**Town of Essex Planning Board Meeting Minutes –January 20, 2021**

The Public Meeting of the Town of Essex Planning Board is to be held at the Essex Town Hall 2nd Floor Auditorium, 30 Martin Street, Essex, MA 01929 and will commence at 7:30 p.m.

Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the town’s website, at [www.essexma.org](http://www.essexma.org). For this meeting, members of the public who wish to listen to and/or view the meeting may do so via Video Call (with the option to show yourself on video or not and with the option to use a phone to call in, for audio-only).  No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so using the tools discussed below, despite best efforts, we will post on the town’s website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting

**The link you must follow to get to the video conference is:**<https://join.freeconferencecall.com/pbessex> , and, if prompted, the on-line meeting ID  
is pbessex.  Depending on your device and software installed, you may be able to join  
directly, by web browser, or, you may have to download the application directly (you will  
be shown that choice when you go to the above link).  You should be joined in mute  
mode.  However, if that is not the case, please click on the audio icon to mute your  
microphone.  You can choose to activate your camera to show yourself, or not.  The  
camera should be off, by default, when you join.

If you do not have a digital device to join via the link above, you can also dial a telephone  
number and be directly connected to the meeting, via audio only.  The call-in-only  
number is: (425) 436-6352 and the access code is 1729820. 

**In the event that the video conferencing system fails for some reason, the meeting  
will be broadcast on a different conference call line, accessed by telephone only, as  
follows:  717-275-8940. The access code is: 8378315.  PLEASE DO NOT USE THIS  
BACKUP PROTOCOL UNLESS THE METHODS IN THE TWO PRECEEDING  
PARAGRAPHS ARE NOT WORKING (NOT YOU JUST HAVING TROUBLE  
CONNECTING), SINCE THE BOARD WILL NOT BE MOVING TO THIS**ALTERNATIVE NUMBER UNLESS THE PLATFORM FAILS FOR THE BOARD.

At 7:30 PM the meeting was called to order by Chair, Westley Burnham.

**Board Members present at Town Hall 2nd floor meeting room:** Westley Burnham, Michael McConnell, William French

**Board Members participating remotely:** Kim Drake, Lisa O’Donnell, Matt Greco,

**Board Members absent:** Samuel (Skip) Crocker

**Administrative Assistant**: Mary Heeney (present)

**BUILDING INSPECTOR’S REPORT:**

The Building Inspector did not have any Building Permit Applications which required review by the Planning Board.

**BOARD REVIEW / DISCUSSION:**

**Discussion on the Essex Downtown Zoning District.**

**The Planning Board will be listing this item on the Annual Town Meeting to be held on May 3, 2021.**

The board discussed the need to educate the residents on what the Downtown Zoning District would entail.

* Ways to convey this information to the residents
* Social Media was discussed as a means of communication
* Setting up an Essex Planning Board Facebook page was considered an option

**Board review of Meeting Minutes:**

The Board reviewed the Meeting Minutes from January 6, 2021.

McConnell made a motion to approve the minutes as written.

William French seconded the motion.

The motion was unanimously approved by the Board Members.

**Adjourn:**

Michael McConnell made a motion to adjourn the meeting

William French seconded the motion

The motion was unanimously approved by the Board Members

The Chair declared the Meeting adjourned at 8:00 PM.