

**TOWN OF STOW
PLANNING BOARD**

Minutes of the April 5, 2011 Planning Board Meeting.

Present: Planning Board Members: Leonard Golder, Steve Quinn, Lori Clark, Kathleen Willis and Ernest Dodd
Associate Member: Brian Martinson
Planning Coordinator: Karen Kelleher
Administrative Assistant: Kristen Domurad

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

CORRESPONDENCE

Town of Bolton Zoning Bylaw Amendments

Kathleen Willis stated that the Board should look into Bolton's bylaws once they have been finalized.

MINUTES

Ernie Dodd moved to approve the minutes of the March 8, 2011 Planning Board meeting as amended. The motion was seconded by Lenny Golder and carried a vote of five in favor (Ernie Dodd, Lenny Golder, Steve Quinn, Kathleen Willis and Lori Clark).

Ernie Dodd moved to approve the minutes of the March 15, 2011 Planning Board meeting as amended. The motion was seconded by Lenny Golder and carried a vote of five in favor (Ernie Dodd, Lenny Golder, Steve Quinn, Kathleen Willis and Lori Clark).

The minutes of March 29, 2011 will be reviewed at their next meeting.

APPOINTMENTS

Resident Steve Dungan – Planning Board Responsibilities

Steve Quinn stated that Steve Dungan was invited to attend tonight's meeting in response to his email in which he expressed concern with the direction the Planning Board appears to be taking. He questioned whether the activities the Planning Board has been spending time related to its powers and duties as outlined in the Town Charter.

Brian Martinson thanked Steve Dungan for his letter. Brian stated that Steve made some statements that he does not agree with. Brian stated that he believed the Board wanted some clarification from Steve D. so that the Board could be more aligned with the Selectmen and the Building Inspector. Brian stated that, in his opinion, the Board does not generally believe it is they are going beyond the Town Charter and Bylaws as Steve D. indicated in his letter.

Steve Dungan stated that the email he wrote was as a resident of Stow, not as a Selectmen. He stated that he does believe the Board has gone beyond their charge.

Steve D. stated that after he sent the email he learned that the Planning Board scheduled a meeting with the Lower Village business property owners and he thought this was spot on with

their charge. He stated that as a resident of Stow he believes the Board should be spending more time on issues like Lower Village planning, like they recently did than getting into the minutia of the sign and lighting bylaws as they had been doing. He stated that the meeting they held about Lower Village planning was a major step forward.

Steve D. noted if the Board looked back at what they were spending time on in the past year and what they should be spending time on (according to the Charter) they will see a disconnect. He stated that he is not alone in his opinion of the Planning Board and that the Board should talk to some other folks in town. He stated that if the Board reaches out to other people in town they would see that the perception of the Board is similar to his.

Brian Martinson stated that not all peoples' perceptions about Planning Board activities were correct and that this was why the Board wanted the opportunity to discuss Steve D.'s letter with him in person.

Brian stated that planning is only a small portion of what the Planning Board does. He stated that the Board also implements the subdivision laws and grants special permits. Brian stated that he believes we all have an obligation to uphold the and that there is clear line of communications between the Planning Board and Building Inspector.. He stated that the Planning Board should be able to communicate easily with the Building Inspector and that it appears that some citizens have gotten upset at them when they do.

Lori asked Steve D. if he thought the Board should not be discussing Planning Board Special Permit conditions with the Building Inspector.

Steve Dungan stated that he agrees the Board should be involved in Planning Board special permit compliance but they should leave the enforcement and interpretation up to other parties.

Lori asked if he thought the Board should not be discussing special permit compliance with the building inspector and applicants in the case of open special permits.

Steve D. stated that he does think that is appropriate. In addition he noted that there are deficiencies in the bylaw and that those should be addressed. Steve D. stated that there is no provision in the bylaw for pylon signs and there should be.

Lori stated that the Board all agrees that there is work to be done on the Zoning Bylaws but as the stand, the Board is obligated to uphold the bylaws as it pertains to special permits and associated conditions.

Steve D. stated that it is not as black and white as they may see it sometimes. He said that two of the largest single tax payers in Stow are in the Lower Village and the Planning Board has been spending over a year discussing the dimensions of a sign without trying to work in a collaborative fashion.

Lori Clark stated that was not true and that the Board asked the applicant over a year ago to come in and talk to the Board about the sign design and the applicants were the ones who delayed.

Kathleen stated that when she was chair last year she checked in quarterly with Karen and had her call Linear Retail several times checking to see when they would be able to come in to discuss the sign design.

She stated that they submitted one design and the Planning Board gave them input and they did not come back to them until almost a year later.

Ernie Dodd noted that in the Board decision for the Shopping Center, Linear Retail was supposed to work with the Board on a design for the new pylon sign.

Lori noted that the Planning Board was well aware that the new pylon sign would not meet the bylaw, which was why they were willing to work with them on a design that they would support when they asked for a variance.

Steve Quinn noted, in this instance, the Planning Board did reach out several times and the Board was the one waiting on Linear Retail.

Lenny Golder stated that Linear Retail has come back since and the Board is trying to work with them in a collaborative effort. He stated that in the future the Board plans to have more meetings with business owners to listen to their concerns.

Steve D. stated that he was unaware of these details behind the Linear Retail pylon sign.

Steve D. asked the Board members what they believe their primary responsibilities are and what their primary goals should be.

Lenny Golder stated that their prime responsibility is planning first and foremost. He stated that they need to help set the overall vision of what the Town will look like especially in Lower Village.

Lori stated that zoning bylaws need to change in order to give incentives for businesses to move toward Planning Board goals and she agreed with Lenny that planning is a primary effort. She stated that the reality is that the Board spends a lot of time on special permit decisions and subdivision plan reviews, but what goes along with these conditions are upholding the bylaw. She stated that one challenge the Board has is that they write decisions with conditions, but these conditions are not followed. She stated that the Board has no recourse. She stated that with special permits like Linear Retail, the time to make progress is when the special permits are open.

Lori stated that outside of Mr. Presti's property, which can be debated even on the Board, all the bylaw discussions have been around special permit conditions.

Steve Quinn stated that he agreed that it is the Planning Boards job to make sure the conditions in the special permit are met, as a special permit is an agreement between the Board and the applicant. He stated that he does agree that the Board has gotten off track with enforcement issues unrelated to special permits as he has mentioned before.

Lori stated that there have only been a few cases.

Steve Q. noted that the few cases have taken up considerable amount of the Board's time. Brian Martinson stated that not everyone agrees with Steve Q's opinion.

Lori stated that the amount of time they have spent on zoning enforcement versus on future planning does not coincide with Steve D. email.

Kathleen stated that speaking as a resident, she finds it frustrating that the town has zoning bylaws that are not enforced. She stated that this happens all the time all over town. Kathleen noted that Craig Martin, Building Commissioner and Zoning Enforcement Officer is very busy and that zoning enforcement is a low priority compared to all of his other responsibilities. She stated that maybe the town should hire someone specifically for zoning enforcement.

Brian stated that several towns have volunteer committees to work under the zoning enforcement officer to help identify and deal with zoning issues. He stated that more effective compliance enforcement does not necessarily require additional funds to hire and enforcement agent.

Lenny Golder stated that given these fiscal times, he does not support hiring another zoning enforcement officer. He stated that the Town just needs to collaborate and prioritize. He noted that maybe the Planning Board and Selectmen need to make sure they are aligned in enforcement.

Lori Clark agreed with Kathleen. She stated that prior to getting on the Planning Board her main issue was zoning enforcement issues. She stated that the Board was proposing new bylaw changes and she did not want new bylaws that allow more flexibility when the town could not demonstrate control over their current bylaws.

Steve Dungan stated that possibly the reason the bylaws are not followed is because they are unrealistic and not business friendly.

Lori stated that before she was a member of the Board she didn't know about how stringent the lighting and sign bylaws were, she was frustrated with other bylaw issues.

Brian stated that Stow does not have any more zoning bylaws than any other town, and that when you read Stow's bylaws they are generally reasonable although some could be improved. He stated that when the Board met with business property owners they asked them to give suggestions on what they could improve. Brian said we didn't hear specific suggestions at that meeting, but he hopes we will hear from them in the future.

Lenny stated that the Board did receive some input.

Lori stated that they did have some suggestions.

Karen noted that this was the very first introductory meeting with the business property owners.

Brian stated that the Planning Board and Building Inspector should have a partnership and that as a result of a variety of things the Planning Board felt that there was a lack of alignment. He stated that the Planning Board met with the Building Inspector and outlined an agreed upon plan on how to communicate enforcement issues related to things that the Board would like assistance with. He stated that it is strange to see how people think the Board is trying to take over

enforcement of the zoning bylaws. He stated that there had been some past disagreements between the Planning Board and the Building Inspector, especially related to grandfather protection, and the Board wanted to make sure that we were better aligned in the future.

Lenny stated that the Board shouldn't be focused on things like making sure a light is turned off, they should be focused on larger issues of the bylaw and should be discussing these issues with the business owners. He stated that the business owners did express some general concerns but they didn't have anything specific to comment on at that meeting.

Lenny stated the Board could now go back to those concerns mentioned and have on going meetings with the business owners.

Lori stated that the business owners' main issue is the lack of water.

Ernie agreed that it is not necessarily zoning issues that are holding them back; the main issue is the lack of a public water supply.

Steve Dungan agreed.

Kathleen stated that in response to the sign bylaw, the Board is doing all they can to encourage businesses. She stated that a big message in the master plan was that residents like the rural character and that they need to have a balance in maintaining the rural character. She noted that once a large sign is allowed you will never be able to make them smaller.

Steve Dungan stated that he wrote the email in hopes to stir up a constructive conversation and felt there was room for improvement. He hoped that the Board would give some thought to focusing on Lower Village planning efforts, improving the bylaws and helping to get water into Lower Village.

Steve D stated that the perception right now is that the Board is throwing up blockades, which is not in their best interest or the towns.

Brian asked him what some of these blockades were.

Steve D. stated as an example, a few months ago the new used car dealership had put up triangular banners. He stated that when he drove by he did not think much of it, as it is a used car lot and the owner keeps it clean and picked up. Then he found out the planning board members saw the flags and made sure something was done to remove them. He stated that this does not send a good message.

Brian stated that the Planning Board had sent a memo to Craig requesting that he look into whether the banners were in violation of the bylaw. In fact the Building Inspector determined they were in violation and the issue was resolved very quickly.

Brian asked if there was anything wrong with the Planning Board communicating with the Zoning Enforcement officer.

Steve D. stated that when there is no infrastructure available to provide for a higher retail use and the area will be stuck with uses such as inspection stations. He stated that businesses in this area should be cut some slack for small things like banners.

Brian stated that some people on the Board had an opinion about these banners and communicated this to Craig.

Lenny stated that he did not notice the flags until it was brought up by some planning board members. He stated that now there are only American flags up.

Lori Clark stated that one thing that bothered her about Steve Dungan's email was that his first course of action was to send the Board an email about what he had heard about the Board's activities instead of just talking to them. She stated that frankly the Planning Board and Selectmen do not have enough communication.

Steve Dungan reminded her that he was there speaking as a resident not as a selectmen. Lori stated, as a selectmen Steve D. knows more about the local government happenings than the average citizen and that if he had an issue she would have rather they just discussed it.

Steve D. stated that he purposely expressed his opinion directly to them in an email and did not intend to make it a big public matter. He stated that he understands that there was misinformation about the Linear Retail pylon sign, but that his other comments were his general observation of the Board.

Lenny stated that maybe there are some things that should be changed, but they have started to meet with business owners and plan to continue with the efforts in Lower Village.

Steve D. stated that this was right on and terrific work.

Lenny stated that maybe the Board should ask resident/business owners about what they would like to see in the area. He stated that the Board should differentiate what is important versus small items like worrying about a business not shutting off a light on occasion. He stated these things are not worth getting worked up over, but zoning issues that are a matter of public safety are issues that should be brought up to the Building Inspector, not small matters.

Ernie Dodd stated that the Board has no authority to waive a zoning bylaw.

Steve D. stated that the Planning Board should be more proactive and less reactive. He understands that the Board has to spend its time responding to proposed plans but the Board should also be looking proactively at the bylaws.

Brian said the Board doesn't have people coming to its meetings indicating that the bylaws are not business-friendly and asked Steve Dungan to please give the Board ideas on how the bylaws should be amended.

Lori stated that the Planning Board meets several hours more than any other Board in town and the lack of progress on zoning bylaw review is not due to lack of putting in hours.

Resident Linda Hathaway stated that she agrees with Steve Dungan and knows the Planning Board had been meeting to discuss special permits that were not their own. She stated that anyone could look back at the Planning Board minutes or the town newspaper to see what the

Board has been discussing. She stated that the perception is that the Board is spending too much time on enforcement issues.

She stated that the reason some things are enforced in one place and not the other is sometimes because things are grandfathered. She stated that the Zoning Enforcement officer should be dealing with the health and safety issues rather than flags in a parking lot. She stated that the Planning Board has wasted a lot of time. Linda said it was wrong of them to get after Craig Martin, Zoning Enforcement Officer, as they should not be directing him on how to make determinations, it is his interpretation and they have done a disservice to him and the Town. She noted Craig's position is under the selectmen.

Linda expressed concern about Brian Martinson's position on the Board. She stated that they have heard more from him about zoning enforcement issues as an associate member than any other Planning Board members. She stated that he cuts Planning Board members off and she wanted to hear from Planning Board members who were elected.

Steve Quinn noted that Brian is a Voting Associate Member and the Board has always allowed them to take part in the conversations.

Jim Salvie stated that the Board of Selectmen have not discussed this issue as a board, but did want them to know that they have not given Craig any direction not to enforce zoning bylaws.

Jim asked if the Board had communicated what they would like Craig to concentrate on. He noted that the Town does not have limitless resources and doesn't think it would be a good idea to add another part-time or full-time staff member to deal with enforcement.

Steve Quinn stated that the Board had discussed a process with Craig on how to deal with enforcing conditions of special permits. He stated that most of the time they do not hold bonds with special permits. They discussed with Craig ways to tie compliance with conditions of special permits with occupancy and other building related permits to the special permits.

Karen Kelleher stated that the Board and Craig agreed on the process, which, in the case of Planning Board Special Permits, requires the Board to first contact the applicant or property owner then if they do not comply, to contact Craig.

Jim stated that Craig does not have time to enforce all the zoning bylaws.

Kathleen Willis stated that it was unfortunate that the town does not think zoning enforcement is a priority.

Jim stated that there are just competing priorities.

Lenny Golder stated that he did not support paying for another zoning enforcement officer because it is too costly, and felt it was unnecessary as Craig Martin takes care of any zoning issues that are a matter of health and safety—usually before any of them can contact him. He stated that if it is a matter of a banner or a light they don't need to be focused on that right now.

The Board stated that they have discussed a process with the Craig on special permits and that they feel satisfied with this process.

Lori stated that the Board hasn't really run into a problem to use this process yet.

Ernie Dodd noted that the Zoning Enforcement officer is limited in how far he can go with enforcement.

Jim Salvie stated that in terms of communication if they want more communication that is always good, but that it seems right now there is a lack of agreement on priorities even amongst the Planning Board members. He stated that it seems there is agreement in how to deal with special permit issues but beyond that there was disagreement.

Resident and Co-Owner of Stow Independent, Nancy Aresenault stated that in the process they laid out with Craig they said they would make a list of outstanding issues with all the special permits the Board holds. She asked how they plan to do this and how much time this will take if they plan to visit each site.

Kathleen Willis stated that she was thinking more along the lines of Linear Retail as they have numerous outstanding issues. She said they have conducted a site visit and spoke with them several times.

Nancy stated that some business owners felt like they were being targeted by the Planning Board. She stated that there are other locations in Town, like Minuteman Airfield, that does not get the same scrutiny as others in town.

Lori stated making that list might give the perception that they are worried about compliance but they are the Planning Board's special permit conditions they are upholding.

Ernie Dodd stated that it is difficult because the Board cannot hold bonds on infrastructure improvements so we don't have much leverage.

Steve Quinn stated that more recently the Board has been forward looking by meeting with residents and property owners in the Lower Village about future planning in hopes to improve the area. He stated that incorporating the vision set by the Master Plan they plan to work on reasonable bylaw changes that provide incentives they hope will produce a traffic calming, pedestrian friendly business district. Steve stated that the Board is in agreement that people need to comply with their special permit conditions. He stated that they did get into enforcement issues a bit too much, but have moved past that and are trying to focus on planning efforts in the Lower Village.

Steve Dungan thanked the Board for inviting him and for their time.

Ernie Dodd stated the Board tried working on zoning changes in the Lower Village area and conducted several visioning sessions. He stated that after the information forum the visioning sessions were presented including a mix-use bylaw no one liked this idea. He stated that they are now focusing on these efforts again.

Pedestrian Walkway Planning Committee Update

Lori stated that since their last meeting they sorted out several issues. She stated that the only portion of the walkway that needs to be discussed is the portion that abuts the McAlpine's property.

Lori stated that last week someone had driven into the McAlpine's fence, which has caused them some issues as they are trying to put their house on the market. Lori stated that the McAlpines have gotten a quote for what it will take to replace the fence and to move it.

Lori stated that the sub-committee agrees the fence should be moved back in order to move the sidewalk back enough where granite curbing would not be necessary. The sub-committee discussed who should move the fence, the McAlpines or the Town.

The Sub-committee would like to collaborate in some effort with the McAlpines, as the purpose of the first phase was to build consensus.

Lori said that Bruce Fletcher stated that if the Town disassembles the fence and the McAlpines rebuild it, it would be easier for the Town to take down the trees at their convenience.

Lori stated that they have some options:

- The McAlpines first requested the Town pay for the removal and reconstruction of their fence.
- The McAlpines requested the Town pay \$3,900 for the work and they pay \$2,700.
- The Town remove the fence and then the McAlpines deal with reconstructing it.
- The Town requires the McAlpines to remove their fence.

Kathleen asked who from the Town would be taking the fence down.

Lori stated that Bruce said it would not be difficult for the Highway Department to do and that Mike Clayton agreed to this.

Kathleen questioned why the Town would pay for someone to remove their fence that was illegally built in the right of way.

Ernie Dodd noted sidewalk funds could not pay for the removal of the fence as those funds were strictly for sidewalks.

Karen asked where the money would come from if they suggested that the Town contributes toward the cost.

Lenny Golder asked what the cost would be to do this work.

Lori stated that Bruce is starting the process for public street tree removal, but he cannot remove the trees until the fence is taken down.

Ernie Dodd stated that he could understand if the town took down the trees, but the McAlpines did not have their land surveyed when they installed the fence and they installed it in the Town's Right of Way. He stated that the McAlpines should be paying for the entire thing.

Lori stated that according to Bruce Fletcher, and as stated in the General Bylaws, it is legal to build a fence in the right of way if a permit is sought from the Highway Department.

Ernie Dodd stated that the Zoning Bylaw states that fences need to be set 1foot back from the property line.

Steve asked what the sub-committee is recommending.

Lori stated that if the town does not move the fence they are at the mercy of the McAlpines as to when they take the fence down and this could delay the tree removal and walkway construction.

She stated that if the Town removes the fence they could then remove the trees at anytime and this would expedite the project.

Karen asked where the money would come from if they couldn't use sidewalk funds to remove the fence.

Ernie stated that the fence does not belong to the Town The McAlpines placed it on Town land and should remove it at their own expense.

Lori stated that the sub-committee was trying to build advocacy. She stated that at first the McAlpines didn't want the walkway placed there at all. She stated that they worked through some ideas and got to a point where the McAlpines did understand. Lori stated that it was a matter of them getting their property on the market and they just wanted a decision as soon as possible.

Ernie Dodd asked if the town were willing to removed the fence for them and accidentally damaged it, who would be responsible.

Lenny stated that they should sign something to protect the town from any possible damage..

Jim Salvie stated, as an abutter, he agrees with Lori that they are trying to create some good will, as this is the largest concentration of homes affected by the project. He stated that the town would get more corporation in this area with the neighbors if they help take the fence down.

Lori stated that Mike Clayton and Bruce Fletcher both had conversations and stated that disassembling the fence would not big a big deal.

Karen asked if the Highway Department would be using their budget for this work.

Jim asked if they were sure they couldn't use sidewalk funds for removal of the fence.

Steve Quinn stated that it would not be a good idea to give the McAlpines a cash payment, as it would set a bad precedent. He stated that having the McAlpines take their own fence down is probably the completely right thing to do, but the Town is at the mercy of their schedule if we have to wait for them. He stated that the suggestion of having the town dissemble the fence, is a good compromise and allows the Town to complete the project on their timeline.

Lenny Golder stated that they should look into a waiver of liability, but in terms of practicality he agreed it makes the most sense for the town to remove the fence.

Karen asked if this would set a precedent for other residents if they see the Highway Department removing someone's private fence.

Ernie stated that if it were a stonewall the Town would move it. Karen noted that this instance, the town would have the right to remove the fence because it is on town land.

Kathleen stated that she thought the suggestion to have the Highway Department remove the fence was a good idea so that it can be coordinated with the tree removal, but did not want any money coming out of the sidewalk fund.

Karen Kelleher asked if there was a consensus on where the fence would be installed.

Lori stated that the sub-committee has designated that the fence needs to be moved back.

Ernie Dodd stated that the fence should be located 1ft. back from the McAlpine's property lines according to the Zoning Bylaw.

Karen stated that if they plan to reassemble their fence, they would need to seek the proper permitting.

Lori noted that the right-of-way is 18ft off the pavement, which is well into the front yard. A Planning Board member noted that the right-of-way is Town property.

Kathleen noted that several trees would need to be removed and asked if the sidewalk could be located behind the trees.

Lori stated that there was not enough space.

Lori stated that they discussed moving the walkway back more than 5ft so that granite curbing does not have to be used as agreed upon with Places Associates.

Kristen Domurad asked what safety measures the sub-committee had discussed for this area since they've learned about the most recent and history of car crashes.

Lori stated that Sue Carter, Consulting Engineer, believes they should still have vertical granite curbing, but in their discussions with Bruce Fletcher, he wasn't convinced that it would be safer with granite curbing because the road is curved and people aren't sliding into the fence they are driving into it. He stated that if they wanted to make it safer, he is recommending they consider a guardrail that would meet state code, as several people have gone off the road in this area.

Lori stated that Bruce said there are wooden guardrails that could meet state code.

Karen asked what direction she should give to Sue and if they planned to move the walkway behind the telephone pole, and if the guardrail should be shown on the plan.

Lenny stated that the guardrail should be shown on the plan.

Lori stated that Bruce felt a wooden guardrail could meet those standards and that he would talk to Sue Carter about what those options were.

Steve Quinn stated that the guardrail would probably be cheaper than granite curbing.

Karen stated that she spoke with Craig Martin, Building Commissioner and he felt the same way; as long as a proper guardrail, meeting state specs, was placed there, granite curbing would probably not be needed.

Lori stated again that Bruce said there are wooden guardrails that meet these specs.

Karen noted that Craig stated if guardrails do not meet state spec, they could be more dangerous than not having a guardrail at all because of the way it can break.

Kathleen Willis moved to have the Pedestrian Walkway Planning Sub-Committee proceed with the option of having the Highway Department (under the assumption they are still offering to do so) dismantle the McAlpine's fence, which lies within the Town's Right-Of-Way, and to place it onto their property. A guardrail, meeting state specs, shall be installed. The McAlpines will be responsible for re-assembling their fence and are responsible for seeking the proper permits to do so. The motion was seconded by Ernie Dodd and carried a vote of five in favor (Kathleen Willis, Ernie Dodd, Lori Clark, Steve Quinn and Lenny Golder).

Lori stated that the second update was Bruce Fletcher's proposed estimate for the work he will conduct in overseeing the bid process and construction.

Karen referred to the first line item for \$2,482.00 in Bruce's proposed estimated work. She noted that at a previous meeting the Planning Board agreed to hire Bruce for overseeing the Bid package and construction inspections and that this first line item was for consulting fees dating back in March.

Lori indicated that Bruce saw his participation in the discussion about the details in the plan as beneficial to the project.

Karen noted that it looks as though he was being paid for consulting services, prior to preparing the bid package and wanted to make sure this was okay with the Board because they had previously agreed to hire him to prepare the bid package and oversee construction.

Kristen asked which invoice hours should be used and from which dates, as Bruce stated he was not sure he wanted to take on this job as of March meeting minutes.

Lori stated that he would actually invoice his hours.

Lori stated that the fee he was charging as a consultant is a very reasonable fee.

Ernie Dodd moved to approve the proposed budget for Bruce Fletcher for Phase I of the Walkway Plans not to exceed \$13,904.00. The motion was seconded by Kathleen Willis and carried a vote of five in favor (Ernie Dodd, Kathleen Willis, Lori Clark, Steve Quinn, Lenny Golder).

Resident Linda Hathaway asked Lori Clark where the Pedestrian Walkway committee was in their draft master plan for the town's walkway plan.

Lori stated that the sub-committee has talked about the criteria on how to identify areas in Phase II. She noted that the newest member and associate members are in process of taking inventory of the current walkways but was delayed due to the snow. Lori noted that now they will look at the criteria and the inventory of the walkways together. She stated that they have also begun research into other Town's sidewalk plans and what their plans are for maintenance and snow removal.

Jim Salvie stated that they have been focusing mostly on Phase I and trying to get that going, he said they had not made a lot of progress with Phase II except for holding the public forum.

Linda Hathaway asked if the sub-committee would have their master plan completed before their terms expire in June. She stated that her understanding of their main duty was to draft a Pedestrian Walkway Master Plan. She stated that it seemed the committee has been spending a lot of time arguing with their consulting engineer over granite curbing.

Lori stated that the sub-committee has reported back to the Planning Board at each step.

Jim stated that the Pedestrian Walkway Sub-Committee was one of the hardest working committees he had every seen and that every discussion they have had with their consultant was warranted. He stated that their struggle with their consultant was well worth it and in the end saved them money.

Linda Hathaway asked about their prioritization plan, which included repainting crosswalks and a maintenance plan.

Lori stated that they have started this.

Jim Salvie said that the Selectmen have discussed this issue and hopes to get something on the agenda for fall town meeting.

Linda asked Lori if the Planning Board could continue on with the projects without the sub-committee after the plan is completed once the Sub-Committees term expired.

Karen said the Planning Board could reappoint the members or appoint new members to the sub-committee.

Lori stated that when the master plan is delivered to the Planning Board they would have to decide then.

Karen asked if the sub-committee anticipated having phase II completed before June.

Lori said no.

DISCUSSION/ACTION ITEMS

Sudbury Road Sidewalk

Karen stated that Mike Clayton, Highway Superintendent, is requesting additional funds to complete the sidewalk on Sudbury Road.

This request is for a 5,000 ft. retaining wall. She noted that it was first quoted at \$30,000 for a field stonewall, then he looked for alternatives.

Karen stated that she also spoke with Mike earlier that day and he advised her he would be submitting another request to install a guardrail, which is currently quoted around \$9,000.

The Board requested confirmation on the total cost spent to date, how many linear feet have been built and an exact on the guardrail cost.

Karen stated that they should know an exact number by next meeting.

Ernie noted that this is the most dangerous area in town and the sidewalk should be finished.

Bose Modification 3 Clarification

Ernie Dodd moved to approve Modification 3 Clarification for Bose Corporation. The motion was seconded by Kathleen Willis and carried a vote of five in favor (Ernie Dodd, Kathleen Willis, Lori Clark, Steve Quinn, Lenny Golder).

Highgrove Estates Subdivision

The Board reviewed the Highgrove Estates draft decision.

Planning Board members made the following comments:

- All utilities must be placed underground
- Make a condition to regulate the hours of operation during construction
- Request and Existing Road Condition, to show 100ft of either side of the road, possibly taking pictures
- Add sloped granite curbing at the entrance
- Required to make a contribution to the Sidewalk Fund or construct a sidewalk as required in all special permits

Mr. Duprey inquired about Section 8.6.10 , in which the Planning Board granted a waiver to the traffic study. He stated that adding another bus stop along that road is dangerous because there are no signs coming in from Acton to slow down. The Board explained that this problem was outside of the scope of the project and that they would have to discuss the issue with the Highway Department.

Crow Island

The Planning Board will discuss Crow Island at an upcoming Planning Board meeting.

The meeting was adjourned at 11:20 PM

Respectfully Submitted,

Kristen Domurad
Administrative Assistant