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**MEETING MINUTES**  
**GEORGETOWN PLANNING BOARD**  
**Wednesday, January 23, 2013**  
**Memorial Town Hall – 3<sup>rd</sup> Floor**  
**7:00 p.m.**

**Present:** Mr. Harry LaCortiglia; Mr. Christopher Rich; Ms. Tillie Evangelista; Mr. Bob Watts; Mr. Tim Howard, (arrived at 7:30 PM); Mr. Howard Snyder, Town Planner; Ms. Wendy Beaumont, Administrative Assistant.

**Meeting Opens** at 7:16 PM.

**Approval of Minutes:**

**1. Minutes of January 9th 2013.**

Mr. Rich - **Motion** to accept minutes of January 9, 2013 subject to any changes made by colleagues at this meeting.

Mr. Watts - **Second.**

**Motion Carries: 3-0-1; Unam.** (Mr. Rich – Abstain).

**Correspondence:**

**1. Town of Boxford: ZBA Special Permit for undersized lot.**

**2. Town of Boxford: ZBA Variance for undersized lot.**

Mr. Snyder - These are courtesy correspondences. This is for the construction of a single family home on an undersized lot.

**Planning Office:**

**1. Penn Brook School: Update.**

Mr. LaCortiglia - I received an email from Mr. Rob Hoover which is as follows and is in your supplement packet. I do know that he is a school committee member as well. Mr. Snyder would you mind reading the letter?

{Mr. Snyder reads the letter received from Bob Watts}

Mr. LaCortiglia - Thank you Mr. Snyder. There were numerous emails sent between the Town Planner, Town Administrator and Town Council. Sounds like Town Council is advising us and the Town that Site Plan approval in the case of the Penn Brook School, is not warranted, justified or allowed. That was my take on what I read.

Mr. Snyder - Right, Ms. Evangelista raised the question at the last meeting so I did a follow-up with the town's zoning code enforcement officer (Mr. Metivier, Town Building Inspector) and I also coordinated with the Town Administrator to see if he had any information. He gave me a copy of the Kopelman and Paige letter of which I enclosed a copy of in your packets.

Mr. Rich - Which came first? Did Mr. Metivier have a copy of the Kopelman and Paige letter?

45  
46 Mr. Snyder - I don't know if the zoning code enforcement officer received a copy of the  
47 Kopelman and Paige letter or not.  
48  
49 Mr. Rich - Who asked the Kopelman and Paige to issue this letter?  
50  
51 Mr. Snyder - The Town Administrator requested the Kopelman and Paige letter and I believe did  
52 so on behalf of the Selectmen.  
53  
54 Mr. Rich - Are they the Planning Board now? I think it is very difficult to understand what the  
55 intent of this letter is without seeing the communication that requested this letter.  
56  
57 Mr. Snyder - OK, I understand.  
58  
59 Mr. LaCortiglia - Well I think anyone trying to follow along is going to be a little bit confused.  
60  
61 {Mr. LaCortiglia reads the letter from Kopelman and Paige (Town Council) regarding whether a  
62 Zoning Permit or Site Plan review is required for a building with education purposes. Per the  
63 correspondence, the building must meet reasonable requirements which the Building Inspector  
64 will be responsible to see that the requirements have been met.}  
65  
66 {Mr. Howard arrives at 7:30 PM. Ms. Evangelista continues reading the letter.}  
67  
68 Mr. LaCortiglia - We are being told here by Town Council that this project is outside the  
69 purview of any review by the Planning Board.  
70  
71 Mr. Watts - I see this as a reconstruction project – I think your point is well taken. This is not re-  
72 construction.  
73  
74 Mr. Rich - There's a reason why the attorney is using the word "re-construction".  
75  
76 Mr. LaCortiglia - I want to point out that Stormwater Management was specifically mentioned.  
77  
78 Mr. Rich - Isn't there a supervening statute that requires Stormwater Management may have not  
79 been in place at the time and may now supersede it?  
80  
81 Mr. LaCortiglia - Interesting enough, in our own bylaws we passed Chapter 57 which grants  
82 authority for storm water management to the Conservation Commission.  
83  
84 {Ms. Evangelista continues the reading of the letter.}  
85  
86 Ms. Evangelista - I believe it was asked of him that this is a re-construction project and it is not.  
87 It is a brand new school. We are tearing down the existing school, moving it to a different area  
88 on the parcel, putting in another road, including an emergency road so there is a substantial

89 impact to the neighbors and may affect the erosion from storm water. The information I received  
90 from the Stormwater training is that 20 – 150 tons can be eroded from one acre development.  
91 This is the biggest project that this town has seen. I think we must have a Site Approval.  
92

93 Mr. Rich - I think it would be interesting. If I remember correctly there was an override question  
94 for the town to build a new school – not to re-construct the Penn Brook School. There is a  
95 reason why the attorney keeps stating the word “re-construction”.  
96

97 Mr. LaCortiglia - In defense of that, we don’t have the query that was asked of Town Council.  
98

99 Mr. Rich - The definition of the work “Re-construction” is “restored to an earlier state”. He also  
100 states that the building would be exempt from the sanitary regulations in the town. That’s not  
101 going to happen. They can put whatever they want for a septic system in there? I don’t think  
102 so. What I am trying to say is that there are a lot of red flags coming up. It does not address a  
103 lot of points.  
104

105 Mr. LaCortiglia - I agree with you. There are a lot of bylaws in town that hinge upon Site Plan  
106 Review of some sort.  
107

108 Mr. Rich - I mean we are the Board that makes sure the sidewalks are right! This is a road going  
109 to a school! We’re the Board that makes sure the roads are wide enough and that they have the  
110 correct pitch.  
111

112 {Mr. LaCortiglia continues reading the letter from town council, Kopelman and Paige.}  
113

114 Mr. LaCortiglia - It sounds as though the building inspector will be the one to determine the  
115 dimensional controls regarding height of the building, parking space size, and if the applicable  
116 requirements are met.  
117

118 Mr. Watts - I think that going back to Ms. Evangelista’s point and to Mr. Rich’s point – there is  
119 nothing in this project that is re-construction. He uses the term “re-construction” very  
120 specifically - I don’t think that this is related to a new construction project. I think we need to go  
121 back whether to the Selectmen or whoever it is that requested this letter to find out what they  
122 were asking.  
123

124 Mr. LaCortiglia - Mr. Snyder, how is it that we (the Planning Board) or you were privy to a letter  
125 that was addressed to Mr. Mike Farrell (Town Administrator)?  
126

127 Mr. Snyder - As to Ms. Evangelista’s comment at the last meeting, I coordinated with the Zoning  
128 Code Enforcement officer and I also went to the Town Administrator to seek a legal  
129 interpretation and found it was already done.  
130

131 Mr. Rich - So we don’t know if this is the legal interpretation of what you’ve asked. I personally  
132 would like to see the correspondence requesting this letter from Town Council. There are things

133 in here that are said and there are things that are not said. He hasn't seen the plans. If you don't  
134 know the relevant facts then how can you offer an opinion? And now Mr. Hoover has written a  
135 letter stating that the Planning Board should be involved in this process.

136  
137 Ms. Evangelista - I am on the school building committee as you know. The engineer that is  
138 doing our feasibility study had said that some towns have a site approval process and some don't.  
139 He stated that it depends on the Board's attitude as to whether they want to do it or not. But in  
140 no way in a sense can they deny anything. So site approval is not on the use at all. We address  
141 the site and never address the use. In regards to a Special Permit, it is usually through the  
142 Zoning Board of Appeals. I did a printout that is in the supplement – I looked up Andover's  
143 information and called them. They have a very sophisticated land use department. What they do  
144 there is they don't have a hearing; they have a meeting and go over the listing on the application.  
145 They notify the abutters as a courtesy.

146  
147 Mr. LaCortiglia - It sounds like Town Council says that the Building Inspector has full  
148 responsibility to make all of the decisions about the project and in Andover it sounds like the  
149 Building Inspector is saying "help me" with Site Plan Review to the Planning Board.

150  
151 Mr. Snyder - What I gather from the Town of Andover is that the building inspector would  
152 receive this type of application and a design review committee would be formed and review  
153 information being presented, form a report and present the report to the Planning Board. The  
154 Planning Board would review that and then issue recommendations to the applicant.

155  
156 Mr. Rich - I feel compelled to bring it up but if we get at logger heads, we may have to seek our  
157 own council. I would like not to discuss this anymore until we find out how this information was  
158 requested.

159  
160 Mr. LaCortiglia - Can I make a suggestion, in the interest of time, there seems to be a couple of  
161 questions. Given that this letter was not given to the Planner directly maybe Mr. Snyder can talk  
162 to Mr. Jonathan Eichman and send him the correspondence and let him know that the board has  
163 some questions, the first of which is seeing that he did not see the plan that this project is the  
164 complete demolition of one building and the new constructing of another on the same land but a  
165 different site within the lot.

166  
167 Mr. Rich - Are there plans?

168  
169 Ms. Evangelista - Yes, but they are not complete.

170  
171 Mr. LaCortiglia - We also want to know that everything he stated applies to a new construction.

172  
173 Mr. Rich - We should add something in; including construction of new roadways, septic,  
174 inspection basically everything having to do with the project and so forth.

175

176 Ms. Evangelista - The inspection is what I am mostly concerned about. If we don't have a site  
177 approval and hire our consultants to review the plans then there will be no inspections.  
178  
179 Mr. Rich - Then Mr. Metivier becomes everything and everybody.  
180  
181 Ms. Evangelista - But he has not done one road in town.  
182  
183 Mr. LaCortiglia - Mr. Rich, you had mentioned that the school construction is exempt from the  
184 septic?  
185  
186 Mr. Rich - Reads a section of the letter which states "The purpose of site plan review is that to  
187 ensure that buildings are properly located on the site and adjacent properties are protected from  
188 nuisance and distracting visual features opinion the adequate drainage and septic, etc..."  
189  
190 Mr. LaCortiglia - Those things are outside our review because of Chapter 40A Section 3.  
191 Perhaps a clarification and ask if what is exempted is reviewed by the Board of Health?  
192  
193 Mr. Watts - It sounds like he is talking about a whole different project. The question is: "What  
194 is the scope of responsibility for the Planning Board?" It sounds like we do not have any as far  
195 as the letter goes. I want to make sure that if that is the case that he states that there is no reason  
196 for site review.  
197  
198 Mr. LaCortiglia - If that is the case and there is no jurisdiction and no reason for site plan review,  
199 there are some things that we need to be clear on is that the Board of Health or at least the DEP is  
200 covering the sanitary disposal system.  
201  
202 Mr. Rich - Another bylaw in town states you cannot move so many yards of fill.  
203  
204 Mr. Howard -You cannot move it off site, you can move it within the site.  
205  
206 Ms. Evangelista - They have to dynamite, fill in certain areas, and store it on the property to save  
207 some money.  
208  
209 Mr. LaCortiglia - I believe that you are referring to Chapter 49, the earth removal bylaw.  
210 (Describes and explains Chapter 49) Let's ask Town Council – does Chapter 40A trump  
211 Georgetown bylaw Chapter 49. I would also like an opinion on Chapter 57.  
212  
213 Ms. Evangelista - This is fertile land that for hundreds of years never had a change in the water  
214 flow. You are dealing with many, many issues.  
215  
216 Mr. Rich - I don't want my comments being construed that I am against this project. I just want  
217 to make sure that it is done right.  
218

219 Mr. LaCortiglia - I was a big cheerleader for this project from the beginning. My concern is that  
220 this has great impact to the community – water issues, etc... and all these things should be  
221 looked at. If we don't do it – it sounds like the Building Inspector is going to do it. This is going  
222 to be tough as we normally have the offsite engineers do the inspections and now it is going to be  
223 dumped onto the Building Inspector. I hope that he is ready to deal with that.

224  
225 Mr. Watts - I think this is too much for the Building Inspector – it has to be done right.

226  
227 Mr. Rich - We as the Planning Board are the overseers of new road construction. This is a 46  
228 million dollar project!

229  
230 Mr. LaCortiglia - Mr. Snyder, in summary what will you be asking?

231  
232 Mr. Snyder - I will ask about Chapter 49, Chapter 57, earth removal, Board of Health, storm  
233 water management, and clarification of the school “re-construction” versus “new construction.”

234  
235 Mr. Rich - The first red flag was the word “re-construction.”

236  
237 Mr. LaCortiglia - It sounds like any non-conformity with the lot itself that would normally go to  
238 the Zoning Board of Appeals can be waived by the building inspector.

239  
240 Ms. Evangelista - I have some questions that you can ask the lawyer. Who is responsible for  
241 maintaining it and inspecting it as it is being constructed?

242  
243 Mr. Howard - I think Ms. Evangelista's question is good. If not us then who looks over the  
244 shoulder of the contractor?

245  
246 Mr. Howard - If not us, then who looks over the shoulder of the contractor to look out for the  
247 town's best interest?

248  
249 Mr. LaCortiglia - Let's hope that if we're not it that we can at least find out who's going to be it.  
250 Let's move on now.

251  
252 **Public Hearing:**

253 **1. Park and Recreation: Athletic Fields.**

254 Mr. LaCortiglia - East Main Street recreational fields public hearing is now re-opened.

255  
256 Mr. Mammolette - I am waiting for the drawings to get back from the printer with the changes  
257 that you had requested.

258  
259 Ms. Evangelista - Mr. Graham has not seen the plans yet?

260  
261 Mr. Mammolette - No he has not. In the interim I spoke with the Building Inspector. The flood  
262 plain apparently changed with the last FEMA update. I disagree with it, so I created a case to

263 state why I disagree. I then have to go before the Zoning Board of Appeals so that they will  
264 either issue a flood plain permit or say that one is not required.  
265  
266 Ms. Evangelista - Did you realize Mr. Snyder that he is making a judgment call on the FEMA  
267 changes?  
268  
269 Mr. Snyder - No. It did not change the bylaw; it was incorporated into the bylaw.  
270  
271 Mr. LaCortiglia - I think what Ms. Evangelista is asking is who is going to represent that  
272 information. How will we see the new FEMA lines versus the old lines?  
273  
274 Mr. Snyder - I believe that MVPC (Merrimack Valley Planning Commission) will incorporate it  
275 into our map.  
276  
277 Mr. LaCortiglia - Could you find out when that will be incorporated into the map?  
278  
279 Mr. Howard - How did the flood plain change impact your project Mr. Mammolette?  
280  
281 Mr. Mammolette - Negatively. When we got ahold of this land for this purpose they believed  
282 that the areas to be used were outside of the flood plain and somehow that line has been adjusted.  
283 There are some things I want to present to the Zoning Board of Appeals as part of a flood plain  
284 application saying that I do not believe that the proposed project is in a flood plain. The proposed  
285 project is at the top of the water shed.  
286  
287 {Discussion held in regards to flood plains and flood plain records.}  
288  
289 Mr. LaCortiglia - What is it you are looking for from the Zoning Board of Appeals?  
290  
291 Mr. Mammolette - A flood plain permit if necessary.  
292  
293 Mr. LaCortiglia - If there are no structures, isn't it exempt?  
294  
295 Mr. Mammolette - I don't believe that it is. We are building on some impervious area.  
296  
297 Mr. LaCortiglia - Have you gone before them yet?  
298  
299 Mr. Mammolette - No, not until the first week in March.  
300  
301 Ms. Evangelista - Did the Building Inspector give you a denial so you had to go to the Zoning  
302 Board?  
303  
304 Mr. Mammolette - No. The project requires at least making the application for the flood plain  
305 permit process.  
306

307 {Mr. Snyder - Reads flood plain regulations in regards to a special permit.}  
308  
309 Ms. Evangelista - Do we have to continue this?  
310  
311 Mr. Mammolette - Yes, I am requesting a continuation. Also, will you please let me know how  
312 many drawings will be needed?  
313  
314 Mr. Rich - We have gone through these plans a number of times. Can we minimize the number  
315 of plans to try to save Park and Recreation some money?  
316  
317 Mr. LaCortiglia - Are we required to have two sets for the office and one for the engineer?  
318  
319 Mr. Rich - Can you do it electronically?  
320  
321 Mr. Mammolette - I can burn it on a disc.  
322  
323 Mr. LaCortiglia - Do we want to wait to get the plans back and then do a continuation and then  
324 send them to Mr. Graham? Or have Mr. Graham review them first?  
325  
326 Mr. Howard - Mr. Graham should review them first.  
327  
328 Mr. Snyder - I will date stamp them and then they go on to Mr. Graham. We will keep apprised of  
329 the time for any continuations.  
330  
331 Mr. Howard - Would Mr. Graham want a hard copy or electronic?  
332  
333 Mr. LaCortiglia - Mr. Mammolette, when do you think we will get a copy of the plans?  
334  
335 Mr. Mammolette - I am hoping tomorrow or Monday morning.  
336  
337 Mr. LaCortiglia - Twenty seven pages - a good bit of information for Mr. Graham. The Zoning  
338 Board of Appeals is in March?  
339  
340 Mr. Mammolette - Yes.  
341  
342 Mr. Howard - **Motion** to continue the hearing to the March 13<sup>th</sup> meeting.  
343 Mr. Watts - **Second.**  
344 **Motion Carries: 5-0; Unam.**  
345  
346 **New Business:**  
347 **1. ANR: 57 Jewett Street aka Wheeler Brook Farm.**  
348 Mr. LaCortiglia - Is the application complete?  
349



350 Mr. Snyder - No, I have reviewed it and am just giving some information to the board about the  
351 ANR submittal.

352  
353 Mr. LaCortiglia - The application is not complete. When we get the completed application we  
354 can then bring it up at the next meeting.

355  
356 Ms. Evangelista - The thing is - can this be rejected instead of accepted?

357  
358 Mr. Snyder - We received a filing fee today from Mr. Morehouse. Once the application is  
359 determined to be correct that is when the 28 day required review period starts.

360  
361 Mr. LaCortiglia - To make it clear - as of today the application is still not complete and it is in  
362 the record.

363  
364 Mr. Rich - The only red flag to me - is there something about our ANR process that you are  
365 having difficulty with Mr. Snyder?

366  
367 Mr. Snyder - No. I just wanted to discuss this ANR as to show the activity of the Planning  
368 Office.

369  
370 Mr. Rich - So you are going to advise Mr. Morehouse that the application is not complete and  
371 advise him?

372  
373 Mr. Snyder - Yes, I already have.

374  
375 Ms. Evangelista - My concern is that this date is January 7. If this application goes to the Town  
376 Clerk and she stamps it - the clock starts then.

377  
378 Mr. LaCortiglia - An incomplete application can be stamped, but if it is not accepted by the  
379 board, then it is not accepted.

380  
381 Mr. Rich - To be on the safe side maybe copy the letter to Mr. Morehouse stating the application  
382 is not complete and give a copy to the town clerk. This is setting up a good process for us, that  
383 when we reject an application – we don't want anyone thinking it a properly submitted  
384 application. That would cover it.

385  
386 **Planning Office:**

387 **1. MVPC Clean Energy Plan.**

388 Mr. Snyder - MVPC (Merrimack Valley Planning Commission) issued a Clean Energy Plan. I  
389 enclosed a copy for the Planning Board review and consideration. Also in your packet is a  
390 memo dated 2009 in regards to the Green Community's Act. An offshoot of this DOER getting  
391 Georgetown as a green community which would allow us to apply for different grants.

392

393 Mr. LaCortiglia - The green community grant and loans program – is there actually money in  
394 there right now? What would we be able to apply for?  
395  
396 Mr. Snyder - Yes, there is still money available. Programs and grants to help fund improvements  
397 to municipal buildings, solar energy in municipal buildings etc...  
398  
399 Mr. LaCortiglia - Maybe we should look at the recommendations page 42 – there are 3 points.  
400  
401 Ms. Evangelista - The first bullet there, about the dump - one member told me they could only  
402 dig six inches down.  
403  
404 Mr. Howard - There is probably a membrane over it so you can't dig down too far.  
405  
406 Mr. LaCortiglia - It states here that there are no fatal flaws that exist and they recommend that  
407 the town works with a regional renewable energy manage to move forward in regards to a solar  
408 farm on the landfill. Who holds this position?  
409  
410 Mr. Snyder - Most likely it is a MVPC staff opinion.  
411  
412 Mr. LaCortiglia - Who would we contact in regards to this - the Board of Selectmen or the  
413 energy committee?  
414  
415 Mr. Snyder - That will be part of my research as we start looking at the creation of these bylaws.  
416  
417 Mr. LaCortiglia - I just want to insure that they are made aware of these recommendations.  
418 It is interesting about the dump being a potential source.  
419  
420 Mr. Rich - I also find it interesting that it is addressed to the selectmen, Town Administrator and  
421 the Planning Board, that it informs the town of the energy audit program and am wondering if  
422 our energy committee is aware of it and if they took advantage of it to help identify potential  
423 energy savings.  
424  
425 Mr. Snyder - I believe that there have been improvements going on in a lot of municipal  
426 buildings.  
427  
428 Mr. Rich - The municipality can then apply for grants or rebate programs.  
429  
430 Mr. Watts - That is a good thing.  
431  
432 Mr. LaCortiglia - I think we missed the boat a while ago.  
433  
434 Ms. Evangelista - It is not only good for municipal buildings it is a good thing for residents as  
435 well. There is a grant for homeowners as well – well worth it.  
436

437 Mr. Rich - Well I know my water bill has been reduced significantly with my rainwater  
438 collection system.

439  
440 Mr. LaCortiglia - Does anyone want to send the recommendations to the Board of Selectmen or  
441 the Energy Committee?

442  
443 Mr. Watts - **Motion** to send the recommendations to the Board of Selectmen, Energy  
444 Committee and to advise us of any action they took.

445 Mr. Rich - **Second.**

446 **Motion Carries: 5-0; Unam.**

447  
448 Mr. Snyder - This information is on the MVC website so I can easily send all a link.

449  
450 Mr. LaCortiglia - Could Mr. Snyder sent the Board of Selectmen a letter asking them to review  
451 pages 40 – 42 of the report?

452  
453 Mr. Howard - I think there are companies that come and build it and we don't give any money.

454  
455 Mr. Snyder - There are – some get paid back with the energy savings.

456  
457 Mr. Howard - I believe they lay it out – Amesbury has recently taken advantage of it.

458  
459 Mr. LaCortiglia - So we will send a letter?

460  
461 Mr. Snyder -Yes.

462  
463 Mr. LaCortiglia - All in favor of sending a letter?

464  
465 {All board members respond in the affirmative}

466  
467 **2. Pre-Conference Checklist: Draft revisions.**

468 Mr. Snyder - Originally this checklist was revisited in terms of concerns about Stone Row meets  
469 and bounds. I coordinated with site inspecting engineer and also received comments from Mr.  
470 Rich.

471  
472 {Form is shown on the screen for all to see.}

473  
474 Mr. LaCortiglia - Mr. Snyder there are a lot of good changes here. This all came about with a  
475 desire by the board to ensure that this agreement makes it clear to the developer, that the proper  
476 location of the utilities regardless of who is installing them is the responsibility of the developer.

477  
478 {Mr. Snyder reads the form in regards to the utility placement.}

479  
480 Mr. LaCortiglia - I call your attention to paragraph # 9 – approved by who?

481  
482 Mr. Snyder - Anything in red parentheses was a question posed by Mr. Rich.  
483  
484 Mr. LaCortiglia - Minimum specs for should be in the regulations. Make it a note on the sketch  
485 that shows the subdivision roadway might be the best way to go.  
486  
487 Mr. Snyder - Mr. Varga will enforce anything that is on the plans. He said that it is fine to be  
488 here but should also be in the approval of conditions as well.  
489  
490 {Reading of the Pre-Conference Checklist and discussion about the potential revisions.}  
491  
492 Mr. LaCortiglia - Normally what happens is that the developer comes in for a permit then hands  
493 off to a builder and they have no idea of what the decision looks like – by having a pre-  
494 construction meeting – all would go over it bullet by bullet with signatures.  
495  
496 Mr. Rich - I think also that sections 6 – 34 should as a matter of form, be a part of any and all of  
497 our decisions. We need to know at the outset the application the developer’s intention of  
498 proposing the street to be public way.  
499  
500 Mr. LaCortiglia - I guess I could agree to that.  
501  
502 Mr. Rich - This is generic to all – if we make it part of the decision then it should not fall through  
503 any cracks.  
504  
505 Mr. LaCortiglia - Can we go to number 30 please. Mr. Rich you are asking for us to have  
506 benchmark inspections at intervals?  
507  
508 {Discussion held in regards to paving of roads.}  
509  
510 Mr. Snyder - Mr. Varga voiced concern about being out at sites unnecessarily.  
511  
512 Mr. LaCortiglia - Number 31 looks new to me, I don’t remember seeing that in the old  
513 agreement.  
514  
515 Mr. Rich - We discussed that - we did that when the previous Town Planner was here. I am  
516 going to be adamant that we include 6-33 in the decision.  
517  
518 Mr. LaCortiglia - I am all for that – do all agree? Don’t want to give the developer the idea that  
519 they will be getting a second shot on whether the road will be private or public. They have to  
520 commit with the decision.  
521  
522 Mr. Watts - That is good then there will be affirmation of the decision.  
523  
524 Ms. Evangelista - I never heard of # 12 in regards to boulders. Does the inspector looks for that?

525  
526 Mr. Watts - Just for my information – when were these initially adopted?  
527  
528 Mr. Snyder - These are admin forms for the Planning board.  
529  
530 Mr. LaCortiglia - It was about 4 years ago.  
531  
532 Mr. Snyder - These are forms established by the Planning Board.  
533  
534 Mr. Rich - **Motion** to approve the new wording and changed as discussed.  
535 Mr. Howard - **Second**  
536 **Motion Carries: 5-0: Unam.**  
537  
538 Mr. Watts - My question is that do we want to take a final look at it after all changes have been  
539 incorporated?  
540  
541 Mr. LaCortiglia - We can make changes at any time. We should add revision dates as well. Mr.  
542 Snyder, when it is completed please send it out to all of us please.  
543  
544 **3. Capital Improvement Planning Committee.**  
545 Mr. LaCortiglia - Someone was under the impression that we did not have an appointed a  
546 member to the Capital Improvement Committee (CIP).  
547  
548 Mr. Snyder - I needed confirmation of who the Planning Board appointment was. It was  
549 suggested that we reach out to Mr. Michael Howard to see if he going to re-up.  
550  
551 Mr. Rich - Is he active in the CIP?  
552  
553 Mr. Snyder - It is my understanding that CIP has not been active because of funding but now  
554 there are more funds.  
555  
556 Mr. Rich - CIP recommended that the highway department get new equipment and the school  
557 department get new equipment for the astro turf.  
558  
559 Mr. LaCortiglia - Recommendations don't come to us anymore they goes directly to the  
560 Finance Committee.  
561  
562 Mr. Snyder - Yes, I will find out if Mr. Mike Howard is still interested in serving.  
563  
564 **4. Fiscal Year 2014 Budget: Draft.**  
565 Mr. Snyder - The unified MA accounting system (UMAS) has new category numbers. Some  
566 remain the same and some are new.  
567  
568 {Mr. Snyder shows the form on the screen for all to review.}  
569

570 Mr. Snyder - There is a forty percent decrease from 16K (last year's approved budget) to  
571 Fiscal Year 2014 budget of \$10,000.

572  
573 {Mr. Snyder discusses the reason why it is less.}

574  
575 Mr. LaCortiglia - What do we have for upgrading office equipment?

576  
577 Mr. Snyder - Replacing the laptop would be beneficial and I could use the old one for the  
578 presentations for our meetings.

579  
580 Mr. Rich - I think you are way undervalued there. You should have at least \$800 there for  
581 office equipment.

582  
583 Mr. LaCortiglia - Please modify that to \$800. Is that good for all?

584  
585 Mr. LaCortiglia - We are saving the town money – we chopped it by a third. I think that's  
586 pretty good.

587  
588 Mr. Rich - **Motion** to designate Mr. Snyder to present the budget as amended to the  
589 finance committee

590 Mr. Howard - **Second.**  
591 **Motion Carries: 5-0; Unam.**

592  
593 Mr. Howard - I did get a hold of Mr. Rogers and he would like to keep the street name the  
594 same.

595  
596 Mr. Rich - With respect to Penn Brook and the letter – is new construction of a school facility,  
597 subject to site plan approval? If not why and if so what exactly is covered?

598  
599 Mr. Watts - The material we got on the solar and the wind is this material – what is the  
600 intended use of this?

601  
602 Mr. Snyder - We will be drafting a bylaw – it is for you to become familiar with it.

603  
604 Ms. Evangelista - Reminder of site walk on Saturday at 10:00 am.

605  
606 Mr. Watts - **Motion** to adjourn the meeting.

607 Mr. Rich - **Second.**  
608 **Motion Carries: 5-0; Unam.**

609  
610 **Meeting adjourned at 9:36 PM.**