



## **Planning Board**

Meeting Minutes

Board Members

Rick McHugh, Chuck Walkovich, Casey Campetti, Al Patenaude, Paul Lonergan

Staff

Lisa Davis, AICP; Brynn Montesanti, Assistant to Planning Board

Attendees

See attached attendance sheet

7/22/2019 - Minutes

1. Call To Order

Mr. McHugh opened the meeting at 7pm.

2. Acceptance Of Minutes

a. 4/16, 6/3, 6/10, 6/19, 7/1

**4/16/19** – Mr. Walkovich motions to accept minutes as written. Mr. Lonergan seconds. Mr. McHugh and Ms. Campetti abstain. All in favor.

**6/3/19** – Mr. Lonergan motions to accept minutes as written. Mr. Walkovich seconds. Ms. Campetti abstains. All in favor.

**6/10/19** – Ms. Campetti motions to accept minutes as written. Mr. Walkovich seconds. Mr. Patenaude abstains. All in favor.

**6/19/19** – Mr. Patenaude motions to accept minutes as written. Ms. Campetti seconds. Mr. Lonergan abstains. All in favor.

**7/1/19** – Mr. Patenaude motions to accept minutes as written. Mr. Walkovich seconds. MR. McHugh and Mr. Lonergan abstain. All in favor.

3. Plan Endorsement

a. ANR - 183 South Road

Mr. McHugh acknowledges the Board has previously reviewed this ANR application and had tabled it seeking advice from Town Counsel. Town Counsel has since reviewed the plan and some minor changes were made to plan to make it an approvable ANR. Ms. Davis advises the Board that the plan is ready to be endorsed and Town Counsel's opinion on the matter have been added to the file. Mr. Lonergan motions to approve the ANR plan of land. Mr. Patenaude seconds. All in favor.

b. ANR - 39 Boynton Street

The Board reviews the plan and goes through the ANR checklist and all items were identified and confirmed. Mr. Patenaude motions to approve the ANR. Mr. Lonergan seconds. All in favor.

4. Public Hearing 7:15PM - 15 Canal Street - Conversion Of Existing Commercial Building To Two-Family Dwelling

Mr. McHugh opens public hearing at 7:15PM and reads the public hearing notice for the record. Mr. Kenison presents the proposal for the conversion of a commercial building to a two family dwelling, this is a property that is being converted into a two family dwelling for family use, the conversion will remain in the footprint of the existing building. One side will be a one story residence, the other will be a two story residence. The septic plans for an upgrade to the septic system have already been approved. The site when complete will be an improvement to the neighborhood as 40% of the asphalt on site will be removed which will give the family more space for yard and improved drainage. They will be adding curb as well to the site which will reduce the number of turn-a-rounds that currently occur at the property. Mr. McHugh inquires about lighting and landscape, the lighting will not change much and the landscaping will improve and become more aesthetically pleasing to the neighborhood Mr. Kenison explains. Mr. McHugh reminds the applicant that if this permit is granted it is valid for two years, Mr. Kenison acknowledges he understands.

Mr. McHugh asks Ms. Montesanti for any comments from other Boards, Ms. Montesanti reads comments from the Town Engineer/DPW Director, the Assessor's Office and Conservation Commission. Mr. Walkovich inquires about the septic system and whether it is a shared system and Ms. Montesanti explains that it is not a shared system because it is owned by one owner. Mr. Walkovich also recommends to the applicant that he takes Mr. Kalinowski's advice and do two separate meters for the water service.

Mr. Patenaude notes two discrepancies on the plan as presented, first the certification is signed & stamped by different people and secondly the plan is stamped only by a registered sanitation engineer and not done by a surveyor or engineer. Mr. McHugh would also like an estimate of how long this project will take to complete to add to the record.

Mr. Patenaude motions to continue public hearing until August 12 to have these items completed by the applicant, Mr. Walkovich seconds. All in favor.

5. Appointments

6. Action Items

a. Approve Bill Warrant - NMCOG

Mr. Patenaude motions to approve the bill warrant for NMCOG membership dues in the amount of \$3,635.94. Ms. Campetti seconds. All in favor.

b. Scotch Pine Farm - Common Driveway & Permitting Discussion, Vote If Necessary

Ms. Tzanoudakis was present at the meeting representing the owners of the property located at 87 Elm Street in regards to an easement recording for a common driveway, the owners had thought the easements had been approved by the Planning Board but it has come to their attention that it hadn't been approved. She is asking the Board to review the easements as they are recorded and accept them as written.

Mr. McHugh points out that the responsibility of the Planning Board is to protect the best interest of the Town and the owners of properties accessible off the common driveway, with that being said he defers to Ms. Davis. Ms. Davis points out some initial concerns about dispute resolution, no discussion about majority vote of owners or what happens if there is nonpayment by common driveway owners. Ms. Tzanoudakis points out that these items are covered in the condo documents that were submitted previously, Ms. Davis doesn't recall having reviewed these documents as of yet. Ms. Tzanoudakis explains that this easement recording is only to deal with maintenance of common driveway, it is not

designed to be anything else. Ms. Tzanoudakis also would like the Board to understand she has no intention of recording the condo documents or the master deed until the Planning Board and Town Counsel have reviewed them both.

Ms. Davis explains that she had withheld the building permit until the Board decides if they are satisfied with the easement recording, after a brief discussion she recommends to the Board that they allow the sign off on the building permit but withhold the occupancy permits until the Board has reviewed the additional documents. The Board is satisfied with the suggestion and agrees no motion is necessary, building permit can be signed off on but flagged that the occupancy permit will not be issued until all items are submitted and approved.

## 7. Reports/Correspondence/Discussion

### a. Solar Zoning Bylaw Amendment Draft Discussion

Mr. McHugh asks the Board about where the Board stands on this solar zoning bylaw draft, Ms. Davis explains that she made a few minor edits since the last meeting that reflected the changes that the Board had wanted. The intention of it being added to the agenda tonight was to allow the Board to decide if they are ready to move forward to a public hearing and move it along to be ready for the Special Town Meeting in October. The Board agrees that the edits are as requested and that they are comfortable with proceeding. Ms. Montesanti reviews calendar and proposes to do the public hearing on August 12, 2019 at 7:30PM. She will circulate the revised draft to the Boards and publish the public hearing notice in the Nashoba Voice on July 26 and August 2. The Board is satisfied with these dates.

### b. Master Plan Update

Mr. Walkovich updates the Board that there are 4 chapters left and that he anticipates the Master Plan Committee to have a draft ready in January. They currently are working on the Economic Development chapter, he has met with the Pepperell Business Association and they will be conducting a brief survey. Mr. Lonergan praises Mr. Walkovich and the Committee for their efforts and that he is pleased with the progress thus far.

### c. NMCOG Update

Mr. Walkovich updates the Board that there had been a meeting the week prior. It went well, noted that there was a presentation by the National Census Department and that they expressed the need for volunteers. There will not be a NMCOG meeting in August, they will resume in September.

### d. MVP Grant Update

Ms. Davis updates the Board that the Town of Pepperell has secured the grant, currently we are executing the contract with Tighe and Bond who will guide the Town through the process and will deliver the final product by May of 2020. Ms. Davis further explains that the core committee is primarily town hall staff and department heads, input by the public will be welcomed in structured workshop type settings. Two workshops will be held as well as one listening session. Ms. Davis reminds the Board how very exciting this is for the Town of Pepperell and she looks forward to being a part of it. Ms. Montesanti agrees. The Board thanks Ms. Davis for the update.

### e. Complete Streets Update

Ms. Montesanti updates the Board that the Town was awarded the grant and that we are currently awaiting final approval of the prioritization plan from the state. Completion date is set for June of 2020 for the prioritization plan.

## 8. Future Meeting

### a. 8/12/19

Mr. Patenaude motions to adjourn meeting. Mr. Lonergan seconds. All in favor. Meeting adjourned at 8:47PM

Respectfully submitted by Brynn Montesanti, Administrative Assistant to Planning Board.