

**MEETING MINUTES
GEORGETOWN PLANNING BOARD
November 28, 2007**

Present: Mr. Rob Hoover, Chairman; Mr. Tim Howard; Mr. Harry LaCortiglia; Ms. Matilda Evangelista; Mr. Larry Graham, Consulting Engineer; Ms. Sarah Buck, Town Planner; Ms. Michele Kottcamp, Assistant

Absent: Hugh Carter

Board Business 7:00 p.m.

Minutes – August 8, August 22, November 14, 2007

Mr. Hoover- Opens meeting at 7:06 pm. No public hearings this evening.

Mr. Howard- Motion to approve August 8, 2007 minutes with modifications as noted.

Mr. LaCortiglia- Second

All in favor? 4-0; (Mr. Carter absent)

Mr. LaCortiglia- Motion to accept August 22, 2007 minutes as written.

Mr. Howard- Second

All in favor? 4-0; (Mr. Carter absent)

Mr. LaCortiglia- Move to accept minutes of November 14, 2007 with modifications as noted.

Mr. Howard- Second

All in favor? 3-0; 1 abstention- Mr. Hoover; 1 absent – Mr. Carter.

Technical Assistance Grant application

Sarah distributes memo.

Ms. Evangelista- Regarding the listing of businesses – Are they going in with the grant submission?

Ms. Buck- They want to know positive outcomes? I have listed the active sites specifically – 1) Cressy's Store which is a 4,800 sq. ft. property and 2) Danvers Concrete Block Co. which is an active 17,000 sq ft. property. We would like to have guidance and guidelines for these types of applications since they are in a Village District.
3) Future Downtown Businesses- we would like to provide information on this.

Ms. Evangelista- There seems to be a couple missing from that list.

Ms. Buck- The list was put together by the Georgetown Alliance Group headed up by Jim Lacey. I can add you (Ms. Evangelista) to be on that list to attend Tuesday meetings with Jim Lacey's group to help complete the list where you see gaps..

Mr. LaCortiglia- This is not the final correct?

Mr. Hoover- I would suggest that you change the titles and the graphics. Perhaps include it as a general locus on the map.

Ms. Buck- Should I remove the identifier or circle all together?

Ms. Evangelista- I think the circle is too big.

Mr. Hoover- Perhaps put a star in the middle identifying the Downtown as the delineation of where the Downtown is located. It is a general locus point on the map.

Ms. Buck- Should I remove the circle? {Board responds, "yes"}

{Ms. Buck agrees to insert a star and remove the circle as requested.}

Ms. Buck- They will actually come out and do a site visit and do the work we've asked them to do. It is very simple process.

Mr. Hoover- That parking lot at the Danvers Concrete Block is as important to the character of the downtown as any building. It is our first impression.

{The Board agrees to have Sarah submit the grant application}

Mr. Hoover- By general consent, the Board agrees with the grant application as provided by Sarah Buck.

Village Center District – first pass

Ms. Buck- Discusses her powerpoint presentation with the Board. I went over our Draft Zoning Ordinance from 2000 and looked at how we incorporate a Village Center District into our Zoning Ordinance that would make sense. {Presentation on file in Planning office}

Why do it?

- 1) Livelier and more interesting Downtown
- 2) Incentive for property owners to invest
- 3) Creates diverse housing choices in town

Why are we looking at a Village Center District? In order to keep the rural sections rural and make the other sections of Town diverse. What is a Village Center? It allows mixed

use, reduced lot sizes and setbacks, and more walkable streets. Right now we have two zoning districts which is East and West Main streets. It is 2 districts – CA and CB. These are indicated on the powerpoint slide. CA- is very dense, 15,000 sq. ft.; CB requires more area and setbacks, 40,000 sq. ft. CB shows that it does not allow for a lot of development. This takes some consideration. I requested some photos from the Historical Commission showing buildings from several years ago in the CB area. For the new zoning to be put into effect is to geographically design the Village Center District area. Set zoning dimensions and add a review criteria specific to the Village Center District under Site Plan Review. {Sarah points to the powerpoint slides} I put under “site plan review” the comments from the consultant, Daylor Consulting.

Mr. Howard- Something to consider is what owners will do in the CB area – they may try to split their lots and thereby take down a building in the center of their lot. You don’t want to encourage people in the CB district to take down the buildings. You may want to put into it that you don’t allow demolition of the existing buildings in the CB districts without express permission from the Historic Commission or all Boards for that matter.

Mr. LaCortiglia- Maybe we should request that the Historical Commission be present for some of these discussions. I’d hate to be adding another layer onto that “demolition bylaw.”

Ms. Buck- A next consideration would be to decide if CA and CB should both be part of the Village Center District.

Ms. Evangelista- There is so much wet area in the CB district that will keep it limited.

Mr. LaCortiglia- We are not talking about eliminating CA and CB districts. We are talking about overlays upon them, correct?

Ms. Buck- No. Originally the Village Center District was an overlay but the 2000 Draft is for a District.

Mr. Hoover- I would like to think that the process will tell you how to handle that. This is a complicated ordinance.

Ms. Buck- What is an overlay district?

Mr. Howard- When you are overlaying residential on top of commercial. You’re combining what’s not currently allowed as residential use and allowing it to be both.

Ms. Buck- In looking at the goals of the Master Plan, I feel we are trying to encourage a different type of development in the downtown. One of the essential uses is not just an

overlay but a mixed use. I will look into Overlay vs. District and put it out there on the ListServe for comments?

Mr. Hoover- What is the second pass to this?

Ms. Buck- It is nice to have working meetings. If you want, I would like to have no more than pairs of Planning Board members work through this as off line meetings. These would be informal sub-committee meetings for dimensional requirements and design standards.

Mr. Howard- We need an assessors map showing these districts. I'd like to review this at home.

Ms. Buck- I can print out the map of CA and CB with frontage and area dimensions for the Board to review on their own time. You can also bring a list of concerns to a meeting.

Ms. Evangelista- You want to include the library as part of the downtown.

Ms. Buck- You may not want to do this as it's all residential around the library.

Mr. Hoover- You talked about why and what is it. For the next step, we should find out how the Board feels on each of these steps. At the next meeting, the Board should break it down.

Mr. Howard- You may also need to include some parts of the RA district.

Mr. LaCortiglia- The "why" is what the Downtown needs. Is there any disagreement that this should be done? I think we can go beyond that step.

Mr. Hoover- For the most part, I agree that everyone is in agreement at a general level. But I don't agree with the parameters of where it begins and ends. The village is indicated in a specific location broken down into just 2 areas. Only at a general level we are in agreement about a Village Center overlay district.

Ms. Buck- Alan MacIntosh raised a point that you need a critical mass for having a center with enough destination qualities to get people downtown. We have 92 businesses downtown. How many does it take to make a downtown? Is the critical mass there?

Mr. Hoover- What is the next action item for this?

Ms. Buck- I will get the map Tim mentioned including some of the RA showing where the library is located so we can look at the boundaries.

Ms. Buck- I'd like to hear email comments from the Town on what they feel are the boundaries. Is it reasonable to ask the Planning Board members to review the map districts for the next meeting?

Mr. Howard- We need to be clear about the goals and objectives? Are they to go from 90 businesses to 140 businesses, for example?

Ms. Buck- Other than identifying the Village Center districts, I gave you a downtown study in your earlier packets that I want you to review again..

Mr. Hoover- I want to leave you with – “I think this is a complex issue and a great idea.” It is, however, a zoning issue. This group doesn't have the time or expertise to resolve this. Perhaps a professional group could take on this project. It could be handled like the Master Plan process.

Mr. Howard- It is not likely that it could be done by spring Town meeting.

Ms. Buck- Several Towns have recommended some women that have done projects like these. They are independent operators who may want to take on this project. I will try to get their names.

Ms. Evangelista- I think Jim Lacey could do some of the research.

Mr. LaCortiglia- Perhaps if we look at the boundaries and limitations, we can look at this again the next time.

Ms. Evangelista- Even though we have 90 businesses, we have to find a way to get people to not just pass through Town.

Mr. Hoover- The traffic in Town is pass-through traffic. That would be an independent study done by an expert. That one issue would take an expert to study this small component. With what is happening in the industry today, people are starting to un-engineer the sustainable movement. Health, safety, welfare issues are starting to take effect again. We are starting to go back to smaller roads like what was done in the 1800's. It is much more complicated today and it requires the expertise of many groups working together when designing a Village Center District.

Ms. Buck- We need to review the proposed setbacks and frontage requirements of the CA and CB zones in addition to the boundaries of the Village Overlay Districts.

Implementation Committee for Master Plan

Ms. Buck- I copied in your packets of who should be on that committee.

Ms. Evangelista- Requests to have an economic development powerpoint presentation from Phil Trapani.

Ms. Buck- I am not quite ready to move on this yet. Would the Board like to give a clear “heads up” on 34 Thurlow Street?

Mr. Hoover- We need a clear reason regarding their request for continuance.

Ms. Buck- Agrees to contact the applicant to request that they be on the December 19th schedule or request a clear reason for why they request a continuance.

Vouchers

Mr. Howard- Motion to approve invoices totaling \$701.13.

Mr. LaCortiglia- Second

All in favor? 4-0; Unam (Mr. Carter absent)

Correspondence

{Folder of correspondence is reviewed by the Board}

Other Business

Ms. Buck- The next Planning Board meeting is Dec. 12th. Stone Row and Blarney Court applications expire on December 30th, 2007.

Mr. Howard- Motion to change Planning Board meeting scheduled on December 12th to December 19th, 2007.

Ms. Evangelista- Second

All in favor? 4-0; Unam (Mr. Carter absent)

Interviews: Construction Review Inspector 8:00 p.m.

BSC Group – Mr. Dave Varga is present

Ms. Buck gives background information on the BSC Group to the Board. Dave Varga, a resident of Georgetown, is here from the BSC group. They are a Boston firm. Topsfield recommended them to us. He is a registered PE. He is here to talk to the Planning Board about the construction review position with the Town. I have given everyone a list of requirements for this position.

Mr. Varga- I am a graduate from Northeastern University. I have been in land development since I was a student. I have a very broad background. I have been in this industry for over 40 years. I am a state approved soil evaluator. I don't do it every day but is something that all of our engineers go through the process of becoming certified Soil Evaluators. I have been with the BSC Group for 11 years.

Mr. Howard- We rely on the inspector to have knowledge of the soil.

Mr. Varga- There were a number of items in the proposal that were spot checks. This is one of those items that I would be checking on sporadically and why being a Georgetown resident would be beneficial to this position. (Credentials and proposal are on file in the Planning office.) Day long inspections would be with one of our junior engineers. EIT means an “engineer in training.” This is noted next to the staff name in the proposal. I would not be out in the field all day long but would have a competent person there under my guidance. Most of what we do is commercial design work.

Ms. Buck- John White would be a back up to Dave. He is from Boxford. Someone in a more junior level position will be the one on site all day if necessary, correct?

Mr. Varga- Yes. All of our engineering people that have been with us 1-2 years must be soil evaluators. It is for storm water retention and detention design. It is something that is a basic necessity and they all must go through this program. We want experienced guidance to oversee at a higher billable rate.

Mr. Hoover- How many municipalities have you worked with that cover the 8 sites you mentioned under Section 2: Qualifications and Experience?

Mr. Varga- Those 8 sites cover Topsfield and Lakeville.

Mr. Hoover- I think it would be a good idea if we get input or questions from Larry Graham.

Mr. Varga- You were talking earlier in your meeting about Zoning issues and about how traffic, landscaping and civil groups must work together. We have the ability to handle those types of research evaluations in-house. We also have the environmental review aspect and can provide that engineering support especially when dealing with wetlands. However, we don't have testing capabilities– we use United Testing Services in Stoneham for compaction testing and lab testing for proctor's analysis to obtain the soil characteristics that are needed for compaction measurements. We also don't have Geo-technical engineers in-house.

Ms. Evangelista- You have several staff – Would you be on site to start them off?

Mr. Varga- I would be there initially to get them started and oriented to the site and the materials being used. They do prepare daily reports at each visit and I would be following up regularly.

Ms. Evangelista- My concern would be that you may be there only on Day 1 out of a 5 day job.

Mr. Varga- I am very good about being available at all times even when not on site. However, I could stop by in the evenings on my way home if there is a concern to be dealt with at the site. I try to emphasize that my younger engineers just don't have the experience yet and they just need some guidance to give you the support you need.

TE- What would you consider a good process for handling minor changes on the job?

Mr. Varga – I know some Towns when they issue a subdivision approval, they have a list of technical conditions. It would be helpful if we (BSC Group) could communicate with Larry Graham and work together on the review process. We would try to minimize those changes. We would develop a relationship and would have to work out with the Board to establish whether a problem is a minor field change or not.

Ms. Evangelista- Do you review our subdivision regulations?

Mr. Varga- Not recently.

Mr. Hoover- Who is our point of contact?

Mr. Varga- That would be me. I would be stopping by frequently even though a more junior level engineer would be there throughout the day and preparing the reports.

Mr. Hoover- How long in the field do you anticipate that the junior engineers stay in the field before they move up in to another position?

Mr. Varga- We would be having the same person on a particular project. If the Board is concerned, I can also come out and fill in or provide an overview on the project.

Mr. LaCortiglia- Will you take photos at the site?

Mr. Varga- Yes

Mr. LaCortiglia- To my knowledge, would the less senior engineers be familiar with pervious pavement?

Mr. Varga- The concern we have is the longevity of that material. One of the things the DEP is revising is the storm water policy. A vacuum sweeper is the only effective maintenance for this issue. As a company we are trying to move in that direction. We would look into the application of using it. It hasn't been proved to me that on a long term basis that it works. If you had a project that was using pervious pavement, we (BSC Group) would make sure it was being installed correctly.

Mr. LaCortiglia- We are hiring a firm – not an individual.

Ms. Buck- These contracts are usually written for 1-3 years which can be terminated at any time. The next step is to look at the price proposal.

Mr. LaCortiglia- How do you prepare for a site visit?

Mr. Varga- By reviewing the plans, specs and approval documentation and conditions that have been approved by the Board. We would then need some lead time to go on site with control on the ground. Then we relate the plans to the ground. We get our initial orientation for the construction. It would probably be myself or John White that would go out on site initially to get things started.

Ms. Buck- There's always a pre-construction conference initially on new projects involving the planner, ConCOM agent, Larry Graham and the construction engineer. With projects identified in mid-stream, we need to get people up to speed. I will open the price proposal with the Town Administrator.

Mr. Hoover- You should first have the consensus of the Board.

Ms. Buck- I received the first reference from Don Foster in Lakeville. I don't have a response from the second reference. I received rave reviews for Dave. With hiring a construction inspector, the contract is typically one to three years.

Mr. LaCortiglia- Are we locked into a contract?

Mr. Howard- You can still terminate a contract at any time.

Mr. Hoover- I think the process is one that you negotiate the price and work out the terms of the contract once you open up the bid.

Ms. Evangelista- The manual says there is a three month evaluation period.

Mr. Hoover- If we accept them on their qualifications, then we have an "out" clause in the contract.

Mr. Howard- If you're not performing, then you can be terminated at any time.

Ms. Buck- I can look up the old contract with Millenium Engineering and talk to Steve Delaney who has experience with contracts. The contract should state that there should be a paragraph about "termination for cause" and there should be one person responsible for each project they are assigned. Sarah informs the Board what her action items will be in modifying the contract following the meeting:

- 1) Contract should be 1 year with a renewable clause up to 3 years.
- 2) Contract will include a "termination for cause" paragraph
- 3) Use template from Millenium contract including all the legal clauses
- 4) One person on site contact handling inspections that reports directly to Dave Varga and if this changes, there should be notification to the Board

Ms. Buck then reads the entire last paragraph of the RFP to the Board which is on file in the Planning office.

Mr. LaCortiglia- Move to hire BSC group contingent upon second reference and acceptable price proposal.

Mr. Howard- Second

Mr. Hoover- All in favor? 4-0; Unam (Mr. Carter absent)

Mr. Howard- Motion to close meeting at 10:10 pm.

Ms. Evangelista- Second

All in favor? 4-0; Unam (Mr. Carter absent)