

MINUTES
GEORGETOWN PLANNING BOARD
Memorial Town Hall – 3rd Floor
Wednesday, January 18, 2012
7:30 p.m.

Present: Mr. LaCortiglia; Mrs. Matilda Evangelista; Mr. Chris Rich; Mr. Howard Snyder, Town Planner; Ms. Michele Kottcamp – Asst.

Absent: Mr. Hugh Carter – Chairman, Mr. Tim Howard

In Attendance: Mr. Howard – new Town Planner (1/23/12 start date)

Mr. LaCortiglia opens the Planning Board Meeting at 7:40pm.

Minutes – Dec 14, 2011

Mr. Rich motions to accept December 14, 2011 minutes with corrections.

Ms. Evangelista- Second

All in Favor? 3-0; Unam

Vouchers – \$4,371.08

Mr. Rich makes a motion to pay the vouchers as listed.

Ms. Evangelista- Second

Discussion: {The Planning Board reviews the past-due BSC Invoices for Harmony Lane and Little’s Hill that have been scheduled for payment and are on file in the Planning Office}

Ms. Kottcamp- Explains to the Board that a deposit of \$2,000 was deposited on 1/17/12 into the Harmony Lane M-Account and \$4,000 was deposited into the Little’s Hill M-Account on 1/12/12. After the Town pays the invoices, the new balance for Harmony Lane will be \$1,478.94 and the new balance for Little’s Hill will be \$1,858.71

Mr. LaCortiglia— [Refers to the Harmony Lane subdivision M-account] This is the only active account that the Board discussed at a previous meeting that has been approved to have a balance of \$2,000 in the M-account for inspection services. All other M-accounts are to have a balance of \$4,000 at all times as stated in the Subdivision Regulations.

Mr. Rich- [Refers to the Little’s Hill October Invoice and *Street Trees Memo* from the BSC Group that is on file in the Planning Office] Mr. Rich questions the 5 natural trees cut by the lot owners per Craig Spear on Lot 5. He further states that the BSC Group is to delay any further inspections until the account has a balance of \$4,000.

{All Board members agree}

All in favor? 3-0; Unam

Mr. Rich- Recommends to the new Town Planner, Howard Snyder, that all construction inspections are to stop at Little's Hill until the M-account has a balance of \$4,000. He suggests that the Town Planner keep a tickler file to keep track of the required balance. "You should have a way of reminding developers of a balance that goes below the minimum balance."

Ms. Evangelista- Any outstanding bills should be covered by another account of the applicant.

Mr. LaCortiglia- The surety should protect us. Changing the Subdivision Regulations to be more stringent is something we should consult with Town Counsel in the future.

Mr. Rich- The present balance of an M-Account balance should be noted on the request form (Form J). The Board discusses M-account requirements and agrees to add verbage to the Form J as noted by Chris Rich. Mr. Rich requests that Michele bring a Draft of the updated form to the next meeting on February 8th. {Ms. Kottcamp agrees to insert the following verbage into the form: *The undersigned further certifies the present balance in the M-Account is \$\$\$\$\$*}

Ms. Evangelista- Also requests a Tax Title Report be given to the Town Planner's Office.

Correspondence –ZBA Special Permit Notice for a Public Hearing on March 13th for the Black Swan Country Club.

General Code Estimate- Updating Town Bylaws

Mr. LaCortiglia- We are being asked by the Town Administrator's Office to cover a third of an invoice amounting to \$1,100 from the Planning Dept. We put a \$1,000 request on the budget summary sheet for our Budget meeting with Fin Com on February 1st. If it gets approved by Fin Com, I don't have an issue with it. I still think the CPC can cover this estimate to update the Town's general code on-line.

Ms. Evangelista- I am not in favor of CPC covering this.

Mr. Rich- Makes a motion to agree to pay up to \$1,100 for General Code contingent upon the \$1,000 line item of the proposed Budget for General Code is approved for FY '13.

Ms. Evangelista- Second

All in favor? 3-0; Unam

Nelson Woods-1 Dennison Ct

Mr. Rich- Makes a motion to approve the request for the *Release of Covenant (Form K)* for the Nelson Woods Subdivision that was originally approved September 23, 2004.

Ms. Evangelista- Second

Discussion:

Ms. Kottcamp- Explains to the Board that in researching the Nelson Woods file, a letter was sent to the Town Planner on March 9, 2006 from Georgetown Savings Bank that stated the Bank was holding \$10,000 for the installation costs of the Topel's asphalt driveway and for completion costs to asphalt the topcoat of 1 Dennison Court. The letter further states that the bank would agree to keep the money until they receive written approval from the Town of Georgetown that the road has been completed to their specifications, and a final inspection has been made by the Bank. {A copy of the Bank's letter is on file in the Planning Office} Ms. Kottcamp states that a letter was then received by the Bank from the Town Planner March 28, 2007 indicating that on March 28th, the Planning board voted to approve the release of \$10,000 held by the bank for the installation and final paving at 1 Dennison Court to the Town's specifications. These letters would indicate that the subdivision is complete. However, Ms. Kottcamp tells the Board that there was no letter or Form J from Millenium Engineering that could confirm that the subdivision was complete.

Mr. Rich- I sent questions to the Building Inspector. He indicated there are 6 lots there.

Mr. LaCortiglia- There is one house on Dennison Ct and 2 houses on Kinson Ct. I am concerned that there is no street sign for Dennison Ct. Mr. LaCortiglia asks if Mr. Rich and Ms. Evangelista have an issue with there not being a street sign there? We have always required a sign in the past. I would prefer that a sign be put there. We have no authority to hold up anything related to ConCom issues.

Ms. Evangelista- Questions a drainage easement on Kinson Ct as shown on the plans for the Nelson Woods subdivision.

Mr. LaCortiglia- The drainage easement is not showing on the plan. I would have to accept the motion to table this. I don't think we can resolve this tonight.

Ms. Evangelista- Motions to table this discussion to the Feb 8th Planning Board meeting.

Mr. Rich- Seconds

All in favor? 3-0; Unam

Mr. LaCortiglia – Asks Michele to call Mitch Kroner to come to the next Planning Board Meeting and inform him of the necessity to install a street sign at Dennison Court.

Office Hours-

The new Town Planner, Howard Snyder, introduces himself and explains to the Board that his first day in the Planning Office will be January 23rd at 8am.

The Planning Board discusses the temporary hours of operation for the Planning Office and decides to keep the current office hours at 10am – 3pm until the new Town Planner, Howard Snyder, has transitioned into the job.

Mr. Rich- Motions to keep office hours at 10 -3pm until no later than Feb. 9th with full office hours to begin on Feb. 9th unless notified by the Town Planner. Office Hours will be posted at the discretion of the Town Planner.

Ms. Evangelista- Second

All in favor? 3-0; Unam

Mr. Rich - Motions to adjourn the meeting at 9:20pm.

Ms. Evangelista-Second

All in favor? 3-0; Unam

