



# PLANNING BOARD

10 West State Street

Granby, MA 01033

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

Website: [www.granby-ma.gov](http://www.granby-ma.gov)

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

Others: Larry Smith, PVPC  
Keith Terry, Sherman & Frydryk  
Mike Pio, PC Development  
John Mitchell, Granby Fire Chief  
Walter Hamilton, The Sentinel  
Jacob Roulier

Absent:

Meeting: Tuesday, October 10, 2017

Location: One Library Lane, Lower 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 September 11, 2017 Minutes*

Glen Sexton asked if there were any changes to the September 11, 2017 minutes. Jay Joyce suggested adding his name to the one abstained for the approved bill and Lillian Camus suggested adding her name to the one abstained for approval of the August 28 minutes and Jim Trompke for the August 31 minutes. Also, change the time for Jim Trompke's motion on page 5 to 6:58 p.m.

Motion was made by Robert Sheehan, Jr. and seconded by Jay Joyce approve the September 11, 2017 minutes as amended. Motion carried 5 in favor, 0 opposed, 0 abstained.

*Approval of September 25, 2017 Minutes*

Glen Sexton asked if there were any changes to the September 25, 2017 minutes. Hearing none,

Motion was made by Robert Sheehan, Jr. and seconded by Jay Joyce approve the September 25, 2017 minutes. Motion carried 3 in favor, 0 opposed, Glen Sexton and Jim Trompke abstained.

A motion was made by Robert Sheehan, Jr. and seconded by Jim Trompke at 6:26 p.m. to close the regular Board meeting until after the public hearings. Motion carried 5 in favor, 0 opposed, 0 abstained.

**New Business**

*6:26 p.m. - Cont'd Public hearing to consider an application submitted by P.C. Development, LLC. of 19 Carmelinas Circle, Ludlow, MA for approval of a Definitive Subdivision Plan entitled MUNSING ESTATES/RIDGE, a proposed subdivision of seventy-six (76) residential lots located on approximately 157 acres Zoned Single Family Residence (RS) located generally on the northerly side of Carver Street at the Belchertown town line (also identified as Assessor's Map 17, Block B, Lots 15.4 & 16).*

Jay Joyce reviewed concerns raised by Dave Desrosiers, Highway Department and John Mitchell, Fire Chief at a July 20 meeting regarding driveways. Jay Joyce would like to see the Board add a condition that no driveway have more than a 10% incline. Glen Sexton and Jim Trompke noted that driveway regulation is not within the Planning Board's purview. The Planning Board will recommend the Board of Selectmen establishing a "Driveway Committee" to review the need for a Bylaw to be created.

Fire Chief Mitchell explained the issues with the steep driveways with no place to turn around at the top. The Fire Department conducted a test run with the ambulance and found the current driveways too steep and without any place to turn around at the top of the driveways.

Fire Chief Mitchell voiced his concerns regarding cistern placement and the cisterns, themselves. One cistern, on lot 26, is in the middle of an s-turn. Fire Chief Mitchell asked if the road could be widened at that location to accommodate a fire truck so it would not be blocking the road. Fire Chief Mitchell estimated a fire truck would fit if the road was widened about 12 to 15 feet by at least 50 feet.

After discussion, the Planning Board agreed to add a condition to widen the road at lot 26 from the curbing to the walk similar to a bus stop.

The Board discussed maintaining the cisterns. Currently, a Homeowner's Association maintains the cistern which is currently in place. The Fire Department does not maintain the cisterns in the Town.

Glen Sexton questioned if a fee could be assessed for those houses to cover the maintenance cost of the cisterns.

Robert Sheehan, Jr. suggested the Fire Department conduct an inspection of the cisterns and provide a report to the Homeowner Association. The Homeowner Association would be responsible for complying with the Fire Department's request based on the inspection. The Homeowner's Association would report back to the Fire Department detailing when and how any concerns are met.

Robert Sheehan, Jr. asked what the requirements are for inspection of a cistern. Fire Chief Mitchell responded they have to be inspected by a certified person. Currently, he is the only one who would qualify. Also, they would need specific training from the manufacturers of each cistern.

Jim Trompke suggested an alternative would be the Fire Chief mandating what system could be installed in Town to keep them all the same and make training easier.

Robert Sheehan, Jr. thought the Board might have discussed having ornamental trees in the right of way. The Board discussed requiring trees and decided against it.

Jay Joyce asked if the Fire Chief wanted the culverts and crossovers to be rated. Fire Chief Mitchell responded that he would want the culverts and crossovers to be rated. Lillian Camus asked who would be responsible for the certification. Larry Smith responded that Berkshire Design would be responsible.

The Board reviewed the draft Definitive Subdivision Plan Approval prepared by Larry Smith. Changes to the document are as follows:

*First Page*

- Add (the Board) after Planning board in first sentence.
  - Lillian Camus questioned how the building lots ended up with 72 after starting with 76. Larry Smith responded that Lots #19, 39, 53 and 90 are not buildable lots.

*Conditions General*

- Condition #4 - Include the Homeowner's Association would be responsible for the inspection and maintenance of the cisterns. Lots #19, 39 53 and 90 have retention/detention ponds. Cisterns are on Lots #26 and 39.
  - Glen Sexton asked who sets up a Homeowner's Association. Larry Smith responded the developer's lawyer sets it up.
  - Lillian Camus asked if the \$1,000,000.00 insurance policy is for the retention system or the whole project. Larry Smith responded it was for the storm water only.
- Condition #5 – Jay Joyce asked if the requirements put on the first buyer are passed on to the next buyer? Larry Smith responded the requirements are passed on to the next buyer in perpetuity.

- Condition #8 – Remove entirely.
- Condition #12 – Remove last sentence “In the case of an Open Space Subdivision additional requirements may apply.”
- Condition #15 – Lillian Camus asked who follows up on the items that are to be submitted or completed. Larry Smith responded it is the Planning Board’s responsibility.
- Condition #16 – Change “CD DOS compatible computer disk” to a “USB drive”.
- Condition #17 – Change “disc” to “USB drive”.
- Condition #19 – Remove entirely.

*Construction*

- The Board asked the question who oversees the process if blasting is needed. Fire Chief Mitchell responded the Fire Department is responsible to oversee any blasting.
- Condition #26 – First sentence. Change “within 2 (two) years” to “within 3 (three) years”
- Condition #29 – First sentence - delete “and water” and change “systems” to “system”. Add “compatible to Highway Department software” at the end of the paragraph.
- Condition #37 – Remove item “d”
- Condition #41b - Change “CD DOS compatible computer disk” to “USB drive”.
- Condition #41e – Change “or” in first sentence to “and”, and after “(and paid for by the applicant)” add “and all other applicable Town Boards and Departments,”
- Robert Sheehan, Jr. noted the road with a first coat has to be in for one year. Will the catch basins be above the road until the final coat is put on? Mr. Pio responded the catch basins will be in and will be flush with the road. When the final two inches are added the catch basins will be raised to the higher level.
- Condition #47 – Change “state recognized Holidays” to “Town recognized holidays unless prior written approval is issued by the Town Administrator. Requests must be received seven calendar days prior to the holiday.”
- New Condition #48 - Add condition to widen the road to the cistern on lot 26.

A motion was made by Jim Trompke and seconded by Robert Sheehan, Jr. to open the regular Board meeting at 8:14 p.m. Motion carried 5 in favor, 0 opposed, 0 abstained.

A motion was made by Robert Sheehan, Jr. and seconded by Jim Trompke to open the regular Board meeting. Motion carried 5 in favor, 0 opposed, 0 abstained.

Larry Smith will make the noted corrections/additions and e-mail to the Planning Board members for signature at the October 16 meeting.

A motion was made by Jim Trompke and seconded by Robert Sheehan, Jr. to approve the subdivision with amendments as discussed. Motion carried 5 in favor, 0 opposed, 0 abstained.

### Letter from Selectboard to attend their October 16 meeting

Glen Sexton explained the letter received from the Selectboard. The letter stated, “The Town Administrator and the Granby Board of Selectmen would like you to attend their Board of Selectmen meeting on Monday, October 16 at 6:35 p.m. to have a joint discussion with the Marijuana Committee as where the town should be going with the new laws that passed this summer concerning marijuana.”

The town voted in favor of legalizing marijuana. All members of the Planning Board indicated they would be attending the meeting.

### October Meeting with Selectboard

The Board discussed setting up a committee to explore a possible future driveway bylaw. Glen Sexton will bring up the topic at the joint Selectboard/Planning Board meeting on October 16.

### CVS Bond

Glen Sexton read an e-mail from Annette Leuschner, Vice President – Surety who is the surety bonding broker for CVS. Ms. Leuschner is asking that the bond issued to the Town in 2011 be released as the project is complete.

The Board discussed the bond noting the Building Inspector should have issued a letter that all conditions were met. Jim Trompke suggested the Board set a precedence that we are copied on any correspondence that all conditions are met. Jim Trompke also noted that the Selectboard, acting as code enforcement, would need to issue a letter to the Planning Board that all terms and conditions have been met by CVS before we can release the bond.

### 7 p.m. – Alan Kotowicz

No discussion as no one appeared.

### Bylaw Violation Letters

Lillian Camus circulated bylaw violation letters to the Selectboard for the Planning Board to sign. Glen Sexton will not be signing the letters as he is a Selectboard member.

The letters concern bylaw violations by Kearsarge Granby, LLC, Peak Performance Bicycles and Lamoureux Landscaping.

Lillian Camus will deliver the signed letters to Cathy Leonard Thursday morning.

### **Old Business and Information**

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*

<b>Item</b>	<b>Responsible Party</b>	<b>Due Date</b>
Deliver signed bylaw violation letters to Cathy Leonard	Lillian Camus	October 12, 2017
Purchase name plates and gavel for Planning Board meetings. Gavel received. Glen to pick up name plates from Staples	Glen Sexton	In Process
Ask Chris Martin to obtain an official letter from the Town Attorney regarding the Mullins Rule.	Glen Sexton	In Process
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*

<b>Item</b>	<b>Responsible Party</b>	<b>Due Date</b>
Has an ANR been filed for 501 East State Street	Lillian Camus	Completed
Ask Cathy Leonard to update all Planning Board forms with USB requirement	Lillian Camus	Completed
Forward Granby Solar LLC Plans to Larry Smith	Lillian Camus	Completed
Create bylaw violation letters for Board to Sign	Lillian Camus	Completed

The next Planning Board meeting will be Monday, October 16, 2017 at 6:35 p.m. in the large meeting room at the Council on Aging building.

The next regularly scheduled Planning Board meeting will be Monday, October 23, 2017 at 6 p.m. in the Carnegie Library.

## **Adjournment**

Motion was made by Robert Sheehan, Jr. to adjourn at 8:56 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 October 10, 2017  
Planning Board meeting.

Respectfully submitted,

Lillian Camus  
Secretary