

MEETING MINUTES
GEORGETOWN PLANNING BOARD
Wednesday, June 6, 2012
Memorial Town Hall – 3rd Floor
7:00 p.m.

Present: Mr. Harry LaCortiglia; Ms. Matilda Evangelista; Mr. Bob Watts; Mr. Howard Snyder, Town Planner

Absent: Mr. Tim Howard and Mr. Chris Rich

Meeting Opens at 7:12 pm.

Approval of Minutes:

1 **1. May 16, 2012.**

2
3 Mr. Watts - **Motion** to accept minutes of May 16, 2012 with corrections.

4 Ms. Evangelista - **Second.**

5 Mr. LaCortiglia - I sent my comments to post on Thursday after the packets went out
6 and I don't have that marked up copy here. I'm going to vote no.

7 **Motion Fails; 0-3**

8
9 Ms. Evangelista – **Motion** to continue the minutes to next meeting.

10 Ms. Watts - **Second.**

11 **Motion Carries; 3-0-0.**

12
13 **Planning Office:**

14 **1. Georgetown ZBA action on 251 Andover Street and 513 North Street.**

15
16 Mr. Snyder: The Planning Office and Planning Board are made aware of ZBA
17 Actions of May 14th. Their recent zoning decisions of 251 Andover Street and 513
18 North Street. 251 Andover Street was a proposed retail use and accessory building in
19 a residential district and was denied. The other action was application made by
20 Thomas and Robin Newell of 513 North Street requesting a special permit for an
21 above ground pool being placed on a corner lot with frontage on Noyes and North
22 Street. That special permit was granted.

23
24 **2. Georgetown ZBA: Public Hearing Notice of 258 and 258R.**

25
26 Mr. Snyder: We received public hearing notice regarding 258 and 258R Andover
27 Street. The application is being made to modify a previous decision by the ZBA. June
28 5th and that has been held.

30 **3. Boxford Planning Board: Notice of Public Hearing.**

31
32 Mr. Howard Snyder: It's an amendment to a definitive subdivision plan and the
33 decision will not impact Georgetown.

34
35 **4. Newbury ZBA: 18 Riverfront.**

36
37 Mr. Snyder: The Zoning Board of Appeals in Newbury let us know about an
38 application being made requesting a finding for relief to construct an addition to 18
39 Riverfront. As you'll see in my planner's comments, there wouldn't be any action or
40 concern by the Board.

41
42 Ms. Evangelista: Did you know where the Newbury application is; you made in your
43 planner's comments that it was near the Parker River.

44
45 Mr. Snyder: When you cross the Parker River on 1A Bridge northbound, it is right
46 there on the right, one or two houses in.

47
48 **Correspondence:**

49 1. Vouchers:

50 a) Voucher list outlining a total of \$331.22 is presented.

51
52 Mr. Watts – **Motion** to approve vouchers in the amount of \$331.22 as shown on
53 the voucher table.

54 Ms. Evangelista - **Second.**
55 **Motion Carries; 3-0.**

56
57 Mr. LaCortiglia: Howard is GateHouse just the public meeting notices for the
58 public hearing that we had to hold?

59
60 Mr. Snyder: Yes. In particular, the citizen's petition and the legal notice for the
61 public hearing the Planning Board was required to hold.

62
63 Mr. LaCortiglia: Did we ever get reimbursed for the citizen's petition?

64
65 Mr. Snyder: Our budget pays for that because it is my belief the Planning Board
66 was required to hold the public hearing since there isn't a formal applicant as it
67 was a citizen's petition.

68
69 2. M-Account funds release:

70
71 Mr. Snyder - I need to explain a little about what you are seeing relatively for the
72 first time. There are two documents required for the release of money on the
73 escrow accounts, the M-accounts. The first document is to be signed by a majority

74 of the Board. This is proof the town accountant needs instead of waiting for the
75 minutes to go through so she can legally release the funds. The second document
76 is a form the treasurer's office needs for their files. This needs to be done separate
77 from the vouchers that you just signed, so that's why it wasn't included.

78
79 Mr. LaCortiglia: That being said, the first one on the list is Nelson Woods.
80 Everything has already been done, the Board has already voted to release. For the
81 record, let's stipulate we will be signing the Certificate of Vote. It actually states
82 May 16 is when we voted, but we date today for the signatures.

83
84 a) Meadows

85
86 Mr. LaCortiglia: There seems to be another one from the Meadows, where did
87 that one come from? I don't think a request was made by an applicant for this.

88
89 Mr. Snyder: No request by an applicant. This is part of the clean up of the
90 accounts by the Planning Office.

91
92 Mr. LaCortiglia: To whom does that go?

93
94 Mr. Snyder: It gets returned to the original applicant and originator of the escrow
95 account.

96
97 Mr. Watts: It says Castles and Cottages Corporation.

98
99 Mr. Snyder: John Longo, the trustee.

100
101 Mr. LaCortiglia: Wasn't Castles and Cottages a bankrupt corporation that went
102 belly up at Whispering Pines?

103
104 Ms. Evangelista: It sounds like it; I didn't have anything to do with it though.

105
106 Mr. LaCortiglia: Sounds like it to me too, maybe you want to look into that. I
107 believe that was a bankrupt.

108
109 Mr. Snyder: Is John Longo still around?

110
111 Mr. LaCortiglia: Yes and I doubt that 255 Main Street is part of Castles and
112 Cottages.

113
114 Ms. Evangelista: The address has got to be correct. I don't know where he is
115 living; last I heard he was at the Sand & Gravel condos.

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117 Mr. LaCortiglia: Is this addressed to Castles and Cottages?

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Mr. Snyder: Castles and Cottages opened it but John Longo is the trustee. I believe he is the one who would receive the funds.

Ms. Evangelista: It says he put in \$4,600.00.

Mr. LaCortiglia: I just wonder if we issue a check to a corporation who is no longer in business.

Ms. Evangelista: Remember we were looking at the Schedule J? There is a paragraph in there that says granted for the request of partial return of the M Account and I don't remember ever filling that out. Maybe that was the step missing because it wasn't done previously.

Mr. Snyder: I'll look into it.

Ms. Evangelista: Once the developer has all the sign offs and he's done all that he should do, get all his signatures, he should be requesting the balance.

Mr. LaCortiglia: We keep \$5.00/linear foot for a year. But, this isn't surety. This is separate and distinct from a surety.

Mr. Snyder: The Form J is just for surety and bond and it doesn't have to do with escrow.

Ms. Evangelista: I think that's what we have to create though. Some kind of a tracking system to avoid this.

Mr. Snyder: This will be in the permitting software that is coming out. If it's not the Planning Board, the Planning Office will have a module that will show all the tracking so we don't have to do this. It will be a much more in time "real-time" way to track.

Mr. Watts – **Motion** to release funds in m-ccount 26466.

Ms. Evangelista – **Second.**

Motion Carries; 3-0

b) 83 Baldpate

Mr. Snyder: 83 Baldpate is closed. It was an M account that was established for an ISH. There were two M Accounts established.

{Tim Howard arrives at 7:35 pm.}

162 Mr. LaCortiglia: I'm going to re-open the Public Hearing for 161 West Main Street.

163

164 **Old Business:**

165

166 **1. Public Hearing – Continuation of 161 West Main Street;**

167

168 Mr. LaCortiglia - Mr. Sousa you have some revised plans?

169

170 Mr. Sousa - What we did was add the details you requested with respect to the
171 areas that are being modified. One being the egress stair out of the basement
172 which we took the detail of that and the ramp out of the back of the building. The
173 egress out of the basement, we dimensioned that – we're showing a section
174 through here. We're showing where the stairs are, where the drainage for the
175 sloping and I have some additional information on type of paving we're going to
176 use. We're going to use pervious pavers that allows water to drain through around
177 the perimeter around this slope here. Anything that runs off we're going to
178 capture through this flow well systems that we've attached to your package.

179

180 Mr. Snyder - Can you please describe to the Board how it was determined you
181 needed the flow wells?

182

183 Mr. Sousa - The flow well system has a tool on their website, you input your
184 information. The area that you are looking to drain and it measures how many you
185 would need for a "100 year storm" which translates into about 2 ½ inches of rain
186 per hour.

187

188 Mr. LaCortiglia - I'm a little confused; the results seem to show you only need
189 one flow well.

190

191 Mr. Sousa - Yes, but you have to multiply that times 2.5 inches per hour. They do
192 a formula for one inch then multiply that times whatever area you have.

193

194 Ms. Evangelista - Is this approved by the State?

195

196 Mr. Sousa - I suspect that it is, but I would have to back that up.

197

198 Mr. LaCortiglia - It's a method of infiltration; you're keeping it on site.

199

200 Mr. Sousa - If this method is unsatisfactory, there are various other systems you
201 can use. This was one I was able to get my hands on.

202

203 Mr. LaCortiglia - I do like the way this is being designed with three individuals as
204 opposed to a field.

205

206 Ms. Evangelista - I like the idea that it's going to be covered.
207
208 Mr. Sousa - And the area down below is pervious.
209
210 Mr. LaCortiglia - Where are the pavers going?
211
212 Mr. Sousa - It's the checkerboard pattern, this is the paver area.
213
214 Mr. LaCortiglia - The wells are outside, but we're looking at the new area that
215 goes down. And the area at the left, we're seeing where the new wheelchair lift
216 will be installed in the next 12 months.
217
218 Mr. Sousa - I have an alternate location as I want to leave my options open as we
219 explore that in more detail and then we can make a better determination if it
220 should go here or here. We know we have to put one in.
221
222 Mr. LaCortiglia - Do any of the Board members have an issue with that being a
223 condition we put in the decision. That we can go with either of these two places.
224
225 Mr. Watts - I like the idea he has more options.
226
227 Mr. Sousa - The higher the lift has to go the more expensive. If I can figure out
228 how to make something go down I might be able to do more with it. I would just
229 like to have the option. I want to research it.
230
231 Mr. Snyder - Does the Board need communication within the year of that being
232 installed? Would you want John to come back and briefly show which of the two
233 options John will be pursuing?
234
235 Ms. Evangelista - You'd have to call on the building inspector. He'd have to sign
236 off on that.
237
238 Mr. LaCortiglia - We can work that in as a condition of the decision. We can
239 work that in 12 months in either of the locations on the plan.
240
241 Ms. Evangelista - What if he doesn't do it in twelve months?
242
243 Mr. LaCortiglia - Then the permit becomes null and void.
244
245 Mr. Sousa - I'm showing the details of the ramp, the width, where the stairs are,
246 and the ramp. There is the detail showing where the railings are and then up here
247 in this area, it shows how the railings would be attached.
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249 Ms. Evangelista - Do you have a combined list of how much these extensions are?

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Mr. Sousa - 15 feet on the outside and another 5 ½ feet in the rear. There is a step out there now.

Ms. Evangelista - Based on what we've seen so far presented in the past I would recommend starting fresh, all new. Then when we write our decision we'd want to know how much of an increase, which section, so that we have a more detailed site approval.

Mr. Snyder - He's not enlarging the building area, he's enlarging the footprint.

Mr. Howard - That only matters if it's infringing on a setback, it's not living space.

Ms. Evangelista - We are going to be very careful with this one based on what you've experienced in the past. One of the things that concerned me is that looking at the minutes; you said you were possibly going to have six employees. The school has six employees and you have four. That's 10 parking spaces you will need, yet, you're going to have 30 children in the school and each one of them are going to have to come inside the parking area and park the car, let the children out and pick them up. You have only 30 spaces.

Mr. Sousa - 21

Ms. Evangelista - 21, so that would leave 11 out of 30 children's parents without space. That was my concern.

Mr. Sousa - Elaine explained this last time. The drop off period is extended over a period of time.

Ms. Evangelista - Yes, she said it was staggered, but sometimes that doesn't always work out. One of my conditions would be to recommend that all pick-ups and drop-offs be on the parking premises. Not on Trestle Way. It's just a narrow way.

Mr. LaCortiglia - I have a question, if I could just touch up on that. John, am I seeing a difference from what was presented before? Have you added three parking places in the etched out area here?

Mr. Sousa - Yes.

Mr. LaCortiglia - Are those three additional spaces? In addition to the 21 shown.

293 Mr. Sousa - Yes. Say there was parent teacher night where we stagger the parents
294 over a period of time but the teachers will be staying. They could park there
295 allowing others to park behind them. There is additional overflow as well, not
296 long term because it is a grassy area, but in the situation where we would have to
297 do that so you're not parking in the street.

298
299 Mr. Evangelista - Why can't you make this official right now? These three?

300
301 Mr. Sousa - Because then I would lose three on the other side. We can assign
302 places.

303
304 Mr. LaCortiglia - My concern is the people, during the rare events when the stars
305 just don't line up and everybody decides they're going to drop off at exactly the
306 same time even though they are to stagger. My concern is that, Trestle Way, not
307 being the widest street in the town and having a very short site distance for
308 anybody coming out of Trestle Way that there be signs to reiterate "there is no
309 parking on the street".

310
311 Mr. Sousa - We can do that.

312
313 Mr. LaCortiglia - Does anyone have an issue with that being a condition? Of
314 course, with the blessing of the highway department.

315
316 Mr. Snyder - Would you want to make it the requirement of the Highway
317 department to install them and then give the bill over to John to pay for? Installed
318 to vehicular standards.

319
320 Mr. Watts - It does sound, if worse comes to worse eventually, it's going to
321 happen. So, plan B is drive around the block, come back. If it's still full, make the
322 phone call.

323
324 Mr. Sousa - The school also mentioned they can assign drop off times as well, if it
325 becomes an issue. This group at 8:15 – 9:00, 9:15 – 9:30, etc.

326
327 Ms. Evangelista - It seems there is not enough for room for two cars there, let
328 alone an EMT.

329
330 Mr. Sousa - There is a nice curb there so they would have to ½ park on the street
331 and ½ park in the spot, there is a curb there and they wouldn't be able to do that.

332
333 Mr. LaCortiglia - We could add that as a condition as well, is everyone in
334 agreement with that?

335

336 Ms. Evangelista - The only other concern I had was snow storage for the parking
337 lot. How will you manage that?
338
339 Mr. Sousa - Currently what we do is push the snow into this area and then after
340 we clear a couple of swipes this way, we push the snow along here. These trees
341 aren't right up to the drive, there is enough room.
342
343 Mr. Snyder - And is this cleared by pick-up plow or a snow blower?
344
345 Mr. Sousa - Pick-up plows. What I have done in the past is move cars to one side,
346 then push the snow over the other way.
347
348 Mr. Snyder - You plan to handle that all internally without having to involve
349 anyone else.
350
351 Ms. Evangelista - The parking area should be marked with the white markings.
352
353 Mr. Sousa - Yes, we are going to re-stripe the lot.
354
355 Ms. Evangelista - Good. The other thing was I noticed you already have some but
356 curb stops in front of the parking.
357
358 Mr. LaCortiglia - I think it would be most important where the staff parking is,
359 where you're going North Northwest along the gated area where it shows a fence;
360 I'd like to return to that. My concern is knocking the fence down and a kid being
361 right in there.
362
363 Mr. Sousa - It's not flat, the curb stops will help and then the topography itself.
364
365 Ms. Evangelista - It's just because of the children, some father leaving the kid in
366 the car, things happen. Where is the dumpster going to be?
367
368 Mr. Sousa - We don't have one now. The cleaning crew we have takes it away, if
369 there's anything that needs to go to the dump, I take it. Usually on a Saturday.
370
371 Mr. Snyder - What about the school?
372
373 Mr. Sousa - I would take theirs away too. I've been handling it very well, if it
374 becomes an issue I can put one in.
375
376 Mr. LaCortiglia - I think that's what Tille is saying, if you were to have to put one
377 in, where would you put it? It's one of the things that needs to be addressed.
378

379 Ms. Evangelista - As long as it was out of site and the neighbors weren't able to
380 see it, I think that would be better.
381
382 Mr. LaCortiglia - Privacy screen on a concrete slab.
383
384 Mr. Snyder - It's going to have to be located where a truck can drive straight in
385 and straight out. It's going to need to be put in at the end of your lot.
386
387 Mr. Sousa - And this is only if I "need" to put one in.
388
389 Mr. Snyder - If you put one in, the minimum size is 3 cubic yards and it's still
390 picked up by a truck.
391
392 Mr. LaCortiglia - If you have no intention of needing one, maybe we can just
393 make it a condition there will be no dumpster.
394
395 Mr. Sousa - The trash we carry is paper.
396
397 Mr. LaCortiglia - Condition is there will be no dumpster on site.
398
399 Ms. Evangelista - Where is the handicap space?
400
401 Mr. Sousa - Adjacent to Trestle Way, there are two handicap spots here and there
402 are 8 feet in between. I think the minimum is 6. Those will be parked.
403
404 Ms. Evangelista - I did look and the architect's requirement is to follow 521 CMR
405 handicap parking spaces. I also understand there is an easement on the plan and
406 you didn't mark it.
407
408 Mr. Sousa - Where is this easement? Oh that's the abandoned one?
409
410 Mr. LaCortiglia - When you pull the site plan, the deed, it shows on the parcel.
411
412 Mr. Sousa - I didn't know that. I'll have to put that on there.
413
414 Ms. Evangelista - Where is the nearest hydrant to this?
415
416 Mr. Sousa - I don't know.
417
418 Ms. Evangelista - You will have to go the fire department and find out.
419
420 Mr. Snyder - The plans have been distributed.
421
422 Mr. LaCortiglia - Don't they have 30 days to respond?

423
424 Mr. Snyder - I don't know.
425
426 Mr. Sousa - The architect sent a copy these plans to the fire department and they
427 signed off on them. I don't know if that makes a difference.
428
429 Ms. Evangelista - That's not good enough. How do you know they've even seen
430 it? It could be sitting on someone's desk.
431
432 Mr. Howard - It's their choice whether they look at it or not.
433
434 Ms. Evangelista - My feeling is because there are kids involved you've got to
435 make the extra effort.
436
437 Mr. Sousa - We'll count how many feet to the hydrant.
438
439 Ms. Evangelista - Is your sign lit?
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441 Mr. Sousa - No. The old one was lit up but I don't need to advertise.
442
443 Ms. Evangelista - You're going to put up a sign for the school?
444
445 Mr. Sousa - My current sign has an empty panel.
446
447 Ms. Evangelista - How about the building? Is there lighting on the building at all?
448
449 Mr. Sousa - There is existing lighting on each corner of the building. I believe you
450 can see them in the photograph there.
451
452 Mr. LaCortiglia - That's existing. Are you planning on changing those fixtures or
453 adding any extra lighting at all?
454
455 Mr. Sousa - No. Well, the door to the basement, I thought I would put a light on
456 the Trestle Way side. That way in the fall, when it gets dark a little earlier, people
457 will know there are stairs there.
458
459 Mr. LaCortiglia - Are you aware of the light trespass? Bottom line is that it won't
460 shine in the neighbors' eyes.
461
462 Mr. Sousa - Yes.
463
464 Ms. Evangelista - Back to the parking lot again, how much space is there if there
465 were cars parked close to Trestle Way and the handicap was being used? How
466 much space is there between that and this for cars to come in as well as to go out?

467

468

Mr. Sousa - There is 22 feet there, which is what I got from the town. In fact, it's more than 22 feet. 22 feet and some inches.

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Ms. Evangelista - It doesn't seem like enough room. It should be at least 30 feet.

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473

Mr. LaCortiglia - This is part of our bylaw. My concern is if we hold this permit to higher standards than regulation, we would have to do that with just about every other special permit. I can immediately think of one special permit that will be coming. The Bank of America They don't have room for that unless they buy the property next door. I don't think we should hold him to a higher standard than what the regulation states.

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Mr. Watts - Harry, I agree with you. I think it's in their best interest to make every effort to make that traffic flow work. It is going to be complicated. Most of the time there won't be a problem.

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Mr. Sousa - I guess you could look at it two ways. In some communities they are narrowing the streets because that slows people down. If we're looking at 22 feet versus 30 it might make people more careful.

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Mr. LaCortiglia - We have to look at this plan and we have to determine if what we're looking at is safe. It's in the bylaw.

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Mr. Snyder - Would you want him to put in striping?

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493

Ms. Evangelista - I don't think that's necessary, I just think you need the room.

494

495

Mr. Watts - Tillie, I do think there are ways that cars can come in and go out in an orderly way. If you drive in and park in here, anyone waiting has spots to wait in. Certainly, when children are leaving there is going to have to be a teacher there to direct. Someone is going to have to be in charge.

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Mr. LaCortiglia - My whole thing is, if 22 feet is part of the regulation, if that in and of itself is not safe then what happens every time we waive a roadway that is less than 22 feet and we do that very frequently.

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Ms. Evangelista - But you're talking a residence - we're talking drop off and pick up. We're talking two different things. I'm trying to avoid at all possibility, no drop off and pick up on Trestle Way. That's got to be enforced. The way we're going to do that is to make as much room in that parking area as possible.

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Mr. Sousa - One way to make room is to make the staff park in this area. That frees up three spaces which gives us another 13 spaces that are open. I think we

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511 can manage our way through that with working with what we have. This corner is
512 blocked out because we need to have access to these spaces, but if they're not
513 going anywhere there is no reason you can't park there. If I'm going to be in all
514 day, I'll take this space.

515
516 Mr. Watts - It's such a small group, you can say to each other where to park. Each
517 person has a space.

518
519 Mr. Snyder - John, I think you mentioned you have 10 employees. I'm sorry 10
520 for the school and 4 for you but worst case scenario is four people a day.

521
522 Mr. Sousa - Frankly, I travel quite a bit. Last week I was only in one day. And
523 that's true for the other employees as well. Often we're travelling.

524
525 Mr. Snyder - So your office operates more remote.

526
527 Mr. LaCortiglia - Just so you're not hanging in space, Tim, 22 feet adequate? Mr.
528 Watts? Adequate, myself, this is adequate. Tillie, you can go on the record.

529
530 Ms. Evangelista - All I can see is from the site plan approval it says that it has to
531 be landscaped, 12 feet wide for one way traffic and 24 feet for 2-way traffic. The
532 parking spaces shall be located within 5 feet of the building. On page 77 of the
533 site approval. 165-83, third page over. Parking K.

534
535 Mr. Snyder - Is the Board going to need this plan to be approved by Larry
536 Graham?

537
538 Mr. LaCortiglia - I don't see that's necessary. We're not talking a major facility
539 here. As one member of the Board I don't think it's necessary.

540
541 Mr. Watts - I am satisfied with this.

542
543 Mr. Snyder - If that's the consensus and it is not going to be reviewed by Larry I
544 think John can send us the section that he's following and the Board can
545 determine if it's a waiver to be placed on the Plan or if the Board wants me to
546 make the interpretation or it can be weighed into the recommendation.

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548 Ms. Evangelista - Another question I have is your decision to put in to start
549 working there before our process is over. I question that.

550
551 Ms. Sousa - It's unfortunate, but we had gotten the building permit contingent on
552 site plan approval because we have to be ready. It's a 16 week build out and we
553 need to be ready for August 1.

554

555 Mr. LaCortiglia - You did this at your own risk. I hope this Board approves it.
556
557 Mr. Sousa - That is why I have had many sleepless nights because I have that
558 hanging over my head.
559
560 Ms. Evangelista - I think we're trying to do 2 steps forward and we go 4 back.
561 That's not the norm.
562
563 Mr. LaCortiglia - It certainly isn't. But everyone has their right to roll the dice.
564
565 Mr. Watts - It's his risk.
566
567 Mr. Howard - I'm good with what we've talked about.
568
569 Mr. Watts - I do have a question, in the lower left – that is the main entry way for
570 the school. [Mr. Sousa points off the main entrances for the school and his office].
571 Is there a ramp in the back?
572
573 Mr. Sousa - Yes, there is a ramp in the back and I have two exits. We're actually
574 adding a third way out for the kids.
575
576 Mr. LaCortiglia - I do have one other thing. Forgive me; I didn't notice this on the
577 last plan. I just want to call your attention to the fenced area, the last plan I didn't
578 notice the fence was extending in front of the four parking spots there. I do have a
579 concern with that, it's a pretty heavily wooded area, I don't have a problem with
580 you cutting the trees down and making room for the kids to play, what I do have a
581 problem with is doing so without showing any screening. When you do remove
582 those trees, the abutter of this project – is going to have something they've never
583 had before, a view of the building. I don't believe they've ever had a view of the
584 building because that wooded area is so dense. Naturally, I'd like to see screening
585 in much the same way you've proposed in the area on the existing area.
586
587 Mr. Sousa - The intent is to not cut any trees. I was out there yesterday, some
588 saplings were cut to make way for the fence, but once the fence is in, the rest is
589 staying. The abutter was out there and we talked it through and I explained to him
590 where that would be and he said he works for a nursery and he said he would
591 actually add additional plantings. He had some hangers on his property that he
592 would like to see cut back so we are going to come to terms with that and cut
593 some of those dangerous limbs away. Anything that can stay will stay.
594
595 Mr. LaCortiglia - The plan looks to me like the wooded area is gone.
596
597 Mr. Snyder - No trees in this area shall be removed some thinning may be
598 required for installation for the fence.

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Jeff Fabiano - Linden Circle. As a veteran of many of these drop offs and pickups, you have a right to be concerned please take out of your mind the mess you've seen earlier. Pembroke I haven't had to experience yet. You've got to remember too, these are parents dropping off little tiny ones. It's not like when you go through there is a major traffic line there. They are parents with 2 or 3 kids and with the traffic there is going to be less traffic than that. I think it will be a completely different ball game. Dealing with the school, the pickup situation where the kids are literally waiting with their backpacks. They can do the same thing if they have to. It's a diverse group. It's a good group of people there. They're not going to let problems come up like that. They are creative all the time; they are not going to let mayhem happen. Put Perley out of your mind.

Ms. Evangelista - We're not going to let it happen either.

Mr. LaCortiglia - Any more questions? With that being said, Howard, what I'd like to see is you to set up draft conditions and a draft decision brought up and maybe you can send that out by email, add any comments if we need to. ASAP so we can go over it and check it. With that in mind. I'll hear a motion to continue the hearing.

Mr. Watts - **Motion to continue the date of the hearing on to June 20th.**

Mr. Howard - **Second.**

Motion Carries; 4-0.

New Business:

1. Informal Session with Applicants for 11 Martel Way;

Mr. LaCortiglia - Howard please give us background on what appears to be an informal presentation by some folks for site plan approval. This is not a public hearing. It's an informal session.

{Applicants for 11 Martel Way introduce themselves as Ted Warren, Zach Warren, Barbara Warren}

Mr. Snyder: The Warrens came into the Planning office interested in 11 Martel Way and they will discuss what they are proposing for use. We held a pre-application meeting on May 17th. Their civil engineer was in the room with them at the time and since then submitted drawings. I invited them to come in to introduce themselves so the Board and the applicant can both get informed of what would be required for the public hearing. It was in the packet for you to have a look at.

Mr. LaCortiglia - Just a question, have you filed for site plan approval?

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Mr. Snyder - Applicants formally filed with the Clerk on May 31st. After the meeting tonight, we'll see what we can do to have a public hearing notice legally posted.

Mr. LaCortiglia - I'm confused now, why haven't we advertised? If they've done everything they are supposed to do, why haven't we?

Mr. Snyder - I thought it would be a mistake on my part to advertise a public hearing before the Board had this informal meeting.

Ms. Warren - I think by the time we got the site plan in, there wasn't the two weeks needed for advertising for this meeting, but we could come here and informally discuss who we are so we are ready to go for the two week public hearing notice. We'd like to acquaint you with the site plan. We'd love to hear if there are issues we need to address. We'd like to move it along as quickly as possible. I'll start, I'm Barbara. As you can see this is a family business and each of us has something they'd like to share. I work with the business as the bookkeeper and financial officer. I also am director of Salem Coastwatch which is an environmental non-profit in Salem Sound. So, it's the six communities starting at Marblehead going around Salem, Peabody, Danvers, Beverly and Manchester and one of our programs is greenscapes. I work with water shed and eight towns in the bay and we do the greenscapes program. Georgetown is a member of our Greenscapes program. We've just finished re-writing the guide and we'll be getting that to you. It's all about environmentally friendly landscaping, low-impact development, encouraging developers and cities to incorporate these. When we decided we'd like to build at 11 Martel Way, we'd like to see how we can make a smaller environmental footprint on this site.

Mr. Snyder - You've gone through some preliminary efforts with ConCom?

Ms. Warren - We met with Steven and they had a meeting on May 31st and they said they liked the changes we had made and they would wait for the storm water calculations but said it looked great.

Mr. LaCortiglia - There is already an order of conditions, I was on the ConComm.

Ms. Warren - You have to show what you're doing with whatever storm drainage on site.

Ms. Evangelista - Are you going to advertise the water resource? You need a special permit from the Zoning Board. Two permits with two different

687 hearing notices. They do overlap. It's a water resource hearing and site plan
688 approval. Did you get the requirements on the water resource?

689
690 Mr. Snyder - No, they didn't.

691
692 Ms. Warren - We did get a letter from the Heritage of the Natural Species and
693 they approved of our changes.

694
695 Mr. Warren - We make manufactured kayaks and small sail boats and what's
696 unique is we do very high-tech touring kayaks. They are designed for the
697 average paddler and want a very light-weight kayak. We just got an order
698 from New Zealand. We're growing very fast in Europe. We are currently in
699 Salem; we're leasing about 3,400 sq. ft. Our proposed factory is 7,200 sq. ft.
700 more than twice. Our business is growing very rapidly right now. Zach will
701 talk more about the kayak; I'm going to talk more about the technology.
702 We're both MIT grads, it's the technology that drives us. The reason we can
703 do this is because of carbon fiber. We use epoxy and carbon fiberglass, we're
704 very careful about filtering the dust and getting rid of it. Carbon fiber is a
705 polymer related to materials like rayon. The net result is it's very easy to work
706 with material. We use epoxy resins, you can walk through our shop and you
707 can't smell anything. The carbon fiber comes in rolls that are about 100lbs
708 each, the UPS truck comes in and we unload manually. The epoxy resin
709 comes in 50 gallon drums and they are about 600 lbs. They are delivered by a
710 company, with their own truck. We order it shipped on a pallet and we unload
711 it with a forklift.

712
713 Mr. LaCortiglia - Where does the truck turn around?

714
715 Mr. Warren - Our intention is the trucks back up into the site, we unload and
716 he goes out.

717
718 Ms. Warren - We're at the end of a cul-de-sac.

719
720 Mr. LaCortiglia - You're right across the street from the Park and Rec land.
721 Are you buying the 11 Martel Way property?

722
723 Ms. Warren: Yes. We have a purchase and sale agreement.

724
725 Mr. Warren: Conditional on two things. Getting your approval and getting
726 financing. We just got a verbal approval for financing from the bank today.
727 North Shore Savings and Loan will finance the project.

728
729 Mr. LaCortiglia - Howard, how does that work? Do these folks need a letter
730 from the current owner?

731
732 Mr. Snyder - I've requested they provide as part of their application a letter
733 stating from the current owner that they can act.
734
735 Mr. LaCortiglia - So you can not notice the public hearing until you get that
736 letter.
737
738 Ms. Warren - He was supposed to deliver that yesterday.
739
740 Ms. Warren - On the permit we submitted, there is a signature line. His
741 signature is on that, if you're not the owner, the owner must sign it and he has
742 signed it. The realtor was going to bring it over.
743
744 Mr. Snyder - I haven't seen it as of today.
745
746 Mr. LaCortiglia - Okay, tomorrow it should come to Howard and once he has
747 that. Is there anything else needed for the application to your knowledge?
748
749 Mr. Snyder - I have reminded them while what you have presented here
750 tonight, will still have to be presented a later date. Through this dialogue, I'm
751 hoping we can disseminate what is needed for public record, such as narrative
752 about hours of operation and delivery operations. Discussion is for my benefit
753 as I'm not aware of the previous 11 Martel Way application before the Board.
754 For instance, the current applicant is going to be a building on a existing
755 foundation that was permitted and approved and I want the Board to offer any
756 information about this so I am sure the application that goes forward addresses
757 any outstanding concerns.
758
759 Mr. LaCortiglia - Was their site plan approval for the building?
760
761 Mr. Snyder - As I understand it, the previous 11 Martel Way application is an
762 approved site plan and the owner at the time requested the permit for the
763 foundation only to extend his application but never built beyond that.
764
765 Mr. LaCortiglia - The state back in 2010 as of August 8th granted everyone
766 with an existing permit and extension until August of this year. If you had a
767 permit in place, you still have a permit. Some would say even the order of
768 conditions was extended too.
769
770 Ms. Warren - What we did was requested an amended order of conditions. So
771 they are just amending the order of conditions. That's what the conservation
772 commission was doing. Our understanding was even though we're using the
773 same footprint, the same foundation, we needed to come in with a whole new
774 site plan due to the change of use determination.

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Mr. Warren - We're going to talk about our models. We started in 2005 with a 16' kayak, then an 18'. Our 12 ½ kayak is 22 lbs and our 16' kayak is 26 lbs. 3 years ago we came up with a sail kit for the 14 ½ so that kind of got us in the sailboat area. Last year we came up with a 20' tandem kayak and that's 44 lbs. We also did a high performance sail kit for the 20'. Last year, we were at the Annapolis boat show and the designer of that boat approached us and saw our product and finish. He wanted his boat done in our lightweight construction, so we now have the contract to build his boat which we just put into production. He's ordered 4 demo boats and we've started taking orders on a 25' trimaran sail boat.

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Ms. Warren - We don't sell onsite and we don't have distributors.

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Mr. Warren - We sell them all online. They get crated in wooden crates for shipping.

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Mr. Howard - What other products are made like this?

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Mr. Warren - The new Boeing 787, the dream liner. A lot of small racing crew shells, small Olympic and some cars. Very high end Ferrari's.

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Mr. LaCortiglia - What is your website?

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Mr. Warren – www.Warrenlightcraft.com.

799

800

Mr. Howard - How did you look to settle in Georgetown?

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802

Mr. Warren - A couple of things. We don't need street retail exposure; it wouldn't do us any good. We looked for a geographical location that has what we need. Being close enough to what we need and Georgetown meets our needs. It's also a 25 minute drive from us.

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Mr. Snyder - So you're a little clearer on what you need to present at the public hearing. I need to get the owner's letter in and the water resource district permit started. A full set of drawings showing the elevations of the building needs to be submitted. Mr. LaCortiglia, Mr. Watts, and Ms. Evangelista would like a full size set. Mr. Howard would prefer ½ sizes.

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Mr. Howard - How do you design this?

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Mr. Warren - First thing is you come up with the design, the shapes, then I have a cad application that's very intuitive that allows me to find a shape and run all the numbers, look at them. Move the shape. I spend about 100 hours

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819 per boat. The longer the water line, the faster the boat. You've got to pay for a
820 larger boat to go faster. We use high quality automotive paints.

821
822 Ms. Evangelista - Are they flammable? How do you store the paints?

823
824 Mr. Warren: We use fire proof cabinets to store our paints. We have the Fire
825 Marshall come in and make sure he's completely on board. We order from our
826 supplier when we need them. We don't 55 gallon drums around. We only
827 order when we need them.

828
829 Ms. Evangelista - Do you have sprinklers?

830
831 Ms. Warren - No, the requirement is at 7,500 square feet and we are below
832 that.

833
834 **New Business:**

835 1. Office Supplies:

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837 Mr. Snyder: Stephanie and I got together and went over needs for the office.

838
839 a) Adobe InDesign is a great template generating software program. You can
840 usually use for larger format documents, such as the Zoning Bylaws. We
841 can import Word documents.

842
843 b) Adobe Acrobat. Currently, both machines are using free software for
844 generating PDF documents and they function more as a print to PDF
845 software program than in the generation of an actual PDF file. The version
846 of acrobat we have is 6.1 and the latest version out now is 10. What
847 Acrobat would allow us to do is open aPDF file, do a word search, edit,
848 place notes and so forth. I could very easily send you a PDF with notes on
849 it instead of my planner comments in email form. With Acrobat, I would
850 not have to go print it, instead I can generate it straight from Word and add
851 the shape boxes for my comment.

852
853 Mr. Watts: This is a very standard program used to edit and perform word
854 searches.

855
856 c) Microsoft Office – We're currently in Word 2003 and the most recent is
857 2012. We're starting to run into compatibility issues. When we prepare
858 documents and send them to you, for example, if you have 2010 and I
859 have 2003, some of the program's features and formatting will be lost. If I
860 send you 2010 and you have 2003 it can still open it. If it's formatted a
861 certain way, sometimes it can be skewed when you open in 2003.

862

863 Mr. Watts - What programs do you need?
864
865 Mr. Snyder - Outlook, Excel, PowerPoint, Word. The Office Suite is really
866 needed.
867
868 Mr. Watts - Do you use Visio? Visio is a charting application that you can
869 do maps, floor plans, flow charts, block diagrams, logic diagrams. They
870 have templates for you name it. I would think it would be something you
871 guys could benefit from.
872
873 Ms. Evangelista - How much is this?
874
875 Mr. Snyder – We are looking into getting a price from the Town’s IT
876 consultant to start.
877
878 d) A new computer – The planner has a relatively new machine. But the
879 assistant’s machine is outdated. When Stephanie first came in, she’d have
880 Outlook and Explorer open and when she would open an Excel file her
881 machine would bog down. The IT staff came and mentioned more RAM
882 could be installed but it is going to be putting good money after bad. The
883 RAM will help with the application, but the processor is the problem. I’m
884 on Vista and she’s on XP.
885
886 Mr. Watts - I would suggest a new machine that runs Windows 7.
887
888 Mr. Snyder - The hope is she’ll get my faster running machine and I can
889 get the new one. If Stephanie gets my actual CPU she’ll have the power
890 she needs. She’s not going to be running the GIS software.
891
892 Mr. LaCortiglia - Howard, what do you think the priority would be? I
893 would think the new computer, getting quotes for your software. Once we
894 see what we have at the next meeting. The only thing is will you actually
895 need to be invoiced on this or will you encumber funds before the 30th?
896
897 Mr. Snyder - As I understand it, if I’m showing this is going to occur, the
898 funds can be encumbered from this year. If before July 1st, it will work.
899
900 Mr. Watts - One more question and that’s about security. Do you have a
901 security package? The firewall is IT’s but do you have something on your
902 machine?
903
904 Mr. Snyder - The firewall with IT processes everything that comes in. It’s
905 not machine specific. Stephanie has been looking into the state archives

906 requirements regarding keeping data and document originals. We're
907 running out of room in the basement and in the planning office.
908
909 Mr. LaCortiglia - You need to speak with Mike Farrell about that. I think
910 the town needs a solution for archiving.
911
912 Ms. Evangelista - Do you have any plans on your schedule for the storm
913 water annual report that is required before we get penalized?
914
915 Mr. Snyder - The storm water annual report is in draft form right now. I
916 have sent it back to Allen at MVPC for review. Once I get his comments
917 it will be revised and the Storm water management Committee can review
918 it together.
919
920 Ms. Evangelista - I don't believe we have any regulations at all. Are we
921 going to plan on doing that?
922
923 Mr. Snyder - I've coordinated the annual report with MVPC
924
925 Mr. LaCortiglia - With the Merrimack Valley Planning Commission?
926 They are under contract for this?
927
928 Mr. Snyder - The stormwater annual report is in regards to best
929 management practices. What you and I have spoken about is the larger
930 scale of storm water permitting and the EPA hasn't released their permit
931 requirements yet. The MVPC has a contract with us for that it can not be
932 implemented without the EPA requirements. The funds can't be
933 encumbered as the contract can't start due to the EPA requirements have
934 not be issued.
935
936 Mr. LaCortiglia - Are we still required to file our annual filing?
937
938 Mr. Snyder - Yes, that is what I have in draft form.
939
940 Ms. Evangelista - The other question I had, you went to the trail meeting,
941 How did that go?
942
943 Mr. Snyder - I went to a meeting in Salisbury Tuesday morning. It was a
944 presentation on how the Netherlands are accomplishing inter-modal, green
945 type transportation development with an emphasis on bicycles. My interest
946 in this was for understanding the type of facilities. Georgetown could start
947 now in consideration of the rail-trail. Facilities such as parking of bicycles
948 and so forth. Besides me, several other members of the rail trail committee
949 were in attendance.

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Mr. Watts - In Boston, I only recently started working in Boston. There are bike rentals which are very successful. Which is relatively new, they are specific kinds of bikes, and you can put your money in and get your bike out.

Mr. Snyder – An interesting thing about that is what happened in the Netherlands. The movement that started with a lot of vehicular accidents with pedestrians and then the oil crisis. Citizens looked for alternative modes of transportation. So what they did was started taking money out of the road building and put it into all these paths to accommodate the bicycles. I think there was 700,000 living in Amsterdam but there were 1.2 million bicycles. They are creating 4 and 5 story parking garages. People will ride to the train station on their bike, get on the train, get off the train, get their other bike and go to work. Bicycle rental programs are a large component to the bike path network.

Mr. Watts – **Motion** to adjourn

Mr. Howard – **Second.**

Motion Carries; 4-0, Unam..

Meeting adjourns at 9:40 pm.