



# Town of Pepperell

## Planning Board

1 Main Street, Pepperell, Massachusetts 01463-1644

978-433-0336 Phone 978-433-0338 Fax

[planning@town.pepperell.ma.us](mailto:planning@town.pepperell.ma.us)

### NOTES

Monday, January 9, 2011

Town Hall

Planning Board members were present at the Town Hall on Monday, January 9, 2011 at 7:00pm to conduct a public meeting. The meeting was published on the 2012 Meeting Schedule, however, a notice of meeting with anticipated topics of discussion was not forwarded to the Town Clerk within 48 hours prior to this meeting. Therefore, it was determined by the Town Clerk that this meeting does not constitute a legal meeting of the Board in accordance with the Open Meeting Law.

**Members Present:** Dennis Kane, Anna MacDonald, Rick McHugh, Matt Nesbit

**These members remained at the Town Hall and discussed the following items.**

### VOUCHERS:

- Payroll vouchers for 1/14/12; 1/21/12 were signed.

### ACCEPTANCE OF MINUTES:

- The Board tabled acceptance of the November 14, 2011, November 28, 2011, and December 12, 2011 minutes to the next scheduled meeting.

### ANR PLANS:

- ANR – 55-59 Leighton Street

This ANR plan was received on December 6, 2011. The statutory approval of the plan was valid 21 days after the receipt. The Board looked over the plan and signed it for the applicant and owner to take for recording at the Registry of Deeds.

### APPOINTMENTS/HEARINGS:

- None

### ACTION/DISCUSSION ITEMS:

- Developing Design Guidelines

The Board reviewed the final version of the guidelines. With a few minor changes the Board agreed to publish the document when the few minor changes were made.

The Board requested to find out which of the surrounding communities have design guidelines in place. Also the Board requested that the guidelines be sent to NMCOG and request their support in the initiating of the guidelines for the Town.

#### **ADMINISTRATOR'S REPORT/CORRESPONDENCE/DISCUSSIONS:**

The members reviewed the proposed articles for the upcoming Annual Town Meeting. The Board agreed to have as many articles as possible on the February 13<sup>th</sup> public hearing date. The re-zoning for Main Street will utilize the similar maps from the previous hearing last year.

After reviewing some other items for amending, the Board settled on 4 definite items: the Main Street re-zoning, domestic animal definition, the addition of a reference to the 2 acre agriculture zoning, and a minor change in the WPOD bylaw to fix 10% that should be 15%.

Although it needs some more review, the Board is also looking into possible changes to the lot shape factor requirements. They requested to see some examples of each of the different ways other towns do this. A request will be sent to the Town Engineer asking if he can prepare a few sketches for the Board to review.

The Board was briefed on the correspondence regarding 189 Brookline Street and Wilson's Garage.

Mr. McHugh agreed to respond to Mr. Moak's request regarding re-zoning of the Peter Fitz school. The Board agreed that they wanted to focus now on the Main Street parcels but would work with the Selectmen to determine the best solution for the school property. Some of the members concern were what was the right zoning for the property, what are the wetland implications, conflicts with the mill property, and the time constraints right now to review everything and get ready by the Annual Town Meeting time.

The Board agreed that they would prefer to propose a budget that keeps the office staffed at 28 hours per week. Mr. McHugh agreed to compose a request to the FinCom. Ms. MacDonald agreed to attend any meetings with the FinCom.

Additional items were reviewed as shown on the Administrator's report.

***These notes will be filed with the Town Clerk and in the Planning Board office in the same manner as the minutes from a public meeting of the Board.***

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Susan Snyder, Planning Administrator