

**MEETING
GEORGETOWN PLANNING BOARD
Memorial Town Hall
Basement Meeting Room
June 11, 2003
7:00PM**

Present: Jack Moultrie, Chairman; Christopher Hopkins, Vice-Chairman; Peter Sarno; Rob Hoover; Jacki Byerley, Town Planner; Tim Gerraughty, Alternate Member; Larry Graham, Planning Board Technical Review Agent & Inspector; Janet Pantano, Administrative Assistant

Absent: Alex Evangelista

Meeting called to order 7:00PM

Form A-Pillsbury Pond/Symes

Mr. Rich Williams of Hayes Engineering stated that they want to change a lot line at lot 36 and 41 Pillsbury Lane. He stated that the line has to bump out to accommodate the septic system. He showed the plan to the board.

Mr. Moultrie asked how close was the septic system to the lot line.

Mr. Rich Hayes stated that the septic system was 10ft from the Lot line.

Mr. Hopkins made a motion to approve the ANR lot line change for Lot 36 and 41 Pillsbury Pond. Second by Mr. Sarno. All in favor 3-0.

Form A-Norino Way

Ms. Byerley stated that this ANR plan was before the board before and that the board received a memo from the ZBA regarding the lot and the 40B project.

Mr. Sarno stated that there is no one inspecting the 40B project.

Mr. Epstein of the ZBA stated that the Building Inspector has been going out to the site and that there are only driveways and parking lots.

Mr. Moultrie stated that as Highway Surveyor he has been getting reports from the developer.

Mr. Sarno stated that the Planning Board would have had an inspector going out at regular intervals.

Mr. Epstein stated that he was not present for the decision and that Kopelman & Paige wrote the decision.

Bob Orsi stated that the ZBA has jurisdiction over this project and that they can ask for inspections to be done.

Mr. Sarno stated that this board could write a letter to the ZBA and they could follow up on items to be inspected.

Mr. Epstein stated that they asked all boards for comments before a decision was given. He stated that the board should send a letter to the ZBA.

Mr. Hopkins made a motion to approve the ANR on Norino Way as shown. Second by Mr. Sarno. All in favor 4-0.

Mr. Norino stated that they were exempted from needing a permit for the soil removal at the site on the 40B.

Affordable Housing Task Force

Kathy Sachs and Catherine Diehl were present from the Affordable Housing Task Force.

Mr. Moultrie explained why they asked them to attend tonight's meeting.

Ms. Sachs stated that they had a lively discussion on this issue last night. She stated that with the ISH on North Street they feel they should be involved. She stated that on Little's Hill they would raise issues with having an affordable unit with large homes and the owners having to pay dues and to maintain their property like the other homes would be a hardship. She stated options could be that the developer donate land that they could build on, or buy a home and sell, or donate funds and she stated that they have comments on this. She explained the market that they need to fill. She stated that the median income in Georgetown is just over \$70,000. She stated that most applicants have an income of \$35,000. She explained figures to the board. She stated that an idea that they discussed was to buy one of the multi-families downtown and fix it up and sell as condominiums.

Ms. Diehl stated that the consultant that they are working with is happy that they are talking to the board.

Ms. Sachs asked if they could have the applicant work with them and also with the board.

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Mr. Hopkins stated that does not see them providing a large amount of money. He stated that they had this issue with Littles Hill. He explained the issue with the bylaw and what they have run into.

Ms. Sachs stated that they have been looking at the bylaw and the consultant recommends some changes.

Mr. Epstein stated that in other towns that he has worked on they want to keep the units as rentals so they can be looked at each year and if the salary has gone up they can rent to someone else that needs the affordable unit.

Ms. Sachs stated that they have looked at home ownership more then rental.

Mr. Epstein stated that the units at Norino way are low income.

Mr. Moultrie stated that they have one project before them now that the developer does not want to put the unit in the subdivision.

Mr. Gerraughty stated that one lot is separated from the other lots and that may be able to be the affordable unit.

Ms. Sachs stated that she had an article from the Town of Weston and that they have a project that is working with mixed incomes. She stated that they do not want to make a ghetto.

Mr. Hopkins stated that they should look at each project on a case by case basis.

Mr. Sarno stated that he agrees with Mr. Epstein that the 10 percent is constantly changing and that they have to look at different ideas.

Ms. Sachs explained issue of the 10 percent and the DHCD requirement.

Mr. Moultrie stated that the Affordable Housing Task Force should be a part of the process.

Ms. Sachs stated that they would like to sit down with the applicants. She stated that it should be a standard policy to do a lottery. She stated that there is a cost to this.

Mr. Hopkins stated that having the applicant pay the cost of the lottery could be in our decision and asked Ms. Sachs to send a letter with these requirements.

Mr. Hoover stated that the current language should be changed.

Mr. Gerraughty stated he had comment on pricing.

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Ms. Sachs stated that the pricing is set by DHCD and she does not know if these fees have been changed. She stated that the fees are low. She explained the process on the Central Street affordable housing.

Mr. Moultrie stated that there would be times that they would want to offer units to Town Employee's.

Ms. Sachs stated that DHCD is looking at accessory apartments as counting toward the 10 percent. She stated that they are in the process of finishing the Affordable Housing Plan with the consultant.

Mr. Moultrie asked if she has seen the contract with MVPC. He stated that they would get her a copy. He asked that they send the board their language on lottery system.

Board Business/Cuffee Dole's

Mr. Moultrie explained the issue of Cuffee Dole's for Ms. Byerley and Mr. Hoover. He explained what is not finished at the site. He stated that the Selectman approved a liqueur license for a patio and function room. He stated that the Building Inspector sent a letter to the owner stating that he would have to go to the ZBA for a change of use. He stated that the action seems to have ceased.

Ms. Byerley stated that Mr. Archer has asked for the agendas of the last six months.

Mr. Moultrie stated that they have to make a decision as to what the board should do. He stated that Mr. Hopkins was not happy to take the passbook.

Ms. Byerley stated that on the decision he has one year to finish the Site Plan unless a substantial amount of work has been completed.

Mr. Moultrie stated that they would talk about this later in the meeting and opened the next hearing.

197 Jewett Street

Mr. Moultrie opened the Public Hearing on 197 Jewett Street. He stated that they have not received any new plans so that there would not be a lot of discussion.

Mr. Manetta stated that they staked the site for the Site walk and wants to talk about the issues looked at before they revise the plans. He stated that the wall maybe reduced and also the pavement and move the road over. He stated that this would give them more room for grading and take the road farther from the lot line. He stated that if they eliminate the grass area then the 8ft wall could be

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reduced to a 3ft wall. He stated that a wall over 4ft would require a building permit.

Mr. Sarno stated that the wall length is 260ft long and 8ft high at the highest point. He stated 100ft would be lost if the waiver was given and that they would lose 3 to 4ft in height.

Mr. Rhuda stated that they also want to reduce the pavement to 22ft from 26ft. He stated instead of conforming to regulations they need a waiver.

Mr. Hoover stated that they should provide details to the wall.

Mr. Manetta stated that they would once they decide on size of the wall.

Mr. Moultrie stated that he would require something beside concrete on the wall.

Mr. Graham stated that he does recommend moving the road and to put the sidewalk in the easement. He would not recommend reducing the pavement at the intersection. He asked if they looked at the detention basin.

Mr. Manetta stated that they are looking at a drainage change.

Mr. Graham stated overall they meet the requirement but that they need more drainage.

Mr. Rhuda asked the width of minor roads.

Mr. Graham stated a court is 22 ft and two lots.

Mr. Moultrie stated that road would not be accepted as a town road with a reduced width.

Mr. Sarno stated that could they propose a buffer to the abutter if they move the road. He asked about landscaping.

Mr. Rhuda stated that if they want a half dozen white pines they would put them in.

Mr. Moultrie stated that if the ConsCom approves the lots that he does not think they can not approve the lots.

Mr. Sarno asked the frontage on the existing home and if they could do a Court with only 5 lots and an ANR for the existing lot.

Mr. Rhuda stated that they like the smaller road. He stated that they looked at this but it could not be done because of the length of road.

Mr. Moultrie stated that the standards for street acceptance are an issue. He stated that the Towns are 26ft width.

Mr. Hoover stated that he is an advocate for reduced pavement.

Mr. Moultrie stated that a lot has to be looked at if tied into any other land.

Mr. Rhuda stated that there are no easements for other subdivisions.

Mr. Graham stated that the Board has to hold to the regulations as everyone would come in asking for a reduction on road width. He stated neighboring towns have 24ft road widths.

Mr. Rhuda stated that they would draw up a plan with Mr. Graham's suggestions and also with the reduction of road and increased drainage. He stated that then they would come in with a plan and see which plan the board likes and then come in with a final plan.

Mr. Hoover asked to look at the changes to island that Mr. Graham suggested. He stated a flat entry way then go with a grade change.

Randy Lee 10 Tall Tree Way stated that he is hearing that there two lots that meet the regulations and are conforming and but that they do not meet the intent of the bylaw. He stated that they are close to the lot line and he agrees with the sidewalk move and with the road width reduction.

Mr. Rhuda asked for an extension on the decision date for 197 Jewett Street to September 30, 2003.

Mr. Hopkins made a motion to extend the decision date for 197 Jewett Street to September 30, 2003. Second by Mr. Hoover. All in favor 4-0.

Mr. Hoover made a motion to continue the Public Hearing on 197 Jewett Street to July 9, 2003 at 8:30PM. Second by Mr. Sarno. All in favor 4-0.

Whispering Pines

Mr. Longo stated that he had a question for the board. He asked if they have to put in the binder coat on the whole road to have the lots released.

Mr. Moultrie stated that they could build one lot.

Mr. Longo stated that he wants a building permit for the senior housing and then post a bond for the road. He stated that they want to build the road to the ISH and build this project and then do the rest of the subdivision.

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Ms. Byerley explained what he wants to do.

Mr. Graham stated that they could not get occupancy permit until the road is built.

Cuffee Doles

Mr. Moultrie stated that he has a punch list that was to be completed by June 1, 2003. He went over the list with the board.

Mr. Gerraughty stated that the funds held are only one time what is to be finished.

Mr. Moultrie asked Ms. Byerley to send a certified return receipt letter to Mr. Archer asking him to attend the July 9, 2003 meeting.

Ms. Byerley stated that he is not functioning at 400 occupants as he could with full approval.

Mr. Moultrie stated that the board has not approved the function room or any outside area.

Ms. Byerley stated that she has not found it in the minutes or the decision that there are two phases.

Mr. Gerraughty stated that they should talk to Town counsel before anything is done.

Discussion on lights and bill from Mr. Unger and funds being held.

Ms. Byerley stated that she does not see phases.

Mr. Sarno stated that what ever is done has to go through the Building Inspector and the ZBA before they come back to this board.

Ms. Byerley stated by the plan that we have he can construct a concrete deck.

Board looked at the plan.

Mr. Brett stated that they should take the money held.

Mr. Gerraughty stated that they could ask town counsel if the board could return the surety and then take the occupancy permit.

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Mr. Epstein asked if the egress and ingress posing a safety issue or liability to the town.

Mr. Moultrie stated that the lighting is an issue and signage.

Mr. Brett stated that the Police should determine if there is a safety issue. He stated that an officer should go down and look at this.

Mr. Graham stated that there is a safety issue with the lighting and the unevenness of the pavement.

Ms. Byerley stated that she would draft a letter to Town counsel and email a copy to the board.

Mr. Moultrie stated the ConsCom is not in favor of the deck in the rear of the building.

Mr. Brett stated that what he proposes is to serve liquor and have music outside and that this requires a finding from the ZBA. He stated neighbors would not be happy with this.

Mr. Moultrie stated that we have drafted a letter to Mr. Unger. He stated that he would have to bid for the job if the town takes over the funds.

Mr. Epstein stated that they could go out to bid on the items to be finished and pay from the funds held. He stated that it is too bad that the building was fixed up so well and then came to this.

Mr. Graham stated that the bill is only for the poles for the parking lot and not for the front as requested.

Mr. Moultrie asked if counsel says that they can take the occupancy permit then how should they proceed. He stated that he does not relish doing this.

Mr. Brett stated that Mr. Archer has not cooperated with the board. He stated that he is behind the board.

Correspondence/Chaplin Hills

Board looked over the letter from the potential buyer's attorney.

Mr. Sarno stated that at the last meeting they were under the impression that he was selling all the lots not just four lots.

Mr. Moultrie stated that they only have four lots that have perc's.

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Mr. Sarno stated that they are requesting to put up the bond.

Mr. Moultrie stated that they do not care who puts up the bond.

Ms. Byerley stated \$242,500 is two and a half times estimate.

Board looked over memo to applicant and stated it was okay to send.

Board Business

Mr. Graham stated that he had a few issues before he left.

Ms. Byerley asked if he had what he needed for Whispering Pines modification.

Mr. Graham stated that he is okay with the modification and that he sent a letter to the board. He stated that he does not have a landscape plan from Raymond's Creek.

Ms. Byerley stated that Emma Harris would not have new plans until the 25th of June so should they be move to July 9, 2003.

Board stated to move Emma Harris if plans would not be received until June 25, 2003.

Ms. Byerley asked if they want Mr. Graham to review the soil importation on Carleton Drive.

Mr. Moultrie stated that they do not need a review on this.

Mr. Graham stated that Acorn Way is almost done and he asked if they are okay with the 10-lot proof plan.

Mr. Moultrie stated that they have already given Mr. Nixon direction on this.

Summer Schedule

Board discussed meetings in July and August. Meetings on July 9 and 23, 2003 and August 13, 2003.

Budget

Mr. Sarno excused himself from the discussion.

Ms. Byerley stated that she sent an email to Mr. Delaney asking if we can charge our 593 accounts for minutes done by Ms. Pantano. She stated that we would have to transfer funds from line items for salary. She stated that they could both work for 39 weeks with same hours as now and then go to town meeting for a

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transfer. She stated another option would be closing the Planning Office for 4 weeks a year and sill would have to transfer from our expense account.

Mr. Moultrie stated that at town meeting he had an Amendment that he was going to present but he was told it was not legal. He stated that after he was told it was legal and that this would not happen again. He stated that Jacki and Janet should work as they are until town meeting and then go with a transfer or amendment.

Mr. Hopkins stated that if it does not pass then they all should resign. He stated that if the Town does not step up he would step out. He stated that there are already lawsuits and he does not want more.

Mr. Epstein asked why they do not have a revolving account. He stated that they pay their clerk out of a revolving account. He stated that they need permission to do this.

Mr. Moultrie asked how many weeks until funds run out.

Ms. Byerley stated that they have until January or February. She stated that if they watch what we spend then they could also transfer from expense account. She stated that they would need at least three articles for Town Meeting.

Mr. Moultrie stated that they would resign if does not pass at Town Meeting.

Ms. Byerley stated that the Town would just replace them and that would not change the budget with the support staff.

Mr. Gerraughty stated that they should go to the FinCom and state the liability of this board and do a line item. He stated that it is only a small amount of funds that we are talking about.

Mr. Hopkins stated that without a support staff he is not willing to serve. He has served without staff and does not want to go back to this.

Mr. Moultrie stated that the figures were not given to the Town until the Friday before Town Meeting and that should not have happened.

Mr. Epstein stated does this mean that their budget is padded or would they have unpaid bills.

Ms. Byerley stated that they may have unpaid bills.

Mr. Gerraughty asked about insurance coverage that they have.

Ms. Byerley stated that the Town wants her to keep her 20 hours to keep her insurance and cut Janet's hours to 4 hours per week.

Mr. Moultrie stated that they should stay on as is and then have another plan. He stated that they should check on a revolving account.

Ms. Byerley stated that they could stay the same as now and then go to Town Meeting.

Board Business

Mr. Hoover asked if it is typical that an application is not started until all information is turned in. He stated that they should not start until all information is turned in.

Ms. Byerley stated that she would not have the authority to do this.

Mr. Hoover stated that if you follow the regulations then the meetings would move along.

CPC

Board stated that they would wait to do any appointments until after Mr. Sarno leaves the board.

Mr. Sarno asked members to keep open June 23, 2003. He stated that Ms. Kostura would be on vacation and they may have to postpone appointment. He stated that he would like to resign and have the new appointment before the June 25, 2003 meeting.

Master Plan

Mr. Epstein asked what would be done on the Master Plan.

Mr. Moultrie explained what would be done and that MVPC is working with them and should have a plan finished by next year.

Vouchers

Legal Notice

Daily News-----Acorn Way PUD-----\$93.03

Inspections

Millennium

- Whispering Pines-----\$ 1,125.00
- Raymond's Creek -----\$187.50
- Pillsbury Pond-----\$900.00

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- Deer Run Lane-----\$187.50
- Crescent Meadow -----\$1,575.00

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

Mr. Sarno asked that the ZBA be contacted and asked that inspections be done for drainage.

Inspections

Ms. Byerley asked what is the process and does Millennium go out whenever.

Mr. Moultrie stated that Millennium should have a relationship with the applicant and go out as needed.

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Mr. Sarno made a motion to approve the minutes of May 14, 2003 as amended. Second by Mr. Hopkins. All in favor 4-0.

Mr. Sarno made a motion to approve the minutes of May 28, 2003 as amended. Second by Mr. Hopkins. All in favor 4-0.

Board Business

Mr. Moultrie asked Ms. Byerley to look at the Getty Station SPA and give them a call to see what the status is.

Board asked for minutes, agenda, and planner's report to be emailed to members.

MIIA

Ms. Byerley stated that the board has to approve this form and accept the form to be used for all projects before the board.

Board looked over the form

Mr. Hopkins made a motion to use the form as a guide for the Planning Board. Second by Mr. Sarno. All in favor 4-0.

Correspondence

Ms. Byerley read correspondence list.

Littles Hill

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Ms. Byerley explained that at Littles Hill a permanent sign was going in. She stated that an abutter called that a trench was being put in close to his lot line. She stated that she and Janet went up to the site and the cement was being poured on the open space lot for the sign. She stated that it is very close to the lot line and that the abutter was not aware of a sign going in and that it is not on the plan.

Mr. Moultrie stated that they should follow procedure and bring in specs to the board. He stated that the electric box had to be moved because of Mr. Clarke and his concerns. He stated that the ConsCom should be aware if the sign is on the Open Space parcel. He stated to ask Mr. Spear of Littles Hill to come in to a meeting and also to contact Mr. Clarke about the meeting. He stated to ask Mr. Spear to bring in a sketch of the sign.

Mr. Hoover stated that he has a series of items that he feels would make the board more efficient. He stated that he would put together a list and present to the members.

Mr. Hopkins made a Motion to adjourn. Second by Mr. Sarno. All in favor 4-0.

Meeting adjourned at 10:45PM.

Minutes transcribed by J. Pantano.

Minutes approved as amended June 25, 2003.