

Planning Board Meeting Minutes

3/15/2021

Board Members

Present: Casey Campetti, Chuck Walkovich, Jennifer Gingras, Joyce Morrow, Al Patenaude

Absent: Paul Lonergan

Staff: Lisa Davis, Planning Consultant, Cheryl Lutzka, Administrative Assistant

Guests: Mark Matthews and Deb Fountain, MPIT; Tejal Petal, Ian Ainslie, Yash Patel, Pryinka Patel, Emily Scerbo (Tighe and Bond); Jack Visniewski, Jeff Chabot, Ken Kalinowski, Town Engineer; Paula Terrasi, Conservation; George Gallagher; Deven Howe; Stephen Themelis; Caroline Ahdab; Tony Beattie and Margaret Scarsdale, Select Board; Cathy Netburn

1) Call to Order

The meeting was called to order by Chair Campetti at 7:01PM

2) Local Resource Recovery Planning Grant Update

Ms. Davis reported that the State held a training session for this grant and Ms. Morrow, Ms. Gingras (Planning Board members), and Margaret Scarsdale (Select Board), attended. The session was to walk us through the steps required to fulfill our obligations, and provided us with a facilitator, Beverly Woods, from NMCOG. Apparently, the State's process is not as flexible as Beverly or we had hoped and we are required to conduct a Business Survey using their forms. We need to find a Committee or Board who will manage the Survey. Once we get into the process, a Consultant will be made available to us to help with specialized projects.

3) 7:05 pm – Public Hearings on Two (2) Special Permit Applications to Allow Construction of Two (2) Two-family residences at 4 Scotch Pine Farm Way (Lot 7A) and 6 Scotch Pine Farm Way (Lot 7B) (Applicants are Michael Quintal and Donna Quintal)

Mx. Campetti opened the Public Hearing for the two special permit applications at 4 and 6 Scotch Pine Farm Way.

Because we are short a voting member this evening, Jennifer Gingras, Associate member will step in as a full voting member to participate in the Public Hearing and will act as Clerk tonight.

Ms. Gingras, Clerk, read the Notices of Public Hearing into the record for the 4 and 6 Scotch Pine Farm Way construction, consecutively.

NOTICE OF PUBLIC HEARING TOWN OF PEPPERELL

In accordance with the provisions of MGL, Ch. 40A, Section 11, the Pepperell Planning Board will hold a public hearing on Monday, March 15, 2021 at 7:05PM, on an application for a Special Permit for the construction of a Two-Family Dwelling. The Applicants are Michael and Donna Quintal. The proposed location of the project is 4 Scotch Pine Farm Way (Lot 7A), Pepperell, MA, shown on the Assessor's Map 34 as Parcel 35-7, which is located in the Town Residence Zoning District. The public hearing will be held remotely, the link for the meeting is: <https://global.gotomeeting.com/join69416349> or by dial in, 1 (571) 317-3112. The Access Code

for the meeting is: 694-146-349. All interested parties are invited to remotely attend the public hearing and provide oral and/or written comments to the Planning Board. Written comments must be submitted on or before March 8, 2021. The application may be reviewed on the Town's website at: <https://www.town/pepperell.ma.us/362/Current-Applications-and-Decision>

PEPPERELL PLANNING BOARD

To publish in the Nashoba Valley Voice on February 26, 2021 & March 5, 2021.

Second Notice of Public Hearing:

**NOTICE OF PUBLIC HEARING
TOWN OF PEPPERELL**

In accordance with the provisions of MGL, Ch. 40A, Section 11, the Pepperell Planning Board will hold a public hearing on Monday, March 15, 2021 at 7:05PM, on an application for a Special Permit for the construction of a Two-Family Dwelling. The Applicants are Michael and Donna Quintal. The proposed location of the project is 6 Scotch Pine Farm Way (Lot 7B), Pepperell, MA, shown on the Assessor's Map 34 as Parcel 35-8, which is located in the Town Residence Zoning District. The public hearing will be held remotely, the link for the meeting is: <https://global.gotomeeting.com/join69416349> or by dial in, 1 (571) 317-3112. The Access Code for the meeting is: 694-146-349. All interested parties are invited to remotely attend the public hearing and provide oral and/or written comments to the Planning Board. Written comments must be submitted on or before March 8, 2021. The application may be reviewed on the Town's website at: <https://www.town/pepperell.ma.us/362/Current-Applications-and-Decision>

PEPPERELL PLANNING BOARD

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The discussion about the Special Permit for 4 and 6 Scotch Pine Farm Way began after Mx. Campetti provided a brief description of the development of the property at the two locations in question and called on Mr. Jack Visniewski, Civil Engineer for the Project to make his presentation for the Special Permit. The map of the property at 4 and 6 Scotch Pine Farm Way was posted on the screen for everyone to view. Mr. Visniewski explained all the parameters of the development, including common and private driveways, septic, water, drainage, groundwater configurations, lot lines, tree removal, stone walls, underground utilities and finally the design of the new structures. The original driveway to the existing home is being used currently by two other two family dwellings, 3A and 6A that were approved by Special Permit, and are now occupied. This driveway will also be used by the two new dwellings, with an additional private drive to 7B. After a lengthy presentation, the Chair asked if there were any memos from other Town Boards/Departments regarding concerns on the property.

The Clerk read the memos into the record from Ms. Davis, Town Planner; Mr. Kalinowski, Town Engineer; Ms. Bolger, Assessor; Ms. Gendron, Board of Health; Ms. Terrasi, Conservation; Ms. Cronin, Historical Commission. After a lengthy discussion by the Planning Board members regarding the memos, the Board was asked if they had any additional questions for Mr. Visniewski.

Ms. Gingras had a number of questions and noted that any changes to the site should be shown on the plan, including screening to protect other homes already constructed. She asked the square

footage of the dwellings and Mr. Visniewski noted the new dwellings were the same square footage as 3A and 6A. She questioned the basement elevations as the ground was higher in the back of the property and drainage could be a problem to the homes in front. She also asked if there was sufficient turnaround space for the emergency vehicles and Mr. Visniewski commented he would add additional space should the Fire Department require it. She asked about the retaining wall height at the end of the common drive and about the snow removal process.

Mr. Patenaude also asked a number of questions about land configurations around 7B and the slope at the end of the driveway there. He asked about the culvert and how wide the driveway was. Mr. Visniewski noted that the drive was 12 ft. wide and although no shoulders are required on a private drive, he would have them put in as a buffer for two-way traffic, and maybe add a turnout as well. Mr. Patenaude would like to see all these changes added to the plan for the next review.

Ms. Davis commented that there was a question of ownership of the Property. It seems that Jeff Chabot was the developer, and that the Quintals were the owners, but Jeff did not sign the Special Permit as one of the applicants. He needs to add his name to the documents.

Mr. Visniewski then responded to the comments made by the Town Departments. He stated that he would address all questions and comments and get back to the Planning Board with an updated and more thorough site plan. He also noted he was meeting with Conservation at their Public Hearing this week to discuss the site and would have more in-depth information for the Board.

Mx. Campetti asked about the rain gardens and who is maintaining them after the homes are purchased. She asked if there was a master deed to indicate that these must be maintained. Ms. Davis noted that she believed this was created earlier when the first two dwellings were built and would check with the attorney.

Mx. Campetti asks if there are any questions or comments from the Public at this time. As no one responded with public comments, Mr. Patenaude moved to continue the Public Hearing for 4 and 6 Scotch Pine Farm Way to April 5, 2021 at 7:05PM. Second by Ms. Morrow. All in favor.

4) **Plan Endorsement**

a. UMA Flowers – 2 Tarbell St – Plan Review and Endorsement

Mx. Campetti recuses herself from this review and endorsement. Mr. Walkovich takes over as Interim Chair. Ian Ainslie, Engineer representing UMA Flowers, addresses the Board. He reported that they made the changes to the site plan as requested as part of the list of conditions, by adding curb cuts, providing a physical divider along the property line, defining the space between UMA flowers property and the Rail Trail and submitted the plan to the registry. They will be recording the plan to the registry with these changes as required by the Town and updated the formatting of the document for the Registry.

Mr. Walkovich asks the Board if they have any questions. No questions were forthcoming so Mr. Patenaude moved to endorse the Site Plan as presented with changes for UMA Flowers. Ms. Gingras Seconded. All in favor.

Mx. Campetti rejoins the meeting.

b. Robinson Hollow – Plan Endorsement

Deven Howe of Beals Associates, representing the applicant, addresses the Board. They have addressed all the items that were required by the MA DOT and are working with Town Counsel regarding Covenants. Ms. Davis noted that while the plans were not the delay problem, getting the deed and Covenant was a major process. The Covenant needs to be signed off by the Planning Board.

Ms. Gingras asked if the trail on the property has sufficient accessible parking and was assured that there was ample parking. She further asked if there could be bike racks installed. Deven Howe noted that they were in the process of deeding that property to the Town of Pepperell as Open Space so it could be an option for bike racks in future.

Mr. Patenaude moved to endorse the plans as shown for Robinson Hollow. Mr. Walkovich seconded. All in favor.

Deven Howe asks the Planning Board if they will discuss Covenants for Robinson Hollow on April 5, 2021 and Mx. Campetti stated that it would be discussed.

5) **Action Items**

a. **Reedy Meadows Update Regarding Performance Security**

Continued to the next meeting on April 5, 2021

6) **Reports/Correspondence/Discussion**

Matters may arise that the chair didn't reasonably anticipate)

a. **Stormwater Bylaw/Proposed Rules and Regulations**

Mr. Kalinowski, Town Engineer, reported that this discussion was a continuation of an earlier conversation about the MS4 Permit from the EPA regarding the Stormwater Bylaw compliance. It is an absolute necessity to adopt this Bylaw at Spring Town Meeting. The Stormwater Advisory Committee (Ken, Lisa, Mike Schrader, Paula Terrasi) is now working to codify the rules and regulations for the Town of Pepperell. It will not be a stand-alone Bylaw or a replacement to current regulations and will be in line with what other communities are creating.

Ms. Emily Scerbo (Tighe and Bond) noted that they are using NMCOG as a baseline for EPA design standards for 1 acre – no more no less.

Mx. Campetti thanked Ken for sending a draft copy of the rules and regulations, and wondered if there was a newer version. Ms. Davis commented that unlike a Zoning Bylaw, the Planning Board does not have to hold a Public Hearing.

Mr. Walkovich noted that they are working in collaboration with NMCOG and have all bases covered.

Mr. Kalinowski said receiving the grant really helped move this process forward but wants the Planning Board to understand how this Stormwater Bylaw affects the Town and the Planning Board decisions from now until infinity.

Mx. Campetti looks forward to the final document.

b. Master Plan Implementation Team Update

Mr. Walkovich reported that their work has tapered off somewhat but that all Committee Chairs and Boards have received updated documents, and are working on reporting out by early April.

c. NMCOG Update/DLTA Funding Request

Mr. Walkovich - The next meeting is tomorrow night and he will report the results on Thursday.

DLTA – Ms. Davis commented that the OSRD kick-off meeting went well with Lisa, Paula, Beverly, and Jay and they have a good handle on design standards. They think the Climate Council should be involved in the meetings, but let NMCOG create a draft to send to Boards and Committees. Mr. Patenaude asked if they are using the former documents created on OSRD as a baseline so that no one has to reinvent the wheel. He asked if the baseline document from years earlier be sent to the Planning Board. Mr. Walkovich stated that NMCOG has a copy of the older version and will update it to reflect new standards and priorities.

Mx. Campetti asked the Board if anyone was interested in becoming part of this committee to help with design elements. Mr. Walkovich and Ms. Morrow have agreed to join the group.

Future Meeting(s)

a. April 5, 2021

b. April 20, 2021 – Tuesday

The meeting was adjourned at 9:08PM by motion from Ms. Morrow, seconded by Mr. Patenaude. All in favor

Respectfully submitted by Joan Ladik