

**Deerfield Planning Board
Minutes – June 6, 2011**

Present: John Waite, Paul Allis, Max Antes, Rachel Blain, Lynn Rose Roger Sadoski,
Absent: John Baronas

Meeting called to order at 7:10 pm. First order of business was a reading of the agenda. Mr. Waite congratulated Roger Sadoski, who was re-elected for another term on the Board.

Minutes: A motion was made, seconded, and voted to accept the minutes of May 3, 2011. (3-0-3)

Public Hearing: ANR - 202 Lower Road

Present: Luanne Simmons, Denise Scoville, Douglas Scoville

A plan, dated April 23, 2011, prepared by Roberge Associates Land Surveying, signed by Gary C. Moulton, P.L.S., showing the division of Map 60, lot 1 into 2 parcels "A" & "B". Parcel was reviewed. The property is located at 202 Lower Road. Note was made by the Board that the plan, as presented, indicated parcels "A" and "B" are to be combined with other parcels.

A motion was made, seconded, and voted to accept the plan, as presented. (6-0-0) The Board then signed the mylar and several copies of the plan.

OLD BUSINESS

FRCOG: Present: Pat Smith

1. Memorandum of Understanding for FY'12 - Ms. Rose began by commenting that on page 3, e-mail should be added to the methods of delivery to be used. Discussion of the tasks which would be included in the new contract: 1) technical assistance for site plan review (1 or 2); 2) development of special permit process for solar electric installations; 3) technical assistance for 1 special permit; and 4) creation of orientation packet for new members.

A motion was made by Lynn Rose and seconded by Rachel Blain, to 1) add task 4 to attachment A – Scope of Work, which will cover orientation materials, 2) reallocate the hours to 32,20,40, and 7, and 3) add e-mail as a method of delivery. The vote was unanimous. (6-0-0)

2. Site Plan review – Ms. Smith then moved on to tasks related to a new format for site plan review. The intent is to set up an application procedure similar to that of the revised ANR process. She passed out draft copies of the flow chart and check list for review. A number of items were discussed. The discrepancy regarding the number of copies of site plans needs to be made consistent. Another item suggested by Town Counsel is to add an appeal provision. Ms. Smith noted that in one place it says the site

plan will be reviewed at a regularly scheduled meeting, but Chapter 263 required a public hearing. Max Antes pointed out that there had also been a change regarding who was responsible for notifying abutters. Ms. Smith said there should be inclusion of notice of the need for coordination between the Planning Board and ZBA, with it being clear that the process should begin with the Planning Board. Possibly a joint meeting could be held where a project required attention from both boards.

3. Suggestions for new member packet - The suggestion was made that this should be a Planning Board procedure booklet, rather than just something for new members. Each member should have a copy. A three ring binder would be a useful format, as it can be updated easily. The types of things to include were discussed: Summary of Planning Board rules and responsibilities; General meeting process (Roberts' Rules) would be useful; Fee schedule; Storm water applications and regulations; ANR handbook; Zoning Act; Subdivision information. Ms. Smith will work on this and try to have something ready for review at the next Planning Board meeting.

Correspondence/ Messages/ Announcements

- 1) Training in the latest developments of the affordable housing law, MGL Chapter 40B, will be held at the Best Western Royal Plaza Hotel in Marlborough, MA on June 15th.
- 2) Pan Am Railways has approval from MADAR to use pesticides around rail road switches and signals as part of its vegetation management plan. This will be done between July 1 and Aug. 1st.
- 3) Zoning articles passed at Town Meeting have been approved by the Attorney General's office.

Subcommittee Reports – Franklin Regional Planning Committee - Ms Rose brought a copy of Franklin County Economic Development Strategy report that is available for anyone who's interested. She'll schedule some time to talk about this in September.

Mr. Waite said another thing to include with that is the Franklin County HUD Sustainable Communities Grant program. He said something similar was done a few years ago – planning of improvements for the downtown area. The plan (sidewalks, a market, and improved streetscape) never happened because the private side fell through.

Recognize Bette Schmitt – Paul Allis said he could make a nice certificate that everyone could sign. Ms. Rose thought a picture with a thank you could be put on the web site.

Next meeting - The next meeting would normally be on the first Monday which is July 4th, so it'll be scheduled for July 5th. If there are no ANR's or other items that require attention, it'll be cancelled. The following date will be August 1st.

A motion was made, seconded, and voted to adjourn at 8:55 PM.

Respectfully submitted,
Priscilla Phelps

