



PLANNING BOARD

10 West State Street

Granby, MA 01033

Telephone: (413) 467-7177 Fax: (413) 467-2080

Website: www.granby-ma.gov

Members: Glen Sexton, Chair
Jim Trompke, Vice Chair
Robert Sheehan, Jr., Treasurer
Jay Joyce, PVPC Representative
Lillian Camus, Secretary

Others:

Absent:

Meeting: Monday, August 28, 2017

Location: One Library Lane, Upper Level, Granby, MA

Minutes

CALL TO ORDER: Glen Sexton called the meeting to order at 6 p.m.

Administrative Items

Approve Bills

No bills to approve.

Approve Minutes

Approval of July 24, 2017 Minutes

Glen Sexton asked if there were any changes to the July 24, 2017 minutes. Changes suggested were on page 8, last sentence of last paragraph in Television section, changing the word television to printer/copier/scanner.

Motion was made by Robert Sheehan, Jr. and seconded by Jim Trompke approve the July 24, 2017 minutes as amended. Motion carried 5 in favor, 0 opposed, 0 abstained.

Approval of August 14, 2017 Minutes

Glen Sexton asked if there were any changes to the August 14, 2017 minutes. Changes noted were change the Granby Rod and Gun Club to Granby Bow and Gun Club and add The Board informed the residents they could file a complaint with the code enforcement officer who would investigate the issues, and reviewed the site plan for Munsing Ridge showing the original plans provided for a future road. Documents obtained from the Hampshire Country Registry of Deeds.

Motion was made by Robert Sheehan, Jr. and seconded by Jim Trompke approve the August 14, 2017 minutes as amended. Motion carried 5 in favor, 0 opposed, 1 abstained.

ANR School Street

Not reviewed as no one attended the meeting.

New Business

Planning Board Form

The Board reviewed two documents; Guideline to File for Site Plan Review “SP/SPA”, Special Permit and Guidelines to File for Site Plan Review “SPR”. They agreed to add “one electronic copy on a Universal Serial Bus (USB)” to those documents with regard to number of copies to be submitted. The Board also agreed each document should have “revised” and the date of the revision at the bottom of the form. Jay Joyce to relay the changes to Cathy Leonard. **Add SP and change to three documents.**

Lillian Camus pointed out there are additional documents posted on the Town’s website in the Planning Board section of Downloadable Forms which will need review or deletion from the website.

Filing of Blue Prints/Plans

The Board discussed storage ideas for the old blue prints/plans.

Application Charges

Jay Joyce noted in the Town Bylaws, under section 6.3 Site Plan Approval, section 6.32 Application, details what expenses can be charged on a project. This reads in part, “The Planning Board shall obtain with each submission, a deposit sufficient to cover any expenses connected with a public hearing and review of plans, including the cost of any engineering or planning consultant services necessary for review purposes.”

Miscellaneous

The Board discussed purchasing name plates and a gavel for the meetings. Glen Sexton will discuss purchasing these with Cathy Leonard.

Dickinson Farm Solar

The Board discussed an e-mail forwarded to them from Cathy Leonard from Waterman Design Associates asking for the amount of fees to be charged for the Dickinson Farm Solar Project at East, South and Morgan Streets.

After discussion, the Board decided a decision could not be made regarding the fees until the Board can review the plans. After review, the Board could determine an accurate amount for the fees. Glen Sexton will let Cathy Leonard know the Board's decision.

Old Business and Information

Granby Bow and Gun Club

The Board discussed bylaws that apply to the Granby Bow and Gun Club as well as a document Jay Joyce distributed supporting the town's endeavor to review any possible bylaw violations.

Jay Joyce went on record that the Planning Board should respond in writing as well as support the Town to correct anything wrong with the Granby Bow and Gun Club.

Attendance at Roundtables

After discussion with Chris Martin, Glen Sexton reported as an elected official, if the meeting is discussing town business, Planning Board members have the right to be there. However, if there will be more than two Planning Board members in attendance, it is advisable to have the meeting posted.

Mullins Rule

The Board discussed whether or not they wanted a ruling on the Mullins Rule in writing. The Board decided it did want the decision in writing from the Town Attorney. Glen Sexton will follow up with Chris Martin.

Other

Discussion of property line setbacks to signage in the professional business overlay district

Discussion of business estate lots

Building Lots

Duplexes

Sewer/Water Infrastructure

Master Plan Update

Westover Metropolitan District Commission (WMDC)

Review of Action Items

Open/New Action Items

Item	Responsible Party	Due Date
Draft a letter to Selectboard RE East Street Solar Farm noncompliance with conditions	Lillian Camus	September 11, 2017
Relay changes to Cathy Leonard on Planning Board forms	Jay Joyce	September 11, 2017
Purchase name plates and gavel for Planning Board meetings	Glen Sexton	September 11, 2017
Let Cathy Leonard know the Board's decision regarding Dickinson Solar Project Fees	Glen Sexton	September 11, 2017
Ask Chris Martin to obtain an official letter from the Town Attorney regarding the Mullins Rule	Glen Sexton	September 11, 2017
Schedule only one public hearing at 6 p.m. per Planning Board meeting	Glen Sexton	Ongoing
Review sample bylaws for Common Driveways, Flag Lots/Estate Lots and Driveway Standards	Planning Board	Ongoing
Create a spreadsheet for PVPC charges	Lillian Camus	Ongoing
Keep track of items to submit for town annual report	Lillian Camus	Ongoing

Completed Action Items

Item	Responsible Party	Due Date
Sign FY 2018 PVPC contract and ask Chris Martin to sign	Glen Sexton	completed
Follow up with Chris Martin regarding the roundtables and Planning Board member attendance	Glen Sexton	Completed
Draft a letter to the Town Clerk asking for a written interpretation of the Mullins rule	Lillian Camus	Completed

The next Planning Board meeting will be Monday, September 11, 2017 at 6 p.m. in the Carnegie Library.

Adjournment

Motion was made by Robert Sheehan, Jr. to adjourn at 7:55 p.m. and seconded by Jim Trompke. Motion carried 5 approved, 0 opposed, 0 abstained

I, Lillian Camus, certify that these minutes are true and accurate minutes of the August 28, 2017 Planning Board meeting.

Respectfully submitted,

Lillian Camus, Secretary