

Town of Deerfield
PLANNING BOARD MINUTES
February 28, 2011

Present: Planning Board members

John Waite (Chair), Lynn Rose, Paul Allis, Bette Schmitt, John Baronas, Max Antes

Meeting: Called to order at 7:12 PM.

Agenda: Review minutes

Public Comments

Gardner ANR Plan

New ANR application form and flowchart

Subcommittee reports

Old Business – draft of budget request

Minutes: December 6, 2010 - Comment was made that remembering what exactly was said for meetings held so long ago was difficult. Following discussion, a motion was made by Mr. Allis, and seconded by Mr. Baronas to amend the minutes to include the statement, “The bylaw for which the Planning Board is the authority, comes into effect when more than an acre of land is disturbed for residential and 12,500 square feet for commercial....” The vote was 4 in favor, 0 against, and 2 abstentions. (4-0-2)

November 8, 2010 - Comment was made that no decisions are recorded. And Board members didn’t remember having complained, until a member said he had called for information and found there was no “Press 7” for Planning Board. Following these observations a motion was made by Mr. Allis, seconded, and unanimously voted to accept the minutes of November 8, 2010, as written. (6-0-0)

October 4, 2010 minutes were reviewed and a motion was made, seconded, and voted to accept the minutes. (4-0-2)

January 24, 2011- The Board took exception to comments that appeared at the bottom of page 4, regarding statements made about the amount of time this volunteer board might be required to spend. A motion made was made to accept the minutes with the stated changes, which are to strike the sentence referring to comment by Mr. Baronas, add Baronas to the motion to adjourn, and correct a typographical error on page 4. It was seconded and unanimously approved. (5-0-1)

February 7, 2011 - The discussion and decision regarding the Schechterle car wash was reviewed for accuracy. Questions and comments were made regarding the final section “housekeeping matters. John Waite noted that where the minutes credit him with stating ...” it will never be taken up at Board meetings..” he meant it could be taken care of outside of a meeting.. He noted that his comment was made when it was getting late and everyone was getting tired. Ms. Rose added that she, Paul Allis and John Waite agreed to come down between meetings to work and anyone else who wanted could participate. She will develop a sentence to add to the minutes. It will say something like John Waite proposed a subcommittee come down to work to develop forms and to bring back to the Board for a vote. In another paragraph where mention was made that the final ANR plan should be brought to the Board for a vote with “no discussion” the expectation was that the forms would be ready for the Board to vote on without the need for a lengthy discussion.

A motion was made by Mr. Baronas to accept the minutes with revisions. It was seconded by Ms. Rose. After further discussion the vote was unanimous. (6-0-0)

Waite said he wanted to thank the Board for good attendance at meetings.

Next meeting the Board will review January 3rd minutes.

ANR

Location: Greenfield Rd

Plan for: Gregory and Caryn Gardner

Prepared by: Ainsworth Associates

There was no one in attendance to discuss the ANR plan and no mylars for signing were available. The Board reviewed the reduced plan that accompanies the cover letter from Peter Hanas of Ainsworth Associates, to verify that the required amount of frontage and there was access from a public way shown. Ms. Rose commented that this should have been looked at ahead of time, as Mr. Hanas indicated a willingness to attend the meeting.

A motion was made by Mr. Baronas to approve the ANR plan, provided that the mylar and plans are identical to the plan dated February 8, 2011 that was reviewed at the February 28, 2011 Planning Board meeting. It was seconded by Ms. Rose and unanimously voted. (6-0-0) A stamp that states something like: "acceptance of this plan does not constitute approval as a building lot" should be added to the plan.

Mr. Waite said he had talked with the Building Inspector about this property, as several people had noted that something seemed to be going on. He learned that the Conservation Commission had signed off on it, and he (Waite) believes that there is a DEP file number issued for the site. Mr. Waite expects that if a building is planned for the site it will come back to the Board.

Budget: Ms. Rose passed out draft budget forms. She said Mr. Kubiak needs the information for tomorrow night. She had prepared some information for the Board to consider as it reviewed the proposed budget. Some projects that would be on-going in the 2012 budget would be zoning bylaw revisions, completing revisions of the stormwater regulations, finalize the Solar overlay district, responding to possible re-zoning requests, and revising a contract with the FRCOG. A motion was made by Ms. Rose, seconded by Ms. Schmitt to accept the proposed budget of \$10,000, as discussed. The vote was unanimous. (6-0-0)

Revolving funds - During the budget discussion use of revolving funds to hold site review assessments was raised by Mr. Allis. He noted that there should be a revolving fund set up for each site review plan that comes before the Board. The applicant would be charged a fee up front and the money put in the revolving account. When the process was complete any unused funds would go back to the applicant.

Schechterle fee - At a previous meeting there had been a discussion of what a fair fee would be for the Schechterle car wash site plan review. [A fee had not been determined at the beginning of the process, as is normally done.] Since the car wash would involve only half of the site it had been generally agreed that the fee be \$3,500, which represents 1/2 of \$7,000. Site plan reviews usually involve 3 fees: \$250.00 to file, \$10.00/ sq ft, and direct billing. In the Schechterle situation the Board felt the \$7,000 was too much and exercised its option of reducing it to an amount that would cover the administrative fees for the project.

ANR Process Approval

Mr. Waite led the Board through a brief review of the new ANR application Form A, which he said would be clear to the applicant and the office staff. He said an application would be reviewed by the office staff for completeness before it went to the Town Clerk where the fee would be collected and the date stamp to initiate the process would be applied. Just above the applicant's signature a box has been added by which the applicant can approve an extension of the time past the 21 day action requirement. The suggestion was made that a date 3 days past the next scheduled Planning Board meeting date be used. A motion was made by Mr. Baronas, seconded by Ms. Schmitt, and unanimously voted to accept the new Form A, effective upon acceptance. (6-0-0)

Solar Overlay District

A proposed timeline for a Solar Overlay District Zoning Bylaw Amendment was presented. It had been endorsed by the Board of Selectmen and passed on to Planning Board for review.

Other items

John Waite has responded to a request for information from Jonathan Lowe. Paul Allis has prepared a notice of the Boards decision regarding the Fisher ANR plan, which he has submitted to Mr. Kubiak.

Note was made that historic minutes of the Planning Board are now on the website.

The Board will meet again on March 7, 2011.

The meeting adjourned at 9:10 PM

Respectfully submitted,
Priscilla Phelps

Accepted as amended on 3/7/2011