

**MINUTES**  
**GEORGETOWN PLANNING BOARD**  
**Memorial Town Hall – 3<sup>rd</sup> Floor**  
**Wednesday, September 14, 2011**  
**7:30 p.m.**

Mr. LaCortiglia opens the meeting at 7:35pm.

**Present:** Mr. Hugh Carter; Mr. Harry LaCortiglia; Mr. Chris Rich; Ms. Evangelista; Mr. Tim Howard; Mr. Nicholas Cracknell, Town Planner; Ms. Michele Kottcamp – Asst.

**Absent:**

**Board Business: 7:30 p.m.**

Minutes – February 9,2011

Mr. Howard motions to approve the Minutes + Executive Session Minutes with any corrections.

Ms. Evangelista – Second

All in favor? 3-0; Unam (Mr. Carter absent, Mr. Rich abstains)

Vouchers – \$2,364.07

Mr. Rich motions to accept vouchers totaling \$2,364.07.

Ms. Evangelista - Second

All in favor? 4-0; Unam

Correspondence – Notices are passed for review.

{Mr. Carter arrives at 8pm}

**Public Hearing: CAI, Inc. - Site Plan Approval**

Mr. LaCortiglia reads the Public Hearing Notice for CAI, Inc at 7 Martel Way.

Mr. Howard motions to open the Hearing.

Mr. Rich - Second

All in favor? 5-0; Unam

{Present for the Hearing are Harry Samulchuk of Connolly Bros. and Jon Tilton from Hayes Engineering. Vince and Paul Sartorelli from CAI, Inc and Hal Cutler, Fire Safety Consultant}

Mr. Tilton- We are proposing a 48 X 11 ft. blending room addition to the existing building. The proposed building will conform with the setbacks. The room is intended to attach to the existing building. The elevation will be 75.24. There is no grade changes from the previous site plan that was approved. We have an Order of Conditions from the

Con Com and we still need to go before the ZBA to discuss modifications to the original permit. We also need to meet with the Fire Dept.

Mr. LaCortiglia- Refers to Revised plan dated 9-8-11 regarding parking spaces in Sec. 165-61L of the Zoning Bylaws.

Mr. Cracknell- Reads letter from Building Inspector dated Sept. 14<sup>th</sup> explaining that they will need to modify the original decision. The last paragraph of the letter speaks to the parking issue and I concur with him. In 1995 there were 40 spaces provided on the site with the addition. There were 15 more spaces required at that time. Today's zoning under sec. 165-61H states 1 space per 1,000 sq. ft. which would be a total of 72 spaces. They have never come close to needing 72 parking spaces as long as they have been there. The Building Inspector looked at the use and the building use is storage of materials. It is more of a warehouse use. There is less demand for off street parking. The current spaces that exist there now are adequate to the building size including the new blending room. With a warehouse use under Sec. 165-61L, there is no parking demand.

Ms. Evangelista- The original application in the 90's was for storage.

Mr. Hal Cutler (Fire safety code to CAI)- The building had limits on the type of water-based inks that it could manufacture. Another area of the building is for storage. This facility should be called a manufacturing facility in the new blending room. This facility is going to be used to tint inks using flammable liquids. The manufacturing building is used to mix water-based inks. They are giving up a facility in Wilmington, MA. The blending room will service clients in this area and deliver to them overnight. This new space is a blending and mixing operation.

Mr. LaCortiglia- Asks Mr. Cracknell about the Fire Chief's comments regarding the hydrant that is obstructed at the rear of the building near the blending room.

Mr. Cracknell- The fire chief had no issues with the blending room.

Mr. Cutler- We did a site visit with the fire chief. It was heavily scrutinized back in 2007. The licenses have been updated on a routine basis. Chief Beardsley has been involved and will confirm it is in compliance with the building code.

Mr. Tilton points out the fire hydrant across from the front entrance and at the back near the blending room on the plan.

Mr. Rich- The blending room- is there a separate fire suppression system in that addition?

Mr. Cutler- It is a pre-fabricated structure. It's going to have a dry chemical fire extinguishing system with a flammable vapor detection system during off hours that will alert CAI employees of a leak. It will contain 24- 26 drums connected to the blending machine that is a source of pigments. We have provided for a stormwater sprinkler system into this building and will be discussing this with Chief Beardsley.

Mr. Rich-What about a catastrophic event?

Mr. Cutler- There is containment there for such an event. The main building has a raised sill around the entire building. There are only 55 gallon drums in this new blending room. The blending room changes its building code. This is an H-2 use and the main building is an H-3 building. Everything coming into this new building passes through the main building and will ship out overnight.

Ms. Evangelista- Asks if they are continually reporting to the Fire Chief on a quarterly basis.

Mr. Cutler- Responds that they report to the Fire Chief upon their request.

Mr. LaCortiglia-The ZBA will be dealing with you next on all the reporting requirements.

Mr. Cracknell- The Board is in a position to vote on the site plan submission. There are a couple of comments from the Building Inspector and the Fire Dept. All that is left from the Fire Dept is to check on the fire hydrant locations and make sure they work. There are limiting conditions. The Con Com has already done a Notice of Intent and had a Public Hearing with abutters notified to review this project. This Board is ready to write up the Decision for the next meeting.

Mr. LaCortiglia- One of the conditions attached to the site plan approval should be calling out the hydrant and make sure it works.

Mr. Cutler- The building itself has a water system for fires with flammable liquids.

Mr. LaCortiglia- Is there a stand pipe system to the building?

Mr. Cutler- No

Mr. Rich- You have over 32,000 sq ft and are adding 540 sq ft. with the blending room. What is the continuous building area?

Mr. Tilton- There are 5 loading dock areas and points to them on the drawing.

Mr. LaCortiglia- Any conditions to add?

Ms. Evangelista- Asks about trucks going in and out.

CAI Representative- Trucks enter in the morning and afternoon and leave early evening. The product is being made for immediate shipment. It is a processing operation as opposed to a storage operation.

Mr. Rich- I want to make sure that the 540 sq ft blending room is more heavily regulated than the storage warehouse. Will traffic increase with the blending and delivery from this facility?

CAI Rep.- No. It will actually go down. Materials from North Carolina will come up approximately once a week.

Ms. Evangelista-Usually after the site plan approval process, the ZBA will review our conditions and if they so choose repeat it in their decision for the Water Resource. I would like to see the quarterly review. I'd like to see the hydrant behind the building noted on the plan. Does it meet the fire standards?

Mr. Cracknell- The fire chief will sign his approval of the plan.

Mr. LaCortiglia- Opens up the Hearing to the general public. There are no comments from the audience.

**Mr. Rich- Motion to vote to approve the site plan application for CAI, Inc. with a revision date of 9-8-11 located at 7 Martel Way subject to the following conditions:**

- 1. Applicant shall test hydrant located at the rear of the existing facility and clear any obstructions or vegetation and maintain it.**
- 2. Per the correspondence submitted by the Building Inspector dated 9-14-11, the applicant shall submit an application to the ZBA for an amendment to the water Resource Protection District Special Permit.**
- 3. Notwithstanding any other previous Planning Board conditions, these are in addition to and not in place of. Nothing in the past is superseded by what we are doing tonight.**
- 4. Based on the plan we find that the plan shows adequate parking and concur with the Building Inspector in his letter dated Sept. 14, 2011.**

**Mr. Howard- Second  
All in favor? 5-0, Unam**

Mr. Cracknell- For the applicant's benefit it would be helpful for the Planning Board to approve the opinion/conclusion made by the Building Inspector.

Mr. LaCortiglia- Reiterates the parking requirements under Sec. 165-61 L. I am approving this plan with that note on it and have no problem with the parking.

Mr. Rich- This member has no problem with what is stated in the letter from the Building Inspector.

Mr. LaCortiglia- Is there anyone that does not feel the Building Inspector gave the correct number of parking spaces? Do you agree with his letter ?

{Planning Board members agree and Condition #4 is added above to the Motion}

Mr. Cracknell- Do site plans get recorded?

Mr. LaCortiglia- Yes, they should be. Mylar and Decision can be signed at the next meeting.

Mr. Rich- I recommend that we ask the Building Inspector to make the **address** correction to his letter for the files.

Mr. Rich motions to close the Public Hearing.

Mr. Howard- Second

All in favor? 5-0, Unam

### **Board Business Cont.**

ANR Application – 35 Wells Ave/8 Pearson Street. Paul Donahue, Land Surveyor and Vanessa Johnson from the Essex County Greenbelt are present.

Mr. LaCortiglia- Lot 1 is to be purchased from Essex County Greenbelt after we find out if the Executive Office of Environmental Affairs grant to purchase this land is successful or not. At May Town Meeting, the Town voted to utilize CPA funding to make a conservation purchase of Lot 1 as shown on the plan.

Ms. Johnson- Lot 2 is being sold to a private landowner and Greenbelt have a Conservation Restriction on that piece.

Mr. Donohoe – Lot 2 has no change to the frontage and has frontage on Pearson. Lot 1 has the required frontage and area requirements off of Wells Avenue.

Ms. Johnson- Parcel A is being retained by the landowners as well as Lot 3.

Mr. Howard- How much is the Town paying for the land?

Ms. Johnson- \$255,000 (31 acres) On the final documents, we will get notarized signatures.

Mr. Rich- Normally with a Form A application, the applicant is present. (Mr. Rich opposes by way of explanation due to the lack of notarized signatures on the form)

Mr. Cracknell- We don't demand a notarized signature when an owner is absent. Perhaps we need to amend our application to require a notarized signature for someone that owns a property, signs the application, and is absent.

Mr. LaCortiglia- I would consider a revision of the ANR Application Form and can do this as regular board business. I would request that we add this to the agenda. We should approve this form as is and change the application form in the future.

Ms. Johnson- We are set to close in a couple of weeks. This will be recorded at that time.

Ms. Evangelista- I question why the abutters have not been notified.

Vanessa- We do typically notify neighbors with a letter.

Mr. Cracknell- This does not mean development and this does not affect any of the development rights of this property.

Mr. LaCortiglia- Motion for the Planning Board to endorse the ANR plan of land dated September 1, 2011, Donohoe and Parkhurst, Inc.

Mr. Howard- Second

All in favor? 4-1; (Mr. Rich opposes)

{Board members sign the Mylar plan}

Vanessa- Essex County Greenbelt is asking for a full Waiver to waive the filing fee of \$600 the we paid for.

Mr. LaCortiglia- The landowners are responsible for the fee. If you fronted the money, you made a bad deal. The taxpayers in this Town should not have to supplement another \$600.

Ms. Evangelista- We need Greenbelt and they have been a good partner with the Town.

Mr. Howard- The Town at the end of the day is thus keeping 10 -20 potential buildable lots from being buildable.

Mr. Howard- Motion to grant the waiver request from Essex County Greenbelt.

Ms. Evangelista- Second

All in favor? 3-2; (Mr. Rich and Mr. LaCortiglia oppose)

**Chaplin Hills – Form J Approval (Mr. Rich Williams is present on behalf of Artisan Development)**

Mr. LaCortiglia- Motions to release \$76,200 from surety.

Ms. Evangelista - Second

All in favor? 5-0, Unam

Mr. Cracknell- Dave Varga inspected, reviewed and approved the street acceptance plans and as-built plans. They have been revised. The applicant provided a written copy of the warranty from Artisan. The street will be recommended for street acceptance at Town

Meeting. Artisan will provide a Draft Deed for the road and will do a Title exam. We have everything that was required in the Conditions.

**Deer Run – Form K Approval**

Mr. Rich- Requests the Board not to sign off on a covenant after his review. We do not have adequate information to make a decision tonight. The Town Planner and I will need to contact two attorneys and request the appropriate paperwork.

**ANR Form A Change- Discussion:**

Mr. Rich- If the applicant is present, they don't need a notary but if the applicant is not present, the Form A is required to be notarized.

Ms. Evangelista- Motion to amend the Form A if the owners of land are different than the applicant and not present, the owner's signature should be notarized.

Mr. LaCortiglia- Second

All in favor? 5-0; Unam

Mr. Rich- Move to adjourn

Mr. LaCortiglia- Second

All in favor? 5-0, Unam