

**MEETING
GEORGETOWN PLANNING BOARD
Memorial Town Hall
Basement Meeting Room
April 30, 2003
7:00PM**

Present: Jack Moultrie, Chairman; Christopher Hopkins, Vice-Chairman;
Peter Sarno; Alex Evangelista; Tim Gerraughty, Alternate Member;
Jacki Byerley, Town Planner
Janet Pantano, Administrative Assistant

Absent: Dan Kostura, Clerk; Larry Graham, Planning Board Technical
Review Agent & Inspector;

Meeting called to order 7:05PM.

Correspondence

Mr. Evangelista stated to the Board that Georgetown is a member of Coastal First Time Home Buyers Grant. He explained the program and how it works. He stated that the Town should let the Affordable Housing Task Force know about the Grant and that it is a Federal program.

Mr. Moultrie and the Board welcomed Jacki Byerley as the new Town Planner.

Mr. Sarno and the Board thanked Ms. Pantano for holding the fort until a Planner was hired.

Master Plan

Alan MacIntosh from MVPC stated that he did not have a prepared speech but would talk on what has to be done on the Master Plan. He stated that the previous planner did a Scope of Services. He stated that he received the Scope today from the State and that Ms. Byerley copied the Scope for the board. He explained the document to the board. He stated that \$30,000 is the amount that is available to the Planning Board and \$5,000 is in the grant being done by the housing consultant.

Mr. Evangelista stated that the Town received a \$35,000 grant for the Affordable Housing portion.

Mr. MacIntosh stated that he would talk with the State regarding the funds an update the board. He stated that they made some adjustments to the Scope. He stated that the Scope is ambitious but is a do able plan. He stated that he favors

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an open process but having the public visioning first is not always the best approach. He stated that having plans done in advance so we know what is needed works better. He stated that otherwise the wrong data could get out.

Mr. Sarno stated that the board has a responsibility to the Public and the board should revive the Master Plan committee. He stated that it is important to find out who was the keeper of records. He stated that a grant was used and a public forum was held. He stated that Terri Szold and John Connery were the consultants on this portion and that they may have some information. He stated that this may contain some historical information and stated that Bob Morehouse was involved during this time. He stated that he remembers a Power point presentation was done at Pennbrook School. He stated that Zoning was rezoned from this forum. He stated that they tried to have a light industry in area zoned near the proposed access road. He asked if Ms. Pantano and Ms. Byerley could look into this.

Mr. MacIntosh stated that he knows Terri Szold and John Connery and would try to find out what was done from them.

Mr. Moultrie stated that he agrees with Mr. Sarno and that they should ask the active members to work as a sub committee of the Planning Board.

Mr. MacIntosh stated that this is a good idea as a small committee is easier to work with.

Mr. Evangelista stated that he has all the records in a box with the studies and surveys that were done. He stated that looking at the make up of a master plan committee they should not have Real Estate Agents on the committee as they look at zoning more than other issues. He stated Betty Davidson was a very good member. He stated that any Real Estate Agents could be used as consultants.

Mr. MacIntosh agreed with this.

Mr. Moultrie asked Mr. MacIntosh if we need more funds.

Mr. MacIntosh stated that he has to find out about the \$5,000 and that this amount would help to get everything done that is required. He stated that he feels it is a doable plan and when he sits down with the consultants from Affordable Housing Grant he would know better what funds they will need.

Mr. Moultrie asked if he had a time frame of when the Plan would be finished and when they would get started.

Mr. MacIntosh stated that it would take a year to prepare.

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Mr. Moultrie asked if they could have the Master Plan for the next Annual Town Meeting (2004).

Mr. MacIntosh stated that he feels that a year would be a good estimate of time and that a completed Master Plan by the end of May 2004 is good date. He stated that this is a guidance document.

Mr. Moultrie stated that if we had a Master Plan then the area were the Norino apartments are would not have been able to go forward.

Mr. MacIntosh stated that this is a great opportunity for the town and that he would go over the budget and inform the board in writing as to what is not covered. He stated that he would contact the board and they would go forward for next May.

Mr. Moultrie asked for comments from the members.

Mr. Hopkins stated that they should ask for assistance from the public on this. He stated that this situation has a target date and is more focused then previous attempts. He stated that there are more people coming into town with more skills.

Ms. Byerley stated that the Board should wait until we know more and then have a visioning and invite the community to be involved.

Mr. Moultrie stated that the traffic in downtown is unbearable and knows this has to be addressed.

Mr. MacIntosh stated that they could ask the public to be involved but not be on the committee as of yet.

Mr. Sarno stated that there is a challenge here but that the public should be involved sooner than later as he does not want the process to be closed to the public. He stated that they could have a target date of when public could be involved.

Mr. MacIntosh stated that he meant a visioning session is when the public could and should get involved and that this should be done after more planning. He stated that he sees this happening in September after the summer.

Mr. Sarno stated that it would benefit to talk to the previous consultants.

Mr. MacIntosh stated that they could be brought on as consultants if the Board wanted. He stated that both have done a lot of work in the Merrimack Valley.

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Mr. Gerraughty stated that the Board needs more people involved. He stated that their schedule is overloaded. He stated that it has taken eight years to get this far and he can not see the Master Plan being done in one year.

Mr. MacIntosh stated that this time you have professional planners working with the board. He stated that the \$5,000 could be taken out of the town's LTA time.

Mr. Moultrie stated that he may have funds for highway aspect and would talk with Mr. MacIntosh about this.

Mr. MacIntosh stated that he feels that the Mater Plan should be under the Planning Board and it is important to keep it that way.

Mr. Moultrie stated that Selectmen should not be appointing members it should be from this board.

Mr. MacIntosh stated that he would have something in writing in the next few days for the board.

Ash Lane/One lot Subdivision

Ms. Byerley stated that subdivision should be constructed within an eight-year period. She stated that she would look into this.

Mr. Wojac stated that the subdivision was presented to the board and approved years ago. He stated that others were already built on.

Ms. Byerley stated that these are separate subdivisions.

Mr. Sarno asked for an update, as the other members are not familiar with the issue.

Mr. Moultrie stated that this subdivision was approved in 1978 25 years ago. He stated that the subdivisions were built by John Wojock. He stated that there were four one lot subdivisions and that three were built and that one one-lot subdivision was never constructed. He explained that they now want to build on this one-lot subdivision and the question is whether they would be required to refile or if the approval still stands.

Mr. Sarno asked if they had the 50ft frontage on Thurlow Street.

Mr. Moultrie explained what was done with the subdivisions and ANR lots. He stated that the board would work with the owner.

Mr. Wojac asked when this could go forward. He stated all other boards have signed off on the plan. He stated that they already went through the ConsCom.

Mr. Moultrie stated that they should have subdivision on a single plan. He stated that they must meet the zoning requirements.

Mr. Sarno asked if they are planning to sell the lot. He stated that it should take about two months for the process. He asked who the engineer was.

Mr. Wojac stated PLS was doing the engineering.

Mr. Sarno stated that they know process.

Mr. Wojac asked if the Planner would be looking at precedent on this before they refile.

Ms. Byerley stated that she would be.

Chaplin Hills/Subdivision Permit

Mr. Moultrie asked for input from planner on the extension of the Subdivision Permit.

Ms. Byerley asked how many homes would be built.

Mr. Faragi stated eight homes to be built.

Mr. Moultrie asked if they are exempt from rate of development bylaw.

Mr. Faragi stated that they were.

Mr. Evangelista made a motion to extend the subdivision permit to April 30, 2005. Second by Mr. Sarno.

Mr. Sarno stated that they are saying they may not be done in two years.

Mr. DiPalma stated that they would like to go forward and start.

Mr. Moultrie stated that they could once they post a bond or they could release a lot.

Mr. Sarno stated that the board values a lot at \$50,000 and that they do not have to release all the lots at once.

Mr. DiPalma stated that they would like to do four initially and then do four later after they perk.

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Mr. Moultrie stated that they would hold two and a half times estimate to be completed by H. L. Graham which would be \$242,500. Discussion on what to post and lots to be held.

Mr. DiPalma stated that once they have evidence of a bond then they could they go forward to build.

Ms. Byerley stated that in two years they should have the 8 homes built and the topcoat put on the road.

Mr. Sarno stated that building permits are not issued from this board.

Mr. DiPalma stated that the Planning Board does sign off on building permits.

Ms. Byerley gave Mr. DiPalma a Form J release of lots. She stated that beyond three lots they must put up a bond.

Hopkins asked if the date should be on a quarterly date.

Mr. Evangelista explained discussion on date to applicants.

Mr. Evangelista made a motion to rescind the original motion. Second by Mr. Hopkins. All in favor 4-0.

Mr. Evangelista made a motion extend the Subdivision Permit on Chaplin Hills to June 30, 2005. Second Mr. Hopkins. All in favor 4-0.

Deer Run

Board signed covenant for Deer Run.

Mr. Maglio asked about a form for release of covenant from the covenant that they filed at the Registry of Deeds.

Mr. Hopkins stated that the covenant runs with the land not with the person.

Ms. Byerley stated that there would be no building until they come back to the board but that they can work on the road.

Mr. Maglio stated that they have marked the site for the no-cut areas.

Discussion on trees cut on Whispering Pines in no-cut area.

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Board looked over minutes of April 9, 2003.

Board asked that changes be made and reviewed at next meeting.

Cuffee Dole's

Mr. Moultrie explained that Mr. Archer went before the Selectmen for an alcohol permit for a 1500sq. Ft. patio area and explained to board. He stated that he sent a letter to the Selectmen as a concerned citizen regarding their approval of this permit.

Mr. Gerraughty asked if the board should send a letter also.

Mr. Moultrie stated that they could send a letter.

Mr. Evangelista read what the permit stated and that the permit is for altering the premises with a 1500sq. Ft. patio with service bar.

Discussion

Mr. Sarno stated that Ms. Byerley should look at why this would require review by the Planning Board.

Mr. Moultrie stated that the board only gave approval for the restaurant not for the function room or anything else.

Mr. Evangelista read from the bylaw regarding SPA.

Mr. Sarno stated that they would have Ms. Byerley draft a letter to attorney, owner and selectmen on this issue.

Mr. Moultrie stated that Mr. Brett will keep an eye on this and if anything is started without approval then he would shut the restaurant down.

Mr. Hopkins stated that he is extending floor surface and should come before the board for SPA and that they should send a letter to Mr. Brett and cc the Selectmen.

Mr. Moultrie stated that they should send Selectman and ConsCom a copy of the Parking lot report. He stated that the BOH issue is different.

Mr. Moultrie asked who would enforce seating.

Correspondence

Board went over correspondence look at Water Resource District application Carleton drive, McKay letter regarding Pillsbury.

Mr. Sarno stated to send out Millennium to the site at the McKay's and check out issues that they have.

Vouchers/Technical Review

H. L. Graham

- 113 Jewett Street-----\$373.75
- Georgetown Shopping Center-----193.75
- 192 North Street-ISH-----193.75
- 10 Pine Plain Road-Tidd-----103.75
- Emma Harris Way-----193.75
- 197 Jewett Street-----1,122.50
- Nelson Street-ISH-----90.00
- Pillsbury Village-----750.00
- Planning Board General-----193.75

Inspections

Millennium

- Crescent Meadow-----\$2,957.50
- Pillsbury Pond-----32.50
- Bernay Way-----32.50
- Littles Hill-----195.00
- Raymond's Creek-----65.00
- Whispering Pines-----227.50
- Deer Run-----32.50

Office/Training

U.S. Postal Service-----Postal Meter-----\$100.00
MAPD-----Conference-----\$200.00

Mr. Evangelista made a motion to pay. Second by Mr. Hopkins. All in favor 4-0.

Whispering Pines

Ms. Pantano stated that Mr. Longo was not coming in tonight as Mr. Graham does not have a report done on the project and had not expected a meeting on this issue this evening.

Mr. Moultrie stated that Mr. Longo gave the go ahead to Mr. Paulson of Atlantic Engineering to do the layout on Warren Street.

Business

Mr. Sarno stated that the Board should start thinking about an alternate member.

Mr. Moultrie stated the Board should send a letter of thanks to Mr. Kostura. Ms. Pantano to send the letter.

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Elm Street

Mr. Sarno asked if we heard anything on the Elm Street litigation.

Mr. Moultrie stated that we have not and the board discussed the easement.

Mr. Evangelista made a motion to adjourn. Second by Mr. Hopkins. All in favor 4-0.

Meeting adjourned at 9:50PM.

Minutes transcribed by J. Pantano.

Minutes approved as amended May 14, 2003.