loya abstained as they were not present.

July 8, 2013

On a motion by Mr. Patel, seconded by Mr. Chamberlain, the Board approved the minutes of July 8, 2013 as amended. Mr. Zeamer abstained as he was not present.

3. Form A/Approval Not Required Subdivisions

Ms. Sherman reviewed three plans with the members, all of which were neighbor land swaps netting no new lots; all lots were labeled parcels not to be considered building lots. The addresses involved were 175 Norfolk Street and 38 Franklin Street prepared by Applewood Survey and 75 Prospect Street prepared by GLM Engineering Consultants, Inc. Mr. Patel made a motion to empower Mr. Thorn to endorse the plans. Mr. Chamberlain seconded with all in favor.

4. Downtown Traffic Study Proposals

The members reviewed the four proposals received by the Selectmen and ranked the four against one another utilizing the RFP criteria. Mr. Patel made a motion to send a recommendation to the Board of Selectmen with the following ranking: 1. VHB, 2. McMahon, 3. HS-H, and 4. STV.

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Mr. Thorn seconded with all in favor. The Selectmen will open the bid proposals and begin the selection process.

Adjournment - The meeting was adjourned at 8:15 p.m. on a motion made and duly seconded. The next meeting were scheduled for August 8 and September 5, 2013.

Respectfully submitted,

Karen L. Sherman, Town Planner