

**TOWN OF NEW BOSTON  
NEW BOSTON PLANNING BOARD  
Minutes of 2015**

**April 28, 2015**

1 The meeting was called to order at 6:30 p.m. by Planning Board Vice Chair Mark  
2 Suennen. Present were regular members David Litwinovich and Ed Carroll, and ex-officio Joe  
3 Constance. Also present were Planning Coordinator Nic Strong, Planning Board Assistant  
4 Shannon Silver and Recording Clerk Valerie Diaz.

5  
6 Present in the audience for all or part of the meeting were Dwight Lovejoy and Dan  
7 Donovan, Jr.

8  
9 **Election of Officers**

10  
11 David Litwinovich **MOVED** to nominate Peter Hogan as Chair of the Planning  
12 Board. Joe Constance seconded the motion and it **PASSED** unanimously.

13  
14 Joe Constance **MOVED** to nominate Mark Suennen as Vice Chair of the Planning  
15 Board. David Litwinovich seconded the motion and it **PASSED** unanimously.

16  
17 The Vice Chair **MOVED** to nominate David Litwinovich to continue as Secretary of the  
18 Planning Board. Ed Carroll seconded the motion and it **PASSED** unanimously.

19  
20 **Discussion, re: Master Plan Survey 2015 Results**

21  
22 The Vice Chair indicated that the Coordinator had created two memorandums relative to  
23 the Master Plan survey results; a comprehensive review of the results and a condensed version  
24 for submission to the New Boston Bulletin. He asked if the condensed version had been  
25 submitted to the New Boston Bulletin. The Coordinator answered no.

26 The Vice Chair asked the Coordinator if there was anything in particular that the Board  
27 should consider regarding the results. Joe Constance stated that it was clear that most of the  
28 survey participants did not favor a tax increase. Ed Carroll pointed out that some of the survey  
29 participants would favor a tax increase if it meant their road would be paved.

30 Joe Constance commented that he did not see any surprises with regard to the results.

31 Dwight Lovejoy asked if there was any way the Board could focus on getting the number  
32 of participants up. He added that only 13% or 14% of the registered voters in Town showed up  
33 to vote. The Vice Chair agreed that the participation rate was less than the Board desired but  
34 advised that the survey was available to be completed for six weeks and was available at multiple  
35 locations that townspeople frequented. He stated that he did not know how to increase  
36 participation. Joe Constance stated that 14% participation for a survey was not bad. Ed Carroll  
37 asked from the percentage of voters that participated in the March Town Meeting. Dwight  
38 Lovejoy answered that it was about the same as the percentage of people that participated with  
39 survey.

40 The Vice Chair stated that the Board's goal of having input from interested residents had  
41 been met. He believed that the Board should focus on reaching out to energetic people that  
42 wanted to be involved in updating the Master Plan. He continued that the Board needed to be  
43 thinking about ways to engage the public and make it clear that the Master Plan was for the

**TOWN OF NEW BOSTON  
NEW BOSTON PLANNING BOARD  
Minutes of 2015**

**April 28, 2015**

1 **MASTER PLAN SURVEY RESULTS, cont.**

2  
3 Town of New Boston and not just the Planning Board.

4 Ed Carroll asked if people understood how a Master Plan was used. The Vice Chair  
5 answered that he was not sure if people understood. Ed Carroll noted that some of the survey  
6 participants had questioned why they were being asked to complete the survey. David  
7 Litwinovich agreed and stated that some of the comments made by the survey participants led  
8 him to believe that some people did not understand the scope of the Master Plan.

9 Ed Carroll suggested that organized groups in Town be asked to rally interest in updating  
10 the Master Plan. He acknowledged that each group might have an agenda; however, he believed  
11 that dealing with agendas was part of the process. The Vice Chair advised that the Board was  
12 going to be looking to the Board of Selectmen to assist with public interaction. Ed Carroll  
13 suggested that a representative from each group or committee in Town be asked to be part of a  
14 Master Plan Committee. Joe Constance indicated that Ed Carroll's suggestion had been  
15 discussed at the previous meeting and it was part of what the Board wanted to do. He went on  
16 to say that the Chairman had been concerned with only having members from groups/committees  
17 in Town participating in the update and that he had wanted input from parties that were not  
18 necessarily group intensive. He added that he agreed with the Chairman on this point.

19 The Vice Chair stated that in addition to publishing the survey results in the June issue of  
20 the New Boston Bulletin, the Board should also submit educational material that explained the  
21 purpose of the Master Plan and the updates. He stated that he would be looking for volunteers  
22 from the Board to write the articles that would be submitted to the New Boston Bulletin. He  
23 asked for a volunteer to create the first introductory article and noted that it needed to be  
24 completed for submission by mid-May. David Litwinovich noted that he had volunteered at the  
25 last meeting to write the article and stated that he would email it to the Board and Planning  
26 Department for review prior to submission to the New Boston Bulletin. Joe Constance  
27 volunteered to write the second article and Ed Carroll volunteered to write the following article.

28 Ed Carroll asked if the Board communicated with the Town through the Town website.  
29 The Coordinator advised that anything the Board wanted to be published on the Planning  
30 Department webpage could be put there. Ed Carroll suggested that updates regarding the Master  
31 Plan should be put on the webpage. The Vice Chair stated that posting to the webpage could  
32 create a continual dialogue. Ed Carroll asked if a special link could be added to the Town of  
33 New Boston's homepage. The Coordinator believed that a tab could be added to the homepage.  
34 Joe Constance asked who managed the Town website. The Coordinator answered Laura  
35 Bernard.

36  
37 **Discussion, re: Master Plan Next Steps**

38  
39 Ed Carroll asked if an implementation committee had been created when the Master Plan  
40 had been previously updated. The Coordinator answered that a special committee had not been  
41 created to make sure that things were completed; however, the updates were distributed. She  
42 continued that a separate document that contained the goals and objectives as well as  
43 recommendations had been created and distributed to all the Boards, Commissions and

**TOWN OF NEW BOSTON  
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Minutes of 2015**

**April 28, 2015**

**1 MASTER PLAN NEXT STEPS, cont.**

2  
3 Department Managers in Town. She advised that various people took on projects and completed  
4 them, i.e., the Open Space Committee completed the Open Space Plan.

5 Ed Carroll stated that other towns had implementation committees that helped keep their  
6 Master Plans alive and relevant to the public. He continued that the implementation committees  
7 constantly reviewed their Master Plans and oversaw projects until they were incorporated.

8 Joe Constance asked if the Master Plan was a ten year document. The Vice Chair  
9 answered that it could be updated every five to ten years. Joe Constance advised that most  
10 colleges and universities had mid-term reviews of their projects to see which things were up to  
11 snuff and which things had fallen away. He suggested that the Planning Board create some sort  
12 of benchmark for reviewing the Master Plan following the completion of the updates. The Vice  
13 Chair suggested that the Board focus on the first update of the Master Plan before they determine  
14 how to continuously update it.

15 Joe Constance asked for the Vice Chair's recommendation for the first step of updating  
16 the Master Plan. The Vice Chair believed step one of the update should be reviewing the survey  
17 results against the current vision statement. He read the vision statement as follows, "The goal  
18 of this Master Plan is to guide and direct the future growth and development of the Town of New  
19 Boston while preserving and protecting a rural quality of life. This will be done through the  
20 implementation of sound land-use policies". He commented that the vision statement was vague  
21 and had nineteen pages of goals and objectives that went along with it.

22 The Vice Chair reiterated that the first step of the Master Plan update should be  
23 reviewing the vision statement with respect to the survey results, verifying that the vision  
24 statement was accurate, edit it as necessary and publish in the New Boston Bulletin as one of the  
25 first articles and on the website. David Litwinovich and Joe Constance agreed with the Vice  
26 Chair's recommendation.

27 David Litwinovich asked if the Board had set a goal of completing the Master Plan  
28 update in one year. The Vice Chair answered that the time frame to complete the update was "to  
29 be determined". He believed that the process would take two years. David Litwinovich  
30 wondered if the Board should set a goal of reviewing one chapter every month. The Vice Chair  
31 commented that David Litwinovich's goal was a reasonable one.

32 The Vice Chair indicated that the Board was statutorily required to first create a vision  
33 and second create a land use chapter. He stated that after the statutorily required items were  
34 completed the Board could move onto reviewing the remaining chapters on a monthly basis. The  
35 Coordinator pointed out that in order to inform the future land use section the study of the  
36 individual chapters probably had to be completed first. She explained that after the vision was  
37 completed the Board needed to complete data analysis and community assessment to complete  
38 the chapter work. She stated that the future land use section would be completed last. She noted  
39 that the Board could complete a simplified version of the chapter updates, i.e., verifying statics,  
40 population, housing, etc., and therefore, create a condensed version and speed the Board towards  
41 the future land use section. She added that the Board could have more public input sessions  
42 along the way.

43 The Vice Chair advised that he and David Litwinovich were attending a Master Plan

**TOWN OF NEW BOSTON  
NEW BOSTON PLANNING BOARD  
Minutes of 2015**

**April 28, 2015**

**1 MASTER PLAN NEXT STEPS, cont.**

2  
3 session at the Office of Energy & Planning spring conference and would be able to provide  
4 information on how some communities update their Master Plans.

5 The Vice Chair asked Board members to review the survey results for a discussion  
6 regarding the vision, goals and objectives at the next meeting.

7 Joe Constance asked if tax policy was part of the Master Plan or if it was completely  
8 separate and distinct. The Coordinator answered no and noted that the information that was  
9 gathered that did not pertain to the Master Plan should be forwarded to the Boards or  
10 Commissions where it was pertinent.

11 The Vice Chair asked if the full comment response set would be posted on the website.  
12 The Coordinator answered that it could be posted if the Board wanted it posted. Ed Carroll  
13 asked if all the comments were posted during the last update. The Coordinator answered that all  
14 of the results had been published. Joe Constance and David Litwinovich believed all the results  
15 should be published.

16 The Vice Chair asked that the full body of the survey results be forwarded to the Board of  
17 Selectmen as well as all the other Town departments.

18 Ed Carroll suggested that the Board choose the top five goals from the goals and  
19 objectives and then create a list of supporting goals. The Vice Chair asked the Board to choose  
20 their top five goals for discussion at the next meeting.

21 The Vice Chair asked for further comments and/or questions. Ed Carroll asked if the  
22 Board was reaching out to other Boards and Committees at this time. The Vice Chair answered  
23 that the extent of the reaching out at this time was forwarding the survey results along with a  
24 request to interact with Planning Board regarding any matters of interest.

25  
26 **MISCELLANEOUS BUSINESS AND CORRESPONDENCE FOR THE MEETING OF**  
27 **APRIL 28, 2015.**

- 28  
29 9. Discussion with Daniel Donovan, Jr., re: relocating parking spaces on conditionally  
30 approved Non-Residential Site Plan of Tax Map/Lot #10/3-2 & 10/3-3, Old Coach Road,  
31 for the Board's review and discussion.

32  
33 Present in the audience was Dan Donovan, Jr., and Dwight Lovejoy.

34 Dan Donovan, Jr., advised that rough grading had been completed around the property.  
35 He identified the approved location of the visitor parking on the plan and asked if the area could  
36 be moved to the other side of the driveway so that cars were not parked up against the building.  
37 He stated that the currently approved area for visitor parking would become green space.

38 The Vice Chair asked if there was a drop-off next to the edge of pavement. Dan  
39 Donovan, Jr., answered that the land next to the edge of pavement was at the same grade as the  
40 pavement.

41 David Litwinovich asked for confirmation that there were no changes being proposed for  
42 the pavement area. Dan Donovan, Jr., confirmed that the pavement area would not be changed  
43 and that they were only proposing to move the parking area to the other side of the building to

**TOWN OF NEW BOSTON  
NEW BOSTON PLANNING BOARD  
Minutes of 2015**

**April 28, 2015**

**MISCELLANEOUS BUSINESS, cont.**

avoid parking up against the building.

The Vice Chair stated that he was fine with the requested change as long as the Fire Department did not have a problem with the access path being moved to the other side. Joe Constance pointed out that the proposed change would not affect incoming vehicles. Dan Donovan, Jr., answered that he would check with the Fire Department.

Dan Donovan, Jr., referred to the approved ISWMP and asked if round basins could be used instead of the approved square basins. He explained that he had been having a hard time finding the required 4' x 5' x 5' square basins. He advised that the round basins would handle the same volume of water as the square basins.

Joe Constance asked for the Vice Chair's opinion on the use of round basins versus square basins. The Vice Chair answered that he was not sure but did not think the shape of the basin mattered. He recommended that the matter be reviewed by the Road Agent as he would be maintaining them. He continued that if the Road Agent was comfortable with the use of round basins then he would be comfortable with them. The Coordinator pointed out that the basins were located on the lot and not on the roadway.

Joe Constance thought the round basins might be better than the square basins. Dan Donovan, Jr., agreed and advised that he had been told that the round basins were more sound structurally because they were shaped like an arch.

The consensus of the Board was to allow the basin shape change as long as the equipment change was comparable to the approved equipment, it met the intent of the approved design and was shown on the as-built.

1. Distribution of the April 14, 2015, meeting minutes, for review and approval at the May 12, 2015, meeting. (distributed by email)

The Vice Chair acknowledged receipt of the above-referenced matter; no discussion occurred.

2. Application for Appointment to the Planning Board, received April 6, 2015, from Graham Duck, for the Board's action. (Mr. Duck will be present)

The Vice Chair noted that Mr. Duck was not present and tabled the matter until the next meeting.

3. Acknowledgement of conditions attached to the approved site plan dated 04/06/06, of Tax Map/Lot #3/127, 737 River Rd., (formerly Damian's Restaurant) by Pedro Aguarree, La Cabana Mexican Grill, for the Board's information.

The Vice Chair acknowledged receipt of the above-referenced matter; no discussion occurred.

**TOWN OF NEW BOSTON  
NEW BOSTON PLANNING BOARD  
Minutes of 2015**

**April 28, 2015**

**MISCELLANEOUS BUSINESS, cont.**

4. Copy of letter dated April 21, 2015, from Peter R. Flynn, Town Administrator, to Mr. Ed Carroll, re: Planning Board appointment, for the Board's information.

The Vice Chair acknowledged receipt of the above-referenced matter; no discussion occurred.

5a. Letter dated April 15, 2015, from Deborah Demazure, to New Boston Planning Board, re: massage therapy home business, Tax Map/Lot #18/12, 3 Central Square, for the Board's information.

The Vice Chair acknowledged receipt of the above-referenced matter; no discussion occurred.

5b. Letter copy dated April 21, 2015, from Ed Hunter, Building & Zoning Code Enforcement Officer to Deborah Demazure, re: massage therapy home business, for the Board's information.

The Vice Chair acknowledged receipt of the above-referenced matter; no discussion occurred.

6. Invoice and Construction Services Report dated April 10, 2015, from Northpoint Engineering, LLC, for Forest View II, for the Board's information.

The Vice Chair acknowledged receipt of the above-referenced matter; no discussion occurred.

7. Invoice and Construction Services Report dated April 10, 2015, from Northpoint Engineering, LLC, for Twin Bridge Estates, Phase II, for the Board's information.

The Vice Chair acknowledged receipt of the above-referenced matter; no discussion occurred.

8a. Email request received April 27, 2015, from Bob Huettner, Twin Bridge Land Management, LLC, to Planning Board, re: request to extend conditions subsequent deadline of May 10, 2015, for 18 months or to November 10, 2015, for the Board's action.

8b. Memorandum dated April 27, 2015, from Shannon Silver, Planning Board Assistant, to Planning Board Chair and Members, re: final coat of pavement for Wright Drive for the Board's review and discussion.

**TOWN OF NEW BOSTON  
NEW BOSTON PLANNING BOARD  
Minutes of 2015**

**April 28, 2015**

**MISCELLANEOUS BUSINESS, cont.**

The Vice Chair addressed items 8a and 8b together as they were related. He asked the Planning Board Assistant to advise the Board of the above-referenced matter. The Planning Board Assistant stated that she had notified the applicants that their conditions subsequent deadline was coming up. She continued that the applicants had stopped by the Planning Department in an effort to determine what conditions were left to be completed. She stated that the applicants hoped to complete the outstanding conditions this summer; however, it had been discussed that a lot of material would be moved during the summer. She explained that the applicants were aware that they would soon be at the point to put down the final coat of pavement and they wanted to know how the Board felt about them hauling material over the final coat of pavement during the next three years.

The Vice Chair asked if this kind of matter had been dealt with before in Town. The Coordinator answered no and stated that this was the first subdivision that had the incidental to construction material removal over such a long period of time. She questioned if anyone would be worried about the breakdown of the of the top coat if it were completed. She believed that the bond for the road should be evaluated if the Board decided not to have the top coat applied.

Joe Constance asked what amount of pavement currently existed on the roadway. The Coordinator answered that 3" existed for the binder coat and that an additional 1 1/2" would be put down for the finish course. She advised that the Subdivision Regulations required that top coat be put down within one year of the binder being completed.

Joe Constance commented that a huge hill of sand existed at the end of the development. The Vice Chair stated that it was the applicants' intention to remove that material offsite. Joe Constance asked for the number of yards of material that would be removed. The Vice Chair believed about 60,000 yards of material would be removed but suggested that the amount be checked to confirm.

The Vice Chair suggested that the Road Agent be contacted for his opinion on the matter prior to the Board making a decision. Joe Constance agreed with the Vice Chair.

Ed Carroll asked if the applicant was required to meet some kind of minimum standards during construction prior to turning the road over to the Town. The Coordinator explained that the road would be turned over to the Town as soon as the top coat of pavement was completed.

The Vice Chair asked if the Board could ask the applicant to wait on paving until the Road Agent gave his opinion. The Coordinator believed that a waiver would be required if top coat was not completed within one year from the placement of the binder. She stated that the discussion on this matter could be postponed until the input was provided.

The consensus of the Board was to request the Road Agent's opinion on the situation and request that the applicant not to apply the final coat of pavement until the Road Agent's opinion had been submitted to the Board.

The Vice Chair asked for comments and/or questions of the conditions subsequent request. Ed Carroll asked for the standard period of time that the Board granted extensions. The Vice Chair answered that the Board typically granted extensions for one year. Joe Constance stated that a one year extension was sufficient. The Planning Board Assistant

**TOWN OF NEW BOSTON  
NEW BOSTON PLANNING BOARD  
Minutes of 2015**

**April 28, 2015**

1 **MISCELLANEOUS BUSINESS, cont.**

2  
3 explained that the applicant requested an 18 month extension because she had suggested it since  
4 it gave time in case the material removal went into the next construction season and the Board  
5 wanted to wait for the top coat of pavement until said removal was completed but the applicants  
6 could come in sooner if it was done sooner. The Vice Chair believed that the request for an 18  
7 month extension was reasonable.

8  
9 Joe Constance **MOVED** to extend the conditions subsequent deadline of May 10, 2015,  
10 for 18 months to November 10, 2015, for Twin Bridge Land Management, LLC, Wright  
11 Drive, Tax Map/Lot #2/62-12 & 3/5. Ed Carroll seconded the motion and it **PASSED**  
12 unanimously.

13  
14 10. Memorandum Ed Hunter, Building Inspector/Code Enforcement Officer, to Planning  
15 Board, re: Chairman's request to investigate Ecosmith Recyclers site for compliance.

16  
17 The Vice Chair stated that the BI/CEO had determined that Ecosmith Recyclers were in  
18 compliance. He noted that the BI/CEO had requested that Ecosmith Recyclers address the  
19 Chairman's complaint.

20  
21 Joe Constance **MOVED** to adjourn at 7:30 p.m. David Litwinovich seconded the motion  
22 and it **PASSED** unanimously.

23  
24  
25 Respectfully submitted, Minutes Approved:  
26 Valerie Diaz, Recording Clerk 5/26/2015