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MEETING MINUTES
GEORGETOWN PLANNING BOARD
Wednesday, May 14th, 2014
Memorial Town Hall – 3rd Floor
7:00 p.m.

Present: Mr. Harry LaCortiglia; Mr. Bob Watts; Mr. Rob Hoover; Mr. Howard Snyder, Town Planner; Ms. Wendy Beaumont, Administrative Assistant.

Absent: Ms. Tillie Evangelista

Meeting Opens at 7:08 PM.

Approval of Minutes:

1. Minutes of April 23, 2014.

Mr. Watts – **Motion** to accept the April 23, 2014 meeting minutes pending discussion.

Mr. Hoover – **Second.**

Motion Carries: 3 – 0; Unam.

Correspondence:

1. Town of Boxford: Zoning Board of Appeals – Variance for non-conforming lot.

2. Town of Boxford: Zoning Board of Appeals – Special Permit for reconstruction.

3. Town of Boxford: Zoning Board of Appeals – Variance for sign.

4. Town of Newbury: Zoning Board of Appeals – Finding for relief to reconstruct.

5. Town of Newbury: Zoning Board of Appeals – Finding for relief to FAR.

6. H.L. Graham Associates: Turning Leaf Definitive Plan - Review No. D-4.

7. H.L. Graham Associates: Turning Leaf Traffic Impact Assessment - Review No. 2.

8. Town of Georgetown: Building Inspector - Letter regarding 274 East Main Street.

9. Town of Georgetown: Zoning Board of Appeals – Public Hearing Notice for 17-19 West Main Street.

Mr. Snyder – We received nine items of correspondence. The first three are from the town of Boxford and none of them impact Georgetown. The two from Newbury also do not impact Georgetown.

Included in the packet of importance is the technical review for Turning Leaf, Review No. D-4.

The board should consider this for the next public hearing which is on May 28th as well as his Traffic Impact Assessment Review No. 2.

We received a letter from the Building Inspector regarding property at 274 East Main Street. The issue in the letter was brought up by board members Ms. Evangelista and Mr. Hoover, regarding concerns about the earth moving that was going on. He went out and took a look and there was not any impact at the time. He went and took another look and it seems there was a large amount of earth that had been removed off the site. He told the present owners to cease the grading operations and if they need to take more off they need to come into the Planning Board for discussion if they are removing it off the site.

44 We also received a copy of an application from the Zoning Board of Appeals regarding 17-19 West
45 Main Street.

46

47 Mr. Hoover – Can we back up to the permit issue? It just has to do with taking off-site - it has
48 nothing to do with the amount of grading that is taking place?

49

50 Mr. Snyder – If they are exporting they need to confirm what they are exporting in terms of quantity
51 and how that applies to our earth removal bylaw. If it is above certain thresholds then...

52

53 Mr. Hoover – Can you remind me the point of the earth removal bylaw?

54

55 Mr. LaCortiglia – There are two types 2 thresholds. One is a lower threshold where if you are
56 importing or removing materials from a site then it is called a miscellaneous earth removal permit.
57 This is actually issued by the Building Inspector alone. Once you reach a certain level and the levels
58 vary, if you reach a certain threshold coming in or going out at that point it is then a Planning Board
59 permit.

60

61 Mr. Hoover – And the point behind it?

62

63 Mr. LaCortiglia – The point is to make sure that nothing is being lowered so far to be close to the
64 water table. Nothing is being added so much so as to displace water. Essentially making sure that
65 no contaminated soils are imported into the town.

66

67 Mr. Hoover – I am assuming it would also have to do with mitigation of anti-tracking measures. If
68 you start taking a lot of material off your site you are tracking it off the site and should take
69 measures to protect the public roads.

70

71 Mr. LaCortiglia – Yes, making sure that you clean it up and you're not bringing dust and fumes onto
72 neighbor's properties. There is a copy of Chapter 49 in the packet. Mr. Snyder was good enough to
73 put them in there.

74

75 Mr. Snyder – Going back to the application from the Zoning Board of Appeals regarding 17-19 West
76 Main Street. It is The Pub and they want to call it the Spot. They are before the Zoning Board of
77 Appeals to make sure what they are proposing for the facade isn't more detrimental than what exists
78 in place. Then they will come before the PB for site plan review. Let me know if there are any
79 comments for the Zoning Board of Appeals you want me to pass on to them.

80

81 Mr. LaCortiglia - When is that hearing, June 1st?

82

83 Mr. Snyder – Beginning of June. I believe they need comments by the 4th.

84

85 Mr. LaCortiglia – If it goes through then we will get a chance to comment with the Site Plan
86 Approval process.

87

88 **Vouchers:**

- 89 **1. H.L. Graham and Associates: Turning Leaf.**
90 **2. H.L. Graham and Associates: Jefferson Court.**
91 **3. Planning Office: Schwaab, Inc.**
92 **4. Planning Office: U.S. Mail Postage Meter.**

93

94 Mr. Watts – **Motion** to accept the vouchers as presented with a total of \$1,191.50.

95 Mr. Hoover – **Second.**

96 **Motion Carries: 3-0; Unam.**

97

98 Mr. Snyder – The first two vouchers are drawn off of M-Accounts. The third is for general office
99 supplies and the forth is to replenish the postage meter for the Planning Office.

100

101 **Old Business:**

- 102 **1. Jefferson Court: Decision of Approval and Signature of Mylars.**

103 Mr. LaCortiglia – I believe we have a new first sheet of the mylars. This has already been decided,
104 it is ministerial.

105

106 Mr. Snyder – Here is the decision with all the comments incorporated.

107

108 **Planning Office:**

- 109 **1. M-Account Release: # 26427; Fuller Court (North Street).**

110 Mr. Snyder – There are three M-Accounts to be released. This one is a one lot subdivision and
111 there was never a subdivision road put in place - it was to create enough frontage.

112

113 Mr. Hoover – **Motion** to approve the release of this M-Account totaling \$1520.60.

114 Mr. Watts – **Second.**

115 **Motion Carries: 3-0; Unam.**

116

117 Mr. LaCortiglia – Mr. Hoover this is a long going thing that goes way, way back. We have been
118 working our way back and these are some of the releases.

119

- 120 **2. M-Account Release: # 26438; Pillsbury Village (1 Irene Circle).**

121 Mr. Snyder – This is the subdivision that created Pillsbury Lane and Irene Circle. This M-
122 Account can be closed due to the fact that the project is complete and the streets accepted by the
123 town of Georgetown.

124

125 Mr. Hoover – **Motion** to approve the release of this M-Account totaling \$2184.68.

126 Mr. Watts – **Second.**

127 **Motion Carries: 3-0; Unam.**

128

- 129 **3. M-Account Release: # 26497; Caribou Court (10 Pine Plain Road).**

130 Mr. Snyder – This was a one lot subdivision originally by Tidd who sold it to a second party who
131 then sold it to the current owners. Upon that transfer of development rights, the other M-
132 Account was closed and this one was opened. The Building Inspector has issued an OC. The
133 one concern for this release is the approval of the one lot subdivision was requiring land to be
134 given over to the ConCom. Included in your packet is proof of that land transfer to the town.

135 You also received an email from Mr. Przyjemski regarding the land associated with that. He
136 does not have any outstanding issues so this is ok for release.

137
138 Mr. Hoover – **Motion** to approve the release of this M-Account totaling \$4017.55
139 Mr. Watts – **Second.**

140 **Motion Carries: 3-0: Unam.**
141

142 **4. Travel Reimbursement for GeoTMS Training.**

143 Mr. Snyder – Ms. Beaumont and I both attended this software training in Franklin MA. Ms.
144 Beaumont has a lot of effort in front of her in terms of setting up the permit tracking for the
145 Planning Board. The permit tracking was really beta tested by the Building Inspector office and
146 they have gotten all the bugs out. So we are next in line to start following up with them and
147 hopefully the momentum is going to be moving ahead with other departments getting into this
148 permit tracking that the town has purchased.

149
150 Mr. Watts – **Motion** to reimburse the Town Planner and the Administrative Assistant for
151 travel expense of \$77.67 each.

152 Mr. Hoover – **Second.**
153 **Motion Carries: 3-0: Unam.**
154

155 Mr. Watts – The more records we can automate the better.

156
157 Mr. Snyder – It is a great instant access to other departments if they have issues on a permit
158 that’s in place. It shows red flags, yellow flags and green flags. For larger towns there is even
159 online submission of applications. There will be some growth to it.

160
161 Mr. LaCortiglia – Wasn’t there a \$12,000.00 appropriation made at the town meeting for this?
162

163 Mr. Snyder – It was a few years ago.
164

165 Mr. LaCortiglia – No it was this year.
166

167 Mr. Snyder – I don’t recall.
168

169 Mr. LaCortiglia – One of the things about this permit tracking is that there is a license that goes
170 on. I think it was one of the first warrant articles.
171

172 **Member or Public Report:**

173 **1. Any other concern of a Planning Board Member and/or member of the Public.**

174 Mr. LaCortiglia – My understanding is that Mr. Hoover is now sitting in Mr. Howard’s seat. Mr.
175 Howard is technically no longer on the board. My understanding is that we need to notify the
176 Board of Selectmen that there is a vacancy on this board and I will accept a motion for that.
177

178 Mr. Watts – **Motion** to notify the Board of Selectmen and ask would like to ask Mr.
179 Howard to take that spot and be appointed.

180 Mr. Hoover – **Second.**
181 **Motion Carries: 3-0; Unam.**

182
183 Mr. Snyder – The Planning Office will notify the Board of Selectmen tomorrow. This was
184 anticipated but we needed to formalize it with a vote. It is anticipated that there will be a joint
185 meeting between the Planning Board and the Board of Selectmen on Monday. I understand that
186 three members of the Planning Board are unable to attend. Mr. LaCortiglia said that he would be
187 able to attend. There needs to be five members of the joint boards to vote for the appointment.
188
189 Mr. Hoover – Does Mr. Howard just need to submit something in writing?
190
191 Mr. Snyder – He will submit something in writing and certainly be in attendance at the meeting.
192 I will be there too. I talked with the selectmen and they will take it first. Mr. Watts and Mr.
193 Hoover they mentioned that you could call in if they needed to and if you want to participate in
194 the discussion and the vote you can. It is not necessary though.
195
196 Mr. Hoover – If it is not necessary then I will not, but if it is, I will.
197
198 Mr. Watts – I would be happy to if it is necessary but if it is not...
199
200 Mr. LaCortiglia – I know the wishes of the board.
201
202 Mr. Snyder – After that is done there needs to be and I anticipate at the first Planning Board
203 meeting in June a reorganization of the board. Ms. Evangelista won't be here for the meeting on
204 the 28th - it would be good to have everybody here so it is a matter of Ms. Evangelista being the
205 clerk and...
206
207 Mr. LaCortiglia – We need to fill all the offices. The first meeting in June is the 11th.
208
209 Mr. Watts – Just to clarify, Mr. Howard's term will be for one year?
210
211 Mr. Snyder – Yes, for the purpose of filling the seat that was vacated until an election can be
212 held. It was too close to the current election for that to be done.
213
214 Mr. Hoover – The only thing I would add is that hopefully Mr. Howard and Ms. Evangelista are
215 watching but during the reorganization I just want to put it out there to the board that I am most
216 interested in considering the chair seat. I have talked with Mr. LaCortiglia a little about it. And
217 I will talk to you all independently but I wanted to put it out so everybody knew.
218
219 Mr. Watts – **Motion** to adjourn.
220 Mr. Hoover – **Second.**
221 **Motion Carries: 3-0; Unam.**
222
223 **Meeting adjourned at 7:37 PM.**