

TOWN OF STOW
PLANNING BOARD

Minutes of the December 4, 2013 Planning Board Meeting

Planning Board Members Present: Lori Clark, Ernie Dodd, Steve Quinn, Mark Jones

Non-Voting Associate Member: Dan Beaudette

Lori Clark called the meeting to order at 7:06 pm

Correspondence Update:

Part Time GIS Position:

Karen Kelleher explained the assistance that volunteer Jill Kern has offered the Planning Department to date. Jill Kern's ability to provide assistance to various departments, including digitizing of drainage information, has been compelling for many different stakeholders in Stow Town government.

Lori Clark asked if the 12-18 hrs per week would hold up for the long term? Lori Clark said it would be good to know the definite benefits of having this position filled and get letters from the various interests that could use the services.

Gleasondale Planning

Karen Kelleher reported that she received a proposal from John Mullin of UMass for Phase III of the Gleasondale Planning Project. This next phase, said Karen Kelleher, would include an Architecture, Landscape Architecture and Financial Cost element, with a total of 20 students from three departments working on the project.

Karen Kelleher explained the benefits of moving forward on this project, including the low cost for consultant grade work, and the participation of John Mullin, who is arguably the planning professional with the most mill revitalization expertise in New England. Lori Clark asked what the expectation is for the list of 90 day projects? Karen Kelleher and Jesse Steadman explained that the 90 day projects outlined in Phase II discussions could be carried out with assistance of a soon to be formed Gleasondale Neighborhood committee. Lori Clark said she would like to see the big picture of Gleasondale and how the 90 day list, medium term staff led projects and capital planning requests could fit in. The Board agreed that the Groundtruthing may be a good time to learn about priorities for the project going forward.

The Planning Board discussed the request for consultant engineering funds to cover the costs of expected feasibility analyses related to mill revitalization.

The Board then discussed the ability of funding Phase 3 from CPA funds. The Board agreed that there are historic and recreational components to the project, including revitalization of a historic structure and restoration of the mill yard and adjacent recreational access.

Karen Kelleher said that it needs to be argued to the Community Preservation Committee that this is an eligible project. Lori Clark said she supports the project, it is just a matter of finding funding.

Discussion of Meeting Minutes

Minutes of November 19, 2013 Planning Board Meeting

Ernie Dodd motioned to approve the minutes of November 19, 2013 as amended.

Steve Quinn seconded.

VOTED: (4-0) Unanimously in favor. (Lori Clark, Ernie Dodd, Mark Jones, Steve Quinn).

Member Updates:

None.

Planner's Report

Regional Housing Services Agreement

Karen Kelleher reported that the Board of Selectmen endorsed the Regional Housing services Agreement last week.

Dunster Drive Street Acceptance

Karen Kelleher reported that Stamski and McNary have submitted Dunster Drive Street Acceptance documentation for Sue Carter's review, including stamped as-built plans.

MAGIC Agricultural Project Next Steps

Karen Kelleher reported that the MAGIC Agricultural Project held its final public forum in Boxborough. A variety of topics relating to municipal support of farm viability were addressed, including zoning and regulatory reforms, public education campaigns, land access and tenure arrangements, among others. MAPC has demonstrated interest in working with Jesse Steadman to secure a District Local Technical Assistance Grant to build off of the zoning reform research already undertaken. A DLTA product may include working with the agricultural commission on amendments to the Town Bylaw to create a separate section relating to agriculture or by addressing site plan performance standards. A scope of work could also entail tying in lessons and practices from other initiatives such as the NRPZ bylaw update and potential policies surrounding its effective implementation. Jesse Steadman has worked with the Farm Bureau, MAPC and other project partners to date on this work.

Discussion Items

Delaney Street Emergency Response Plan

Ernie Dodd explained to the Board, the contents of the solar facility site visit. Ernie Dodd said power from the site is fed through a pole to Delaney Street with disconnect switches

located on the pole. There is another pole on the site that brings power from two different inverters, both with switches that Hudson Light and Power can disengage if necessary said Ernie Dodd. Ernie Dodd explained that underneath the panels there is wire running from the panels in a bundle of conduit into the combiner which leads to the inverter.

Ernie Dodd said according the Fire Chief, the fire department will not enter the site to cut power. Hudson light and power will be called to cut power. Ernie Dodd said his major concern is keeping unauthorized people from hurting themselves on the site – specifically children. Ernie Dodd said that every cabinet door needs to be locked when the company is not on the site. Steve Quinn said high voltage marking along the bundle of wires leading into the inverters is probably a good idea, since there is nothing on the inverter that explains there is a major power source.

Ernie Dodd said any time Stow Fire and Police, or Terradyne go on the site, the Fire and Police Department, as well as site operator should be notified.

Lori Clark asked if the Board is in agreement with the items Ernie Dodd mentioned in a 12.4.2013 memo. Steve Quinn said rather than a checklist, a sign in and sign out sheet would be helpful to ensure that the place is locked after being serviced. Ernie Dodd said he would like them to include the language of paragraph in 8.10.3.6. Ernie Dodd said that rather than being approved subject to modification, they would like to see the final document which can say that it will likely be anticipated that the Board would approve.

Lower Village RFP

The Planning Board went through the RFP page by page.

Period of work

The Board agreed that the time table may need to be increased to account for meeting dates, and perhaps reference that the time period should coincide with funding applications.

The Board discussed the idea of street lights or lamp posts along route 117. Lori Clark said she would not be for the idea but is willing to discuss it. Lori Clark said that once you begin to introduce lamp posts it adds more light regardless of the full cutoff nature.

Lori Clark said that in the contract it should be stated that any change in scope has to be approved in writing.

Steve Quinn said that when reviewing projects, it would be good to know where grants have been awarded and where projects have been completed on time and under budget.

Lower Village Renderings

Jesse Steadman shared with the Board a collection of Lower Village renderings based upon current conceptual street models and data from the Lower Village Visual Preference Survey.

*Steve Quinn Motioned to enter into Executive Session for the purpose of discussing 323 Great Road negotiations and the purchase of the property with adjournment to follow.
Ernie Dodd seconded.*

VOTE: Roll Call Unanimously in favor. (Lori Clark – yea; Ernie Dodd – yea; Mark Jones – yea; Steve Quinn – yea)