



RECEIVED
BARBARA STATS

2014 DEC -4 PM 12:43

Town of North Reading
Massachusetts

TOWN CLERK
NORTH READING, MA

Community Planning

MINUTES

Tuesday, November 18, 2014

Mr. Daniel Mills, Chairperson called the Thursday, November 18, 2014 meeting of the Community Planning Commission to order at 7:15p.m. in Room 14 of the North Reading Town Hall, 235 North Street, North Reading, MA.

MEMBERS

PRESENT: Daniel Mills, Chairperson
Christopher B. Hayden, Vice Chairperson
Patricia Romeo, Clerk
Warren Pearce

STAFF

PRESENT: Danielle McKnight, Planning Administrator
Debra Savarese, Administrative Assistant

OTHERS

PRESENT: Robert Mauceri, Chairman, Board of Selectmen
Michael Prisco, Vice Chairman, Board of Selectmen
Stephen O'Leary, Clerk, Board of Selectmen
Jeffrey Yull, Board of Selectmen
Michael Gilleberto, Town Administrator

CPC Candidate Appointment

Mr. Mills informed all present that the meeting is being recorded.

Mr. Mills stated that the purpose for this joint appointment meeting with the Board of Selectmen is to fill a vacancy that was created by a resignation on the Community Planning Commission. Four applications were received for the position and all four applicants were interviewed on November 4, 2014. A majority vote is required for the appointment. At this time he called for nominations.

Mr. Mills asked if anyone would like to comment on the nominations.

Mr. Mauceri stated that he was present for the interviews and found that each candidate presented themselves very well and would be an asset to the community. He would urge the candidates that are not voted tonight to consider applying for other vacancies in the Town.

Mrs. Romeo stated that she wished all of the boards had this type of response to vacancies. There was a great amount of talent with the candidates and all of them would be valuable in various positions that need to be filled.

Mr. O'Leary stated that he also was present for the interviews and was pleasantly surprised and heartened that these candidates were willing to step up and serve. He would also like to extend encouragement to these candidates to apply for positions that are terminating and also for committees that are forming.

Mr. Pearce stated that to have four high quality applicants was unusual and it speaks well of the Town to have quality people step forward.

Mr. Hayden moved, seconded by Mr. Mauceri and voted: 6-2:

that the Community Planning Commission and Board of Selectmen vote jointly to appoint one of the following: William Bellavance, Mark Chrisos, Theodore Haggerty and Michael Levine to fill a vacancy created by a resignation on the Community Planning Commission to expire on May 5, 2015.

Mr. Hayden	-	Mr. Bellavance
Mr. Pearce	-	Mr. Bellavance
Mrs. Romeo	-	Mr. Bellavance
Mr. O'Leary	-	Mr. Chrisos
Mr. Prisco	-	Mr. Bellavance
Mr. Yull	-	Mr. Bellavance
Mr. Mauceri	-	Mr. Chrisos
Mr. Mills	-	Mr. Bellavance

The Community Planning Commission and Board of Selectmen jointly appointed William Bellavance.

Minutes

Mrs. Romeo moved, seconded by Mr. Pearce and voted 4-0:

that the Community Planning Commission vote to accept the minutes of October 28, 2014 as amended.

Mrs. Romeo moved, seconded by Mr. Hayden and voted 4-0:

that the Community Planning Commission vote to accept the minutes of November 4, 2014 as amended.

Mrs. Romeo moved, seconded by Mr. Hayden and voted 4-0:

that the Community Planning Commission vote to accept the minutes of November 6, 2014 as amended.

Swan Pond Road – Street Acceptance

Mrs. McKnight stated that this plan was presented at Town Meeting to transfer the custody of this portion of the road from the Conservation Commission to the Board of Selectmen. The purpose for the transfer is to be able to file special legislation, so that the Town can accept the road.

Mrs. Romeo moved, seconded by Mr. Pearce and voted 4-0:

that the Community Planning Commission vote to endorse the plan entitled “Street Acceptance Plan, For a Portion of Swan Pond Road, in North Reading, Massachusetts”; Prepared by LeBlanc Survey Associates, Inc.; dated September 8, 2014.

31 Nutter Road

Mrs. McKnight stated that she received a memo from the Town Engineer, Michael Soraghan addressing a request from RMLD in regard to the electric service, as currently approved, for this one lot subdivision, be modified. RMLD recommends the electric service be installed overhead, rather than underground, on Nutter Road. They propose placing a pole at the #31 Nutter Road lot corner to receive the overhead wires. All utilities lines would then go underground from the proposed pole to the house. He supports this request for safety reasons. It should be pointed out that this methodology has been employed with past subdivisions, eg, Bradford Pond. If approved, RMLD will need to present a petition plan to the Board of Selectmen for consideration and action, prior to proceeding.

Mr. Pearce stated that the does not have to be voted on. It can be considered a field change that should be added to the as-built plan.

Mr. Hayden stated that Design Consultants, Inc. should be informed of this change.

Mr. Mills stated that for general practice he would like to have utilities underground.

Budget

Mrs. McKnight stated that she was informed that the Board of Selectmen would be looking at each department's budget more closely for FY16. She has made changes to the line items that she believes is reasonable. She met with Mr. Prisco to discuss potential economical funds. She told him that she would like to apply for the following grant funds. 1) MAPC, 25,000 – To do a focused economic development market study for Rte. 28, to see what it may or may not be able to accommodate in terms of targeting businesses. Mr. Prisco told her to put it into the budget, if she gets the grant the request can be taken out.

Mr. Pearce stated that if it is a focus grant for Rte. 28, he knows that there are some basic items that the granting authority will want done, that are impossible to do, such as, sewer and infrastructure.

Mrs. McKnight stated that there are some parcels on Main Street that she would like to have the grant zero in on.

Mr. Pearce asked if the grant would allow them to focus on these parcels. Is it possible for them to direct this in such a way to get the work done, to allow for a comprehensive plan that gives a commercial, town center on Rte. 28?

Mrs. McKnight stated that this is what she would want.

Mr. Pearce stated that there is already an approved discharge location at the DPW. This is down the road from the Stop & Shop and Heffron property. A pipe or a forced main system could run from these properties to the DPW property and could also service all of the town municipals.

Mr. Hayden stated that it could also pick up Walmart.

Mr. Pearce stated that it needs to be a benefit to the Town.

Mrs. McKnight stated that if they did a study and focused on certain parcels and make an infrastructure improvement, she could then go for a Mass Works grant. This would entail a private development project, with the private property owner buying into the idea and the town would have the money to put into the infrastructure.

Mr. Pearce stated that the Planning magazine talks about this and one of the biggest pluses is to have the communities support.

Mr. Mills stated that he believes that the Mass Works grant favors towns that match the grant.

Mrs. McKnight stated that the other grants that she is looking into are: 1) Urban Land Institute and Mass. Development. The town would receive approx. \$30,000 for professional consulting expertise, but the town would need to contribute \$5,000. 2) The Mass. Downtown Initiative is a smaller grant (\$10,000) from DHCD. This grant would be used for design concepts for incomplete streets.

Retaining Walls

Mrs. McKnight stated that the building inspector did not keep the photos that he took last year. Mr. Hayden had asked that rip-rap retaining walls be added and Mr. Mills also has photos that he will send to her and she will add them to the list. When it is completed she will bring it to the next meeting for the commission to review and if approved, will distribute.

Sidewalks

Mrs. McKnight stated that she received a copy of the BETA report from the DPW that she added to the dropbox for the commission's review and comments.

Mr. Mills stated that Stewart Road is labelled as priority one. He does not believe this to be true and it should be corrected.

Mr. Hayden stated that Swan Pond Road they are listing two sidewalks, but there is only one. They also have the sidewalks from Wagon Drive to North Street, for Sunset Avenue as 600' length on the even side and 1201' length for the odd side, with the same end points. Susan Drive is listed as the exact same length for sidewalks, when there is only one sidewalk.

Mr. Mills stated that George Root Way and Agatha Way are listed as high priority.

Mr. Hayden stated that these are new subdivisions, with sidewalks.

Mr. Mills stated that he would like the engineering firm to be asked what their intention is for George Root Way because they have listed it as a priority one.

Mrs. McKnight stated that that the list is prioritized for repair.

Mr. Mills stated that the commission needs more time to review the information. He would also like to have the GIS information sent to the planning department, so that it can be incorporated as a layer.

Mr. Pearce stated that he would like more definition.

Planning Administrator Update

318 Haverhill Street

Mrs. McKnight stated that she asked the DPW, Fire and Police departments if they had any concerns with the road being named Longhill. Dick Carnevale and Deputy Galvin stated that they did not.

Berry Center

Mrs. McKnight stated that Weston & Sampson have completed Phase I. The report is being finalized, but they are recommending a Phase II testing, based on what was found in Phase I. The license is underway and will be finalized by DCAM. Weston & Sampson will then do some borings on the site.

Mr. Pearce stated that Phase I is historical, Phase II is a site visit and observation, Phase III would be if something is observed during Phase II.

Mrs. McKnight stated that Weston & Sampson did Phase I as a site visit and Phase II will be soil testing.

Mr. Mills asked if the Town was doing their own due-diligence.

Mrs. McKnight stated that this is the Town's due-diligence.

Mr. Pearce asked if Gutierrez had any information.

Mrs. McKnight stated that she has tried to contact Gutierrez, but has not received a call back..

113 Haverhill Street

Mrs. McKnight stated that one of the items in the Conditional Approval states that the condo documents and master deed need to go to Town Counsel for their review. This is not something that is typically done and it does not say that the developer would be responsible for the expense. There are also provisions listed that the planner is supposed to check to be sure that all of the documents referenced the conditions in the conditional approval. She has checked and found that they are referenced. She does not know if the Town would pay for this expense, and therefore, it would need to come out of the planning department's community development fund. She wanted to know if the commission felt that this was necessary.

Mr. Pearce stated that she should get a quote for this service because this is a one of a kind development.

Adjournment at 9:45PM

Respectfully submitted,



Patricia Romeo, Clerk