

**Sutton Planning Board
Minutes
June 18, 2018**

Approved  _____

Present: W. Whittier, R. Largess, S. Paul, M. Sanderson, W. Baker
Staff: Jen Hager, Planning Director

W. Baker acting as full member in J. Anderson absence.

General Business

Minutes:

Motion: To approve the minutes of 6/4/18, R. Largess
2nd: M. Sanderson
Vote: 5-0-0

Filings: None

Form A Plans: None

Bond Reduction – Villas – Phase II:

The Board reviewed correspondence from Graves Engineering reducing the total of bonded items for Phase II of the Villas. The Planning Director stated that the surety amount for guardrail will be removed from the bond per a prior decision of the Board. The resulting revised amount to be retained within the cash bond is \$27,960. The Lenders Agreement can be released its entirety.

Motion: To release the Lenders Agreement and reduce the Cash Bond agreement to \$27,960,
R. Largess

2nd: M. Sanderson

Monica Luchini of 86 Clubhouse Way, Trustee of the Villas at Pleasant Valley Condominium Association, asked about the process of doing a final review of this phase to make sure all parties in interest are on the same page in terms of their expectations of the finished project phase. She noted there are several new Trustees and wondered if there will be a final walk through before the last Phase 2 bond release. The Board was supportive of this suggestion.

Vote: 5-0-0, with support for a final walkthrough involving the Trustee(s)

Correspondence/Other:

• **Board Reorganization**

Motion: To nominate J. Anderson as Chairman for the upcoming year, R. Largess

2nd: W. Baker

Vote: 5-0-0

Motion: To nominate R. Largess as the Vice-Chairman for the upcoming year, W. Baker

2nd: S. Paul

Vote: 5-0-0

- Employee Policies – The Planning Director reminded Board Members to review the full packet of employee policies and to re-take their Ethics Exam on line. Once everything is done they are to return all signatory pages as well as a copy of their Ethics Certificate to the Planning or Selectmen’s Office.
- CMRPC Meeting Update – W. Baker gave the Board a summary of the Annual Central Mass Regional Planning Commission meeting he attended at Cyprian Keys in Boylston. The meeting featured an awards ceremony. He noted the atmosphere at this and the other meetings he’s attended has been very collegial and he really feels that CMRPC under the leadership of Janet Pierce with current staffing of 33 employees is much improved and is proving great services and resources.
- Having applied for and received a CMRPC grant, a housing study working group led by the Planning Director has begun work to create a housing needs study and production plan. The process will evaluate Sutton housing stock and demographic trends, survey Sutton residents about the subject and host two public forums, resulting in a plan to meet current and future needs as well as proactively address the state mandate of 10% affordable housing stock.

Deliberation & Decision – Forest Edge Open Space Reduction – Ariel Drive off Blackstone Street

The Board reviewed correspondence from Jon Bruce agreeing to a continuance of the time to make a decision to July 12, 2018. Mr. Bruce has provided some additional materials and a revised map related to the Board’s deliberation.

Motion: To continue deliberation on July 9, 2018 at 7:30 P.M., R. Largess
2nd: S. Paul
Vote: 5-0-0

Motion: To Adjourn, R. Largess
2nd: W. Baker
Vote: 5-0-0

Adjourned 7:28 PM