

TOWN OF STOW PLANNING BOARD

Minutes of the November 17, 2009 Planning Board Meeting.

Present: Planning Board Members: Leonard Golder, Steve Quinn, Ernest Dodd and
Lori Clark

Planning Coordinator: Karen Kelleher
Administrative Assistant: Kristen Domurad

The meeting was called to order at 7 P.M.

REVIEW OF CORRESPONDENCE AND MINUTES **MINUTES**

No minutes were reviewed.

CORRESPONDENCE

Ernie Dodd suggested the Planning Board attend both the Open Meeting Law workshop on Wednesday 18, 2009 at 7P.M. and the Public Hearing regarding the Smith Dam on Thursday 19, 2009 at 6 P.M.

PUBLIC INPUT

No public input.

PLANNING BOARD MEMBERS' UPDATE

ELEMENTARY SCHOOL BUILDING COMMITTEE (ESBC)

Steve Quinn reported on the latest ESBC meeting; Design are expected to be completed by January 7th for submission to the ESBC and should be approved by January 25th. Then they will begin pre-qualifying contractors by mid February and expect it to be a 60-day process to obtain qualified bidders. By mid April they will place the bid out and are expecting to choose a contractor by May as they want to take advantage of the slow economy.

Ernie Dodd commented on the presentation of the elementary school building site plan from last week's meeting. He was concerned that the building had several angles, which would drive up the cost. Steve noted that originally there were more angles and the architects did minimize the amount. The reasoning for the remaining angles was in response to natural daylight requirements for classrooms, the Mass CHIP program and geographical reasons. Steve, Ernie and Lori all commented on the contemporary design of the building, wishing it were more traditional in keeping with the existing structures in town.

Ernie also suggested adding language in the special permit to allow for storm water from roof drains to be directed into the pond.

The Board was expressed interest in keeping the stone building intact by shifting the drive and incorporating the building in the plan.

PEDESTRIAN WALKWAY SUBCOMMITTEE

Lori informed the Board that Henry Tarbi from the original sidewalk committee offered to attend the next meeting.

Karen Kelleher told the Board that Kristina Wile met with Bill Wrigley to discuss funding sources. The committee will meet next on Thursday November 19, 2009.

LOWER VILLAGE COMMITTEE

Next meeting Wednesday November 18, 2009.

MASTER PLAN MEETING

Karen Kelleher explained that each person on the Master Plan Committee is assigned to a section and will be combining all the comments then suggesting what should be changed/addressed.

SMITH DAM

The Board expressed concern about the proposed removal of the Smith Dam, afraid the removal will lead to the Assabet River drying out. The Board questioned if there would be other alternatives to cleaning the sediment.

STATE AID

Steve Quinn commented on a news article he had read about similar surrounding Towns and the amount of state aid each receives. He noticed that Stow receives a significantly smaller amount and questioned why.

COORDINATOR'S REPORT

Karen Kelleher updated the Board on ongoing actives in the Planning Department:

COLER AND COLANTONIO

Coler and Colantonio have been contacting the Planning Department, they are interested in working for the town on the Lower Village traffic-calming plan. Steve Quinn and Ernie Dodd suggested discussing underground utility lines for Lower Village with Hudson Light and Power. The Board decided they would like to wait to first meet with the Highway Superintendent and Bruce Fletcher. Karen offered to invite them to the November 24th or December 1st meeting.

RIDGEWOOD

Karen informed the Board that Bill Roop and Harry Blackey (Ridgewood at Stow) would like to schedule a meeting with the Planning Board to discuss their affordable housing project.

DERBY WOODS DEVELOPMENT

Karen notified the Board that Bentley Building requested to begin phase two of the project. He asked if the Planning Board would be willing to release the building permit for one lot without paying the bond, in order to build one model home with the agreement that they would not obtain an occupancy permit. Karen offered to research Massachusetts General Laws for the Town's authority on bonds. The Board will wait for her findings to make a decision.

GOLF COURSES

Ernie Dodd suggested meeting with the Board of Health to develop a policy for keeping inventory on chemical levels/types used on the golf courses.

Resident Brian Martinson offered to help by conducting analysis with Material Safety Data Sheets (MSDS), which should be available to the Fire and Police Department.

It was noted that the Town should take into consideration the possibility of the golf course land being created into a residential subdivision in the future and issues of contaminated well water from golf course chemicals.

MEETING SCHEDULE

The Board will be changing their meeting dates for December to meeting the 1st, 2nd and 3rd Tuesday.

APPOINTMENTS

GORDON WHITMAN, LINEAR RETAIL

Gordon Whitman attended the Planning Board meeting to give updates on the site plan.

Gordon listed the major components to the project are done or almost done: repaving the parking lot, updating the facade, updating the septic system, plantings and trees. In his review the items still in need of attention were: more handicap parking signs, trash receptacles, trash and delivery sign hours, no idling signs and the pylon/ latter sign. He stated the project should be completed in February. He had received several complaints about the green color of the Shaws facade they plan on changing the color as a result. Gordon informed the Board that a Chinese Buffet might be a possible new tenant to the shopping center.

The Board then highlighted items they felt still needed to be addressed in order to be in compliance with existing bylaws; the snow should not be stored in the center isle, but to the back side of the building, adding parking signs in the back of the building for employee parking only, suggested to have cape cod berms to direct the flow of water from the area in front of the pump station to the pond, stenciling “public water area” around the catch basins, installing trash receptacles, trash be removed from the back of the building when construction is complete, reminder that outdoor displays are against the bylaws, all lights in the back of the building to be full cut off, citizen bank lights need to be downward facing and the removed tree on the citizen bank lot should be replaced, one latter sign for the entire center. The Board also suggested adding the planters at a later date due to the cold weather.

The Board also noticed the crosswalks in front of the bank were gone, Gordon indicated the highway department had notified him that they would be putting them back in.

The Board offered to work with Gordon on the design of the ladder signage before they submit it to the ZBA.

Gordon acknowledged each item and agreed to address them.

Don McPherson and Brian Martinson, representing Lower Village, spoke with suggestions to Gordon Whitman and the Planning Board.

The Committee suggested that future revitalization projects also request the owner to construct sidewalks or make a donation in lieu of. The Committee also asked Gordon to construct pathways on either side of entrances to the retail site. Also suggestions were raised about sidewalks on the western and eastern entrance—painted by Linear Retail, and directional store signs within the retail plaza instead of one ladder sign in the front. Brian Martinson stated his primary concern was to make Lower Village a pedestrian friendly area on both sides of 117.

Gordon Whitman told the Board he would have a presentation on the signage for the Board as soon as some of their recent personnel issues are resolved.

ANR PLAN, WHITE POND ROAD

The Planning Board found the ANR plan to meet all requirements.

Lenny Golder motioned to approve the ANR plan on White Pond Road entitled “Plan of Land in Stow, Massachusetts”, and to authorized Karen Kelleher and Steve Quinn endorse the plan. The vote was seconded by Steve Quinn and carried a vote of four in favor (Lenny Golder, Ernie Dodd, Steve Quinn, Lori Clark).

BANNERS

The Board discussed recommendations to the Board of Selectmen. The Board suggested evaluating the current fee for having a banner hung, and limiting the banner to non-profit and religious groups within

Stow, excluding political and commercial usage. It was still suggested to keep the Banner a policy constructed by the Selectmen rather than a Planning Board bylaw.

The Board asked Karen Kelleher to forward a letter stating these suggestions to the Board of Selectmen.

MASTER PLAN REVIEW, CHAPTER 7

The Board commented on Chapter 7 of the draft Master Plan. (See attached)

The meeting was adjourned at 9 P.M.

Respectfully submitted,

Kristen Domurad
Administrative Assistant

Planning Board Member Comments

Chapter 7. Public Facilities/Municipal

Section A – Overview

- Second paragraph (Page 96)
 - “However, core services usually consist of emergency response...” is more accurately said by “However, core services usually consist of law enforcement, fire services, highway services...” Not all of the listed services are emergency response. (**EED**)
- Third paragraph, first and second sentences
 - ???? (**LC**)
- Eighth paragraph (Table on Page 97)
 - The Culture & Recreation budget did not include the new recreational field for year 10 which was \$2M+ (**EED**)
- Fourteenth paragraph first sentence (Page 99)
 - delete “around” (**KW**)

Section B – Trends in Revenue and receipts

Subsection 3. Receipts and Free Cash usage in support of budget

- Second paragraph after chart (Page 103)
 - Why is the Stabilization Fund balance for FY08 listed? Why not list the more recent years? (**EED**)
- Fifth paragraph (Page 104)
 - The 2/3 requirement is repeated from the previous page (paragraph 2). (**EED**)
- **Sixth paragraph, first sentence (Page 104)**
 - delete first \$ (**KW**)
- Sixth paragraph (Page 104)
 - A lot of numbers but they need to be compared to other years. (**EED**)
 - ***Eighth Paragraph (Page 104***
 - ***Change DPW to Highway Department*** (**EED**)

a. Cherry Sheet Receipts (State Revenue)

- **First paragraph after Cherry Sheet Receipts (State Revenue) (Page 104)**
 - Is the last sentence statement about the Cherry Sheet still true? (**EED**)

Section C - Staffing

- **First paragraph, third bullet under (Page 105)**
 - ***The number of full and part-time employees in the Town Offices should be given.*** (**EED**)
- Second paragraph (Page 106)
 - The Stow Affordable Housing Trust has the responsibilities listed. If they need professional help they need to either contract the needed effort or ask the Town Administrator and the Town to fund a position. Does the Town Administrator

agree with the statement at the end of the paragraph (“these high level responsibilities can not be exclusively fulfilled by the Town Administrator”)?
(EED)

- Third paragraph (Page 106)
 - Remove the reference to the Planning Director. The Community Development Director adequately covers the job description. (EED)
 - Does the statement “Town leaders have developed a job description for a new full time Community Development position.” represent something that the Board of Selectmen wants? (LC)
 - Specific titles should not be mentioned. This discussion should define what activities need to be fulfilled without mentioning position titles, as they will be interpreted in different ways both in the first sentence and in the Community Developer position statement. (LC)
 - While this paragraph acknowledges the potential of using consultants, it does NOT fully represent what the benefits of using consultants may be (e.g. utilizing specific skill sets based on project needs). In general, I don’t feel this paragraph fully represents what activities people are looking for or may be needed by the town. (LC)
- Fourth paragraph (Page 106)
 - I believe that all positions within the Town Building have job descriptions, which have been compared with other towns. I do not see a need for a study. (EED)

Section D – Schools

- Third bullet (Page 107)
 - The status of Pompositticut and Center School should be updated to reflect the vote for a new school and rehab at Center. (EED)
 - ***Some formatting issues before the chart comparing school/non-school expenditures with surrounding towns.*** (KW)

E. Capital Needs and other Emerging Community Desires

Subsection 1 - General facilities

- First paragraph (Page 108)
 - ***Change “so do its needs” to “so does its needs”*** (LC)
- First paragraph, first bullet (Page 108-109)
 - ***I think Pompositticut should be taken off the table for a Fire Station. It is not centrally located and major renovations would be required to upgrade the facility for the fire department. Both the past and present Fire Chiefs indicated that the existing fire station could be rehabbed to accommodate their needs and requirements.*** (EED)
 - Update with latest school information (EED)
- First paragraph, sixth bullet (Page 109)
 - Town Building Meeting Room is under construction (EED)
- First paragraph, seventh Bullet (Page 109)
 - What is the reference to more parking for town building based upon? Would we really expand parking for Tuesday nights? Could schools, include new space in school expansion not be used for future large meeting venues. Or, future municipal buildings/community center space? (LC)
- **Second paragraph (Page 109)**
 - Suggest that the current Town Counsel review the deed (KW)

- Why would we mention private daycare facility under municipal facilities? (**LC**)
- Deed Restriction may expire after 30 years (**EED**)
- **Third paragraph**
 - *I don't like the idea of using Pompositticut as the regional school administration offices. This would remove valuable Stow owned facilities or spaces from out control. Also the idea of "to sell" should not even be mentioned.* (**EED**)

Subsection 2 – Consideration of multigenerational Community Center

- **Third paragraph (Page 110)**
 - This list needs to be reviewed and updated. Stow TV has new offices in the Town Building. The Town Hall is used and can continue to be used for most of these functions. (**EED**)

Section F - Additional Services to Consider for the Future-2. Water and sewer considerations

Subsection 1 – General needs likely to emerge in the future

- **First paragraph, third bullet (Page 111)**
 - This sentence should be reworded to be neutral saying that should needs be identified with the desire to allow denser development, then it would not be possible without water and sewer. **LV**
 - Although density should be considered for Lower Village and Gleasondale and an increased density may be desirable for these villages, in general an increased density is not desirable for the remainder of the Town. (**EED**)

Subsection 2 – Water and sewer considerations

- **First paragraph, second sentence (Page 111)**
 - Change "make" to "made" and change "will" to "may" (**KW**)
- **First paragraph, first sentence (Page 111)**
 - **Sewer?** (**LC**)
- **Second paragraph, last sentence (Page 112)**
 - Add Lower Village between other businesses (**KW**)
- **Third paragraph (Page 112)**
 - *There were no "prolonged" discussions with the CC.* (**EED**)
- **Fifth paragraph (Page 112)**
 - Insert were after Offers and change also to all after Maynard
 - What is "...a governing board of a residential development,..."? Is this Meeting House? (**LC**)
- **Seventh Paragraph (Page 112)**
 - *The paragraph is not quite correct. It is not in jeopardy.* (**EED**)
- **Tenth paragraph, first sentence (Page 112)**
 - Change and to and/or (**KW**)
- **Eleventh paragraph (Page 113)**
 - The shopping center was also approached for use of their wells. (**EED**)
 - Meeting House at Stow is not the only business property in the Lower Village with a public water supply that meets current DEP standards. Stow Shopping center, _____, is also in compliance (**LC**)
- **Fifteenth paragraph, second sentence (Page 113)**

- Is the statement “The concomitant need for sewer to support economic development may still stymie development in this area” true? (**LC**)
- Are there currently businesses in desperate need of sewer? (**LC**)
- List which facilities currently have sufficient sewer or water
- Have there been businesses declined due to lack of sewer? (**LC**)