

**MEETING MINUTES**  
**GEORGETOWN PLANNING BOARD**  
**Wednesday, August 8th, 2012**  
**Memorial Town Hall – 3rd Floor**  
**7:00 p.m.**

**Present:** Mr. Harry LaCortiglia; Mr. Christopher Rich; Ms. Tillie Evangelista; Mr. Bob Watts (Arrived at 7:45 pm); Mr. Howard Snyder, Town Planner.

**Absent:** Mr. Tim Howard.

**Meeting Opens at:** 7:14 pm.

1 **Approval of Minutes:**

2 **1. July 25th, 2012**

3 Mr. Snyder – The meeting minutes of July 25<sup>th</sup> are not available and request this item  
4 be passed over to the next meeting.

5  
6 **New Business:**

7 **1. 4 True Lane – Certificate of Compliance.**

8 {Mr. Nelson and Tim Gerraughty of Georgetown’s Affordable Housing Trust  
9 introduce themselves.}

10  
11 Mr. Nelson– We are here to be part of the discussion regarding 4 True Lane and  
12 the associated affidavits and Certificate of Compliance.

13  
14 Mr. Snyder – There is a house in the AFT SHI that is currently being sold by the  
15 first owners to the second owners. Compliance to the deed writer is required and  
16 that involves the Planning Board to sign a Certificate of Compliance.

17  
18 Ms. Evangelista – It was not on cable how they came about to have the unit  
19 available.

20  
21 Mr. LaCortiglia – We understand there is a timeline for closing. We are missing  
22 an affidavit from the lending institution.

23  
24 Mr. Rich – I would move the we approve the conditions of the affidavit being  
25 received by town counsel, until such time that town council signs off, that these  
26 documents are not to be released until all documents are available.

27  
28 Mr. Nelson – Seems reasonable.  
29

30 Mr. Rich – {Reads motion} I will edit the motion cause it is not correct that the  
31 board approve the certification without conditions and without the provision that  
32 the mortgagees signed affidavit be received by town council in a form similar to  
33 the one in the packet tonight and that be satisfactory to the counsel. At that time  
34 town counsel may release all documents held in escrow.

35

36 Mr. Snyder – Suggest word “mortgagee” be replaced.

37

38 Mr. Rich – Mortgagee expends the money.

39

40 Mr. LaCortiglia – Motion made by Mr. Rich, re-reads that please.

41

42 Mr. Rich – **Motion** to approve the certification conditional upon provision of the  
43 certificate and associated affidavits be delivered to Town Counsel and held in  
44 escrow until the mortgagee’s signed affidavit is delivered to Town Counsel in  
45 form substantially similar to the attached and satisfactory to Town Counsel at  
46 such time that all documents held in escrow can be released.

47

48 Ms. Evangelista – **Second.** On the affidavit it just says Town and not Planning  
49 Board.

50

51 Mr. Rich – Trust holds it as custodian.

52

53 Mr. LaCortiglia – This is why there needs to be a deed writer that specifies.

54

55 Mr. Rich – Without this compliance there will be a cloud in the title not a clean  
56 title because all did not happen.

57

58 Ms. Evangelista – I did some research. I was wondering if the new deed rider will  
59 replace the old and therefore the Planning Board from then on will not be  
60 involved with this deed.

61

62 Mr. LaCortiglia- Is a Georgetown resident getting this?

63

64 Mr. Snyder – The property was advertised down stairs in Town Hall and on the  
65 Town’s website for 120 days. During that time, two applicants came forward but  
66 both withdrew. The current applicant is at 85% but this was approved by DHCD,  
67 the Affordable Housing Trust and Tewksbury Housing.

68

69 Mr. Nelson – The goal was for a Georgetown resident.

70

71 Ms. Evangelista - Reason I ask is that I did not see it on the board. Can the Trust  
72 do more advertising on cable TV?

73

74 Mr. Rich – Until the new deed riders came along I would fight you till the end.

75

76 Mr. Gerraughty- The Affordable Housing Trust is in for \$24,000 for repairs and  
77 the buy-down. The Trust is allowed and will to get back some costs associated  
78 with some improvements.

79

80 Mr. Rich – I would think we want to know the numbers.

81

82 Mr. Rich – **Motion** to approve the certification conditional upon provision of the  
83 certificate and associated affidavits be delivered to Town Counsel and held in  
84 escrow until the mortgagee’s signed affidavit is delivered to Town Counsel in  
85 form substantially similar to the attached and satisfactory to Town Counsel at  
86 such time that all documents held in escrow can be released.

87 Ms. Evangelista – **Second.**

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

89

90 **Public Hearing:**

91 **1. Site Plan Approval for Bank of America.**

92 Mr. LaCortiglia – {Reads public hearing notice for 38 East Main Street}

93

94 Mr. Rich – **Motion** to approve applicant’s request for waiver of the filing fee.

95 Ms. Evangelista - **Second.**

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

97

98 Mr. Rich – **Motion** to set the 53g account amount at \$4,000 dollars.

99 Ms. Evangelista - **Second.**

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

101

102 {Bob Watts arrives at 7:45}

103

104 Mils Arbella – {Application and escrow account check to Mr. Snyder.} We also  
105 green cards from the certified mailings to abutters.

106

107 Mr. Snyder – Are these all the green cards? Some green cards came to the Planning  
108 Office. I have these here and most state they are undeliverable.

109

110 Mr. Arbella – {Passes out a set of pictures regarding the site.}

111

112 Mr. Rich – I wish to enter these as Exhibit #A.

113

114 Mr. LaCortiglia - We are in receipt of 7 pages of photos and they have been labeled  
115 as Exhibit A.

116

117 Mr. Arbella – {Presents site plan} Current bank has an ATM that is not ADA  
118 accessible. This application is also to renovate the existing parking spaces, including  
119 relocating the handicap spaces. The site design will create more green space. We did

120 a parking calculation and found we have 20 spaces, are required to have 18 and have  
121 provided 19 in the design. We have improved the entry on the right side of the site  
122 and created a turn-around in the back row of parking spaces. We have looked at the  
123 stairs in front and they are a foot and a half above the sidewalk. These stairs were put  
124 in by Bay Bank and we propose to remove the stairs and add landscape.

125  
126 Mr. LaCortiglia – When you remove the stairs, will you lower the sidewalk level?  
127

128 Mr. Arbella – We just planned on removing the stairs.  
129

130 Mr. LaCortiglia – I want to see the details of this on your drawings.  
131

132 Mr. Arbella – The new ATM is in the back and will create more space for landscape.  
133

134 Mr. LaCortiglia – The ATM, is that the handicap access?  
135

136 Mr. Arbella – The ATM is at the same level as the first floor of the bank and the  
137 handicap access to it is also the access to the bank.  
138

139 Mr. Rich – Is the bank still using the door facing the street?  
140

141 Mr. Arbella – Yes. New ATM addition will be in the same place as the existing with  
142 a new entry in the back for all customers from the parking area and with ramps to the  
143 customer parking. Our objective is to have customers use this entrance.  
144

145 Mr. Pattan – {Introduces himself as an engineer for Stonefield Engineering.} The  
146 purpose of the ramp is to provide universal access from the handicap parking spaces.  
147 There will be a 6” difference going up for a wheel chair than down. The ramps in the  
148 sidewalks are to provide access between the pedestrian concrete and the flush  
149 landing.  
150

151 Ms. Evangelista – Going up is more difficult I would think. Why six inches at all?  
152

153 Mr. Pattan – The curb is to protect patrons that are walking. There is one handicap  
154 space and the goal is provide access from the handicap space to the bank and the  
155 ATM in an ADA compliant path. Patrons may use steps or the universal access. The  
156 site design improves green space while increasing safety on site. The drive-up lane is  
157 not wide enough for a by-pass lane. We added the turn-around space so vehicles  
158 could back up and turn around if there was a queue in the drive-up lane. The drive  
159 lane is about 24’ wide while Town codes require 22’.  
160

161 Ms. Evangelista – Possibly put turn around at the end?  
162

163 Mr. Pattan – We considered this location as the best.  
164

165 Ms. Evangelista – How many cars can that hold before you reach the turnaround?  
166

167 Mr. Pattan – We calculate three cars. We have studied other locations and for the  
168 services to be provided at this window transaction times will be 60 - 90 seconds for  
169 the ATM while full-service windows usually take two to three minutes.  
170  
171 Mr. LaCortiglia – Bottom line it’s an improvement.  
172  
173 Mr. Rich – How are you going to show the public the new layout?  
174  
175 Mr. Pattan – The existing catch basin is a dry well that has an overflow weir to the  
176 rear portion of the site. Storm water is supposed to go into the ground. I noticed  
177 during a recent storm event that the dry well was able to handle all storm water. I  
178 calculate that the dry well can handle a 2-5 year event. A 20-year event will drain to  
179 the rear portion of the site. The increase in green space will decrease the runoff to the  
180 dry well.  
181  
182 Mr. LaCortiglia – I was there a while back and noticed 9 - 10 inches of water and the  
183 dry well was full. Had the ground become saturated? Is there a basin there?  
184  
185 Mr. Arbella – The dry well was full of debris. It has since been cleaned out.  
186  
187 Ms. Evangelista – Where is the septic?  
188  
189 Mr. Pattan – I thought the property was on a typical sanitary line.  
190  
191 Ms. Evangelista – Please show the location of the septic on the next set of drawings.  
192  
193 Mr. LaCortiglia – I noticed on several of the sheets there are lists of waivers. Please  
194 show all waivers being requested on the first sheet.  
195  
196 Mr. Snyder – What is your anticipated schedule now that you have suggestions from  
197 the board such as the septic and waivers?  
198  
199 Mr. Pattan – We will revise within the next week or so.  
200  
201 Mr. Snyder – Great. Once the Planning Office receives a full-size set we can forward  
202 to one of the Town’s consulting engineer for peer review.  
203  
204 Ms. Evangelista – **Motion** to establish peer review using Larry Graham.  
205 Mr. Rich – **Second.**  
206 **Motions Carries: 4-0; Unam..**  
207  
208 Ms. Evangelista – Where are your signs to direct cars?  
209  
210 Mr. Snyder – Are you thinking of a “Single Lane Only” sign at the drive-thru?  
211  
212 Ms. Evangelista – Who owns the fence along the property line and comes all the way  
213 down to the sidewalk?  
214

215 Mr. Arbella – The bank does.  
216  
217 Ms. Evangelista – I am concerned of the sight line for drivers leaving the drive-thru.  
218  
219 Mr. Pattan – We have clean views from fences. We will trim bushes if needed. Our  
220 drawing shows the industry standard sight triangle.  
221  
222 Mr. Pattan – We are sensitive to ATM safety and bank standard so we have  
223 introduced more lights. These lights reflect the industry standard for safety at ATMs.  
224  
225 Mr. LaCortiglia – Any light pollution problems or conflict with town standards?  
226  
227 Mr. Pattan – No light pollution problems as any exterior lighting has shoebox shields.  
228  
229 Mr. Watts – ATM visible from street?  
230  
231 Mr. Arbella – New glass windows on the back of the building.  
232  
233 Mr. Watts – The ATM can be seen from street. The design makes this similar to the  
234 existing windows. My concern is the ability to see someone working inside. Is this a  
235 security issue?  
236  
237 Mr. LaCortiglia – If Bank of America needs more lighting. I would give a waiver for  
238 that.  
239  
240 Mr. Pattan – We are proposing safety lighting.  
241  
242 Mr. Snyder – Bob, is your concern about visibility with the glazing as well?  
243  
244 Mr. Watts – Larger windows for visibility? Bad things can come from any direction.  
245  
246 Mr. Pattan – The design has the entry door to face the front with the overall window  
247 space.  
248  
249 Mr. Arbella – ATM will be serving from this side (back) not the street side. We could  
250 study the use of larger windows.  
251  
252 Mr. Watts – Security cam?  
253  
254 Mr. Arbella – Yes.  
255  
256 Mr. LaCortiglia – Should there be more windows added for safety?  
257  
258 Mr. Pattan – A lot of drive-up ATMs at banks are not visible from street.  
259  
260 Mr. Watts – Larger windows with same dimension?  
261

262 Mr. Arbella – We could look into the same vocabulary for the building. Mimic the  
263 same proportion of the building, more glass, similar vocabulary.  
264  
265 Mr. Pattan – We anticipate of the ATM customers, 85 % will use the drive-up.  
266 Almost all will use the drive-up after-hours.  
267  
268 Mr. LaCortiglia – Any other issues?  
269  
270 Mr. Watts – The curly cue at the end of the parking, what is that?  
271  
272 Mr. Arbella – It is an existing pavement condition.  
273  
274 Mr. LaCortiglia – Does it half to do with the storm water overflow?  
275  
276 Mr. Pattan – No.  
277  
278 Mr. LaCortiglia – Remove some of the pavement? Maybe add a rain garden to absorb  
279 some of the water?  
280  
281 Mr. Watts – What about these concrete posts?  
282  
283 Mr. Arbella – We are leaving the granite posts.  
284  
285 Mr. Watts – Look and see if they are monuments.  
286  
287 Mr. LaCortiglia - Let the record show the applicant states that they are not to be  
288 removed.  
289  
290 Mr. Rich – Concerns with stairs being taken out from the street. How will someone  
291 parking in the street get to the bank?  
292  
293 Mr. LaCortiglia – We need more detail of the sidewalk in front of the bank.  
294  
295 Mr. Arbella – The stairs are here. We are proposing to remove the stairs. The main  
296 entrance is still there.  
297  
298 Mr. Snyder – If parked on the street, how would a patron get to the bank?  
299  
300 Mr. LaCortiglia – What is the curb height?  
301  
302 Mr. Arbella – The curb is about six inches in height.  
303  
304 Mr. Snyder – Sidewalk looks like it goes up to meet the elevation of the top of the  
305 stairs.  
306  
307 Mr. LaCortiglia – If the stairs are removed then I would require a drop in the  
308 sidewalk.  
309

310 Ms. Evangelista – The stairs are not in good shape. If removed, someone would need  
311 to walk either left or right facing car access to and from the bank to the sidewalk.  
312  
313 Mr. Arbella – We can address the stairs either by remaking them or removing them.  
314  
315 Mr. LaCortiglia – Please do. If just ripping them out, you will need to lower the  
316 sidewalk.  
317  
318 Mr. Rich – What is the distance from the sidewalk from when it meets the curb on the  
319 street and what is the elevation? It appears to be more than a foot from the street.  
320  
321 Mr. Pattan – The elevation is about a foot and a half. If we drop the sidewalk this  
322 would increase steps on other side. We do not like to change existing pedestrian  
323 patterns as customers become accustomed to the way it is.  
324  
325 Mr. LaCortiglia – Removing the stairs and lowering the sidewalk or replacing the  
326 stairs, it all needs to be looked at.  
327  
328 Mr. Pattan – Will look at it.  
329  
330 Mr. Spears – {Introduces himself} The spaces in front of the bank were two hour  
331 parking spaces. These spaces are now 15 minutes, as lobbied by the bank, for ATM  
332 customers. I would leave the stairs for those customers.  
333  
334 Mr. LaCortiglia – 15 minute parking – Mr. Snyder can you get that in writing from  
335 Peter Durkee?  
336  
337 Mr. Spears – Are the parking signs there? Find out about getting them.  
338  
339 Mr. LaCortiglia – Please show on the next drawings where they are located.  
340  
341 Mr. Spears – People were parking there all day and they were not the bank customers.  
342 Also, I am the abutter at rear of property. I really appreciate Bank of America’s  
343 efforts. I would like to see the new addition the same as possible. I have a question  
344 about light trespass. At the rear of the site in winter the light floods our back yard. Is  
345 there any possibility of putting the lighting so it faces the building?  
346  
347 Mr. Pattan – The two new area lights for the ATM face inwards.  
348  
349 Mr. Spears – Are you changing the ATM footprint?  
350  
351 Mr. Pattan – It is almost the same.  
352  
353 Mr. Spears – The pavement in the rear portion of the parking area is used to push  
354 snow off the parking lot.  
355  
356 Ms. Evangelista – We should leave it then?  
357



358 Mr. Spears – My only concern is just lighting. The green space in the back is for  
359 water overflow. Thank you.  
360

361 Mr. Rich – **Motion** to continue the public hearing of 38 East Main Street to the  
362 Planning Board meeting of September 12<sup>th</sup>.

363 Ms. Evangelista – **Second**.

364 **Motion Carries: 4-0; Unam..**  
365

366 **Old Business:**

367 **1. ANR Plan – 4 Heather Road.**

368 Mr. Snyder – The applicant came into the Planning Office and requested an  
369 extension of time. The applicant requested this as they are doing more research.  
370 While ANRs do not require public hearings and do not follow the same  
371 administrative process, I modified a Form H so the applicant and board can have a  
372 written agreement regarding this request. The applicant requested the extension to  
373 no later than 11:55 on August 22. This is a two week extension of time from  
374 tonight’s meeting. The planning board had until tomorrow to make a decision as  
375 that would be the end of the 21 day review period allowed for ANR. .  
376

377 Mr. Rich – **Motion** to accept and sign applicant’s request for additional time

378 Mr. Watts – **Second**.

379 **Motion carries; 4-0: Unam..**  
380

381 Mr. Snyder – I have found an aerial photo from 1952 that shows Heather Road  
382 was in physical existence prior to subdivision control laws. I will scan and issue  
383 to board members.  
384

385 Ms. Evangelista – What do all those number mean?  
386

387 Mr. Snyder – I can only interpret the date of the flight. The others must be for  
388 reference purposes.  
389

390 Ms. Evangelista – I can see the pond then a line and a space.  
391

392 Mr. Snyder – 1954 USGS map shows it as a dashed line, an unimproved road. A  
393 photo was an important find. On my site walk I scaled the roadway as of a 16 foot  
394 width.  
395

396 Ms. Evangelista – We need to consider how old is the road and is it in safe  
397 condition?  
398

399 Mr. Snyder – I believe two conditions for ANR approval, was the way in physical  
400 condition prior to adoption of subdivision control law and is there adequate  
401 physical to each lot that would be created?  
402

403 Mr. Watts – I drove down it and have no issue.  
404

405 Ms. Evangelista – We should contact the fire and police departments to find out if  
406 they consider it safe?

407  
408 Mr. Snyder – I contacted the fire department and no response yet. The police  
409 department sated they reviewed the access several years ago as part of the  
410 building permits at 19 Heather Road and they had no issues.

411  
412 Mr. LaCortiglia – Should we vote tonight?

413  
414 Ms. Evangelista – No.

415  
416 Mr. Snyder – The applicant wants to come back in. They will be bringing a new  
417 mylar revised per the Board’s requests at the last meeting.

418

419 **Planning Office:**

420 **1. Draft Zoning Map Corrections.**

421 Mr. LaCortiglia – Howard, do we have some comments regarding possible zoning  
422 corrections?

423

424 Mr. Snyder – We have had a couple of things come up that the zoning map is  
425 incorrect. The planning board needs to correct the zoning map.

426

427 Mr. LaCortiglia – No one department has owned the zoning map. The map is not  
428 showing the changes made at Town Meeting on a parcel in the industrial district.

429

430 Mr. Snyder - Map has never been taken as a time shot – not been properly recorded.

431

432 Mr. Watts – Planning Board to take ownership?

433

434 Mr. Snyder – Yes. The Planning will draft a letter to the Board of Selectmen about  
435 these issues and issue the draft to the board prior to sending the final copy.

436

437 Mr. LaCortiglia – Requires the Board of Selectmen to say yes.

438

439 Mr. Snyder – The zoning map had always been done by hand. I believe the maps  
440 started to become digital around 1988.

441

442 Ms. Evangelista – 1988 assessor is the base of the map – all cards with data on it they  
443 imputed it on a digital map no one saw it – our planning office should be a standard  
444 of process – I asked for that 6 years ago – since that time and still no standard of  
445 practice.

446

447 Mr. Rich – Not true, we have check lists.

448

449 Ms. Evangelista – Establish a check list – procedure – forms in one booklet.

450  
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471

Mr. Watts – Immediate impact on the town.

Ms. Evangelista – I want the board to support an SOP.

Mr. LaCortiglia – No one board that is responsible for the accuracy of the Zoning Map. The fact remains that we found a few errors in the zoning code. Howard, please place on the agenda for next meeting.

**2. Planning Office Administrative Assistant.**

Mr. Snyder – Wendy will be in tomorrow and then on a vacation. This time off was recognized by the sub-committee and the board during the interview process. She will be absent from the next planning board meeting. I will work with the cable access staff that a DVD recording is made during the meeting as Wendy will be back the following Monday. I will be out of the planning office on Thursday the 23<sup>rd</sup> and will return on Tuesday the 28<sup>th</sup>.

Mr. Rich – **Motion to adjourn.**

Mr. Watts – **Second.**

**Motion Carries; 4-0: Unam..**

**Meeting adjourns at 9:37 pm.**