

**MINOR PROJECTS REVIEW COMMITTEE**  
**April 7, 2015 at 1:30 PM**  
**TOWN HALL, 41 SOUTH MAIN STREET**

In attendance:

**Members:** Vicki Smith (Chair), William Desch, Ryan Borkowski, Don Ware, Martin McMillan, Charlie Dennis

**Others:** Bruce Williamson

**MINUTES:** The minutes of December 2, 2014 were reviewed. On a motion by Don Ware and a second by William Desch, the minutes were unanimously approved.

Bruce distributed an updated version of the plan showing a realigned ramp front walk, moved so as to reduce impact on the Oak tree. The other double stem tree will likely be taken down. The ramp will be no steeper than 1:20 so a handrail is not needed. The project will be completed over three terms and be ready for Spring 2016 occupancy.

This is a minor project as described in Section VI C 1a, additions of building footprint of not more than 1,500 square feet and changes to pedestrian access to a site that do not change the number of parking spaces and do not encroach into any required landscaped buffer area.

William was concerned that the grading from the new path would damage the tree roots. He suggested a chain link fence installed at or beyond the tree drip line to protect the tree. He advised using sharp tools to cut through the roots and not putting loam up against the tree.

Don Ware said that the tap off the water main must be made inside the building and the existing tap must be properly abandoned. He was also concerned about the condition of the sewer line. It needs to be investigated. The video of the interior of the sewer line should be sent to Department of Public Works for analysis and, if recommended, improvements made to the sewer. Don gave Bruce a sketch of required driveway improvements. The driveway should be narrowed to 14 feet by extending the street curb which needs to be built to Town standards.

Don also noted that there will be impact fees associated with the additional water and sewer usage and that he will need a new fixture count to determine if the meter is appropriately sized. An excavation permit will be needed for any work in the street right of way. Don said that the practice of dumping ash from the fire pit into the storm drain in the back yard is not a good one.

Ryan said that he needs to review architectural plans when they are ready. He wants to confirm the acceptability of the water line. When the water lines are flushed this spring, information will be gathered and given to the sprinkler installers to be reviewed for flow adequacy. Ryan asked whether new electrical service will be needed. The lines will be undergrounded and 400 amp service will be maintained. He pointed out that

since the walls of the building are so close to the property boundary that the walls will need to be fire rated with limited openings. Also, footings should not go on the neighbor's property without an easement and construction access should not rely on the neighbor's property unless agreeable to the neighbor.

Neither Charlie nor Marty had any comments.

The Committee decided that they had enough information to make a decision. William Desch made a motion that the Committee find that the application was complete. The motion was seconded by Don Ware and unanimously approved.

Ryan Borkowski made a motion to approve the application since it conforms with the standards in Article IX with the following conditions:

- 1) A chainlink fence be installed at or beyond the drip line of the canopy of the Oak tree in the front yard to protect the tree from damage during construction;
- 2) The tap off the water main be made inside the building and the existing tap be properly abandoned;
- 3) The condition of the sewer line be investigated; the video of the sewer sent to Department of Public Works for analysis; and if recommended, improvements made to the sewer.
- 4) The driveway be narrowed to 14 feet by extending the street curb which must be built to Town standards.
- 5) The driveway apron from the street to the sidewalk be paved.

Marty seconded the motion. The motion was unanimously approved.

**ADJOURN:** The meeting adjourned at 2:15 PM.

Respectfully submitted,  
Vicki Smith, Chair & Scribe