



Town of Pepperell

Planning Board

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MINUTES

Monday, June 8, 2009

Pepperell Town Hall

Members Present: Nick Cate, Dennis Kane, Mark Marston, Rick McHugh, Steve Themelis

Members Absent: None

CALL TO ORDER:

Mr. Cate called the meeting to order at 7:05pm.

VOUCHERS:

- Payroll vouchers were endorsed. (5/30/09; 6/6/09; 6/13/09; 6/20/09; 6/27/09)

ACCEPTANCE OF MINUTES:

- The Board M/S/V to approve the minutes of April 27, 2009.

BUILDING &/OR OCCUPANCY PERMITS:

- None

ANR PLANS:

- Heald Street – Smith
The Board reviewed an ANR plan for 78 Heald Street. All checklist items were verified on the plans. The Board M/S/V to endorse an ANR plan for Phyllis Gardner 78 Heald Street.

ACTION/DISCUSSION ITEMS:

- Schedule Public Hearings for July 27, 2009
The Board agreed to schedule hearings for SP2009-02 & SP2009-03 for 7:15pm and 7:30pm respectively on July 13, 2009.
The Board decided to meet only once in July (July 13) and August (August 10) and return to a twice monthly schedule in September.
- Scotch Pine Farm – Minor Site Review
The Board had determined several months ago that they wanted to review the parking plan for the seasonal tent facility at Scotch Pine if the ZBA issued a permit for the use. Mr. Blood had submitted a preliminary parking plan a few weeks earlier to the office but

some additional information on the plan had been requested. Mr. Blood finalized the plan and submitted it earlier in the day today but the item did not make the agenda printing.

In any event, the Board reviewed the parking plan. Mr. Marston had visited the site prior to tonight's meeting. The plan showed parking spaces for 47 vehicles and two overflow areas that could be used for additional parking. Mr. Marston agreed the plan seemed satisfactory. The Board M/S/V to approve the parking plan and will issue a decision to the Building Department.

- **Board Elections**

The members agreed that the current officers was working out well and that no changes should occur.

Mr. McHugh nominated Mr. Cate to remain as Chairman. Mr. Marston seconded. All voted "Aye".

Mr. McHugh nominated Mr. Themelis to remain as Clerk & the NMCOC Representative. Mr. Marston seconded the motion and all voted "Aye".

- **Re-appointment of Administrator**

The Board M/S/V to re-appoint Ms. Snyder as the Planning Administrator for FY10.

- **Recommendation for Associate Member Appointment**

The Board M/S/V to recommend Stephen Brittain be re-appointed as the Associate Member of the Planning Board.

- **ZBA Application – 6 Jewett Street**

The Board reviewed a ZBA application for an accessory apartment at 6 Jewett Street. They commented that the ZBA should be reminded that recent zoning amendment specifies that the maximum for an accessory apartment is 800 square feet in gross space.

- **Julia Lane/Beaver Creek Circle Update**

The Board was informed that no further work has taken place on either roadway but a recent e-mail from the engineers indicates the final as-builts are being prepared for Beaver Creek.

- **North Village Estates Update**

The Board was informed that a letter from residents on Village Drive complained of several outstanding issues on the roadway such as broken curbing, street signs, and debris and storage on empty lots. It was reported that Mr. Berube has sent notices that signs are being put up and that the area where the curbing was damaged has been repaired and an area loamed and seeded.

APPOINTMENTS/HEARINGS:

- **7:15pm – George Russell, NMCOC – 43 D Expedited Permitting Policies & Procedures**

Mr. Russell reviewed the draft policy and procedure for 43D expedited permitting that he had written. He explained that all Town Boards and Departments that issue permits are being asked to adopt the policy. He specified to the Board that his policy only

pertains to the priority development site and that other permit processes remain the same.

He provided a sample letter to be sent to the Town Administrator stating their approval of the policy. The Board agreed the letter was okay and their Administrator could forward it.

The Board voted unanimously to adopt the 43D Policies and Procedures as written.

CORRESPONDENCE & DISCUSSION:

The mail was reviewed without comments.

CLOSE MEETING:

With no further business to discuss the meeting was adjourned.

APPROVED:

Nicholas A. Cate

Mark F. Marston

Dennis A. Kane

Richard C. McHugh, Jr.

Stephen C. Themelis