



**TOWN OF WEST BOYLSTON PLANNING BOARD** [planningboard@westboylston-ma.gov](mailto:planningboard@westboylston-ma.gov)  
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## **MEETING MINUTES**

### **September 25, 2013**

Chairman: Christopher Olson

Members Present: Marc Frieden, Vincent Vignaly, Patrick McKeon (8:00 p.m. arrival)

Members Absent: James Kaufman

Others Present: See Attached Sign-In Sheet

**All documents referenced in these Minutes are stored and available for public inspection in the Planning Board Office located at 127 Hartwell Street.**

The meeting was called to order at 7:10 p.m.

**ZBA Meeting regarding Cumberland Farms** – Members attended the meeting and said the petitioners presented a traffic study. Residents were upset because the count was done during steamy weather July which is not a real representation. The general design of the building was discussed. There will be a large increase in the impervious area, but drainage was not talked about. The petitioners wanted two-way access at two locations on Route 12. The ZBA asked if there would be enough room for three cars to queue up and wait while one fills up. The applicant said that it is 30' away from the pump to the edge of the driveway, which is three car lengths. The Planning Board was referring to "waiting areas" (which are 9' x 18'), not parking spaces. The neighbors had numerous complaints about heating/cooling units, ventilation, delivery door, talking ads at the pumps, etc. At the hearing, it was said that the applicant received a copy of the Planning Board letter and responded. Mr. Olsen will contact the Chairman, John Benson, for a copy. The hearing was continued to October 28<sup>th</sup>.

**Medical Marijuana** – The town has a temporary moratorium in place until June 30, 2014. Mr. Olsen asked the Town Administrator for approval to contact Kopelman & Paige. Mr. Gaumond said it was his understanding that state had not yet finalized regulations. Mr. Gaumond will contact town counsel and advise the board. Mr. Olsen does not believe the locations where applicants have requested to operate have been released yet.

**Discussion of Draft Regulations for Incentive Zoning Bylaw** – Incentive bylaws have been in place approximately four years, but there are no regulations. It is in our purview to create regulations. A public hearing will have to be held, but the board does not need town meeting approval. Mr. Frieden said the Village at Oakdale went into foreclosure and was bought by the bank who now wants to market it as something other than a 40B. Mr. Vignaly said they need to come to the board before proceeding. Mr. Vignaly will contact Dick Heaton.

**Angell Brook (Affordable Units)** – The board approved the request for 18 additional units on the 20 acre property they bought next to the original Angell Brook development. Because the incentive bylaw was being worked on, the developer, Mike Staiti, was asked if he would

contribute affordable units. Mr. Staiti agreed to it and the board issued a permit. Mr. Staiti approached the Building Inspector and Board of Selectmen and requested a waiver of the building permit fees and he would build a third affordable unit. The Selectmen said there was no requirement for financial relief on the local part. They further said that if the fees were waived, the town would lose \$8,000-\$10,000 and felt that for nothing, two affordable units could be constructed. The Planning Board went to the meeting and supported it, but the Selectmen denied the request. Mr. Vignaly believes Mr. Staiti came to the board and asked to change our approval so it did not reflect any affordable units. Melanie will look for approvals.

**CPTC Fall Workshop Information** – The flyer offers many informational seminars. Members are interested and will try to attend some seminars. The town will reimburse for attending.

Mr. Frieden attended a CMRPC meeting. A presentation was given that talked about the community innovation challenge grant program whereby the town is given money for such things as implementing software, purchasing hardware, data entry, etc. The deadline is November 22<sup>nd</sup>. Mr. Frieden will contact Karen Paré for assistance.

**CMRPC (Mass Zoning Reform)** – There is no need for member attendance at this time.

**Call/Complaint (corner of West Boylston Street across from WB Seafood)** – The house was previously a rental home. It now consists of businesses (landscaping company, hairdresser). It will be referred to the Building Inspector as a zoning compliance issue.

**Transportation Committee Meeting** – Next month they will be discussing sidewalk improvements. Mr. Frieden asked if we could make construction of sidewalks in business zones a requirement within the Site Plan Review section of Zoning. The Planning Board could write a zoning bylaw. Mr. Vignaly will email the Chair of the Transportation Committee and Mr. Gaumond to discuss having the Selectmen consider that. The issues are the sidewalks and getting the most dangerous intersections in town fixed (top priority is Woodland and Prospect Streets). Mr. Vignaly reported that design and engineering work is needed for assessment and recommended improvements to the Route 140/Route 12 Franklin Street traffic issues; the improvements to Route 140 from the Boylston town line to the Sterling town line needs engineering, as does the parking issues in the area of Route 140 from the Old Stone Church south to Route 12.

**Joint Meeting with Leon Gaumond/Town Wide Planning Committee – Discussion of Housing and Population Chapter of Master Plan** – Mr. Gaumond thanked the members of the Planning Board for the willingness and interest in meeting with him tonight. He introduced the members of the TWPC (himself, Sue Meola, John Hadley, John Owanasian, Rich Simmarano, Jim Kaufman and JoAnne Dunne). The Special Act of 1995 required establishment of a Master Plan. The first Master Plan was written and adopted by the town Planning Board, and accepted by DHCD in 2005. Mr. Gaumond's presentation consisted of the past, present and future planning for West Boylston.

The past consisted of monthly meetings working on the tracking phase of specific action items in the Master Plan and re-educating people. The five-year update was delayed because census data was not available for certain chapters until a few years ago.

The present consisted of the presentation tonight. The committee does not intend to do a complete re-write of the Master Plan. It is preparing updates of chapters which are not all finalized. The committee created a summary containing the core function of each chapter that could serve as an executive summary that the average person could view on one page. It also lists where additional information can be found. Mr. Gaumond discussed the goals and improvements of different chapters (Economic and Development, Transportation, Cultural and Historic Resources, Municipal Facilities, Municipal Services, Financial Strategies, Schools, Implementation). Recommendations that were accomplishments since the last Master Plan are the creation of the Economic Development Task Force, Business Marketing Plan, Affordable Housing Trust, Pride Park, Transportation Committee, Capital Investment Board, amendments to the Zoning bylaws, and adoption of the Community Preservation Act.

Their future hopes are to empower stronger citizen-driven organizations to help set the vision and action plan for the community. There are challenges with having a town sponsored appointed committee leading the charge of developing the long-term vision for our community. He spoke of creating a consensus-building organization as opposed to it being mandated by town government. He asked the Planning Board to re-imagine what it is the TWPC is trying to accomplish. After the approval of the updates submitted to the Planning Board (Economic Development, Transportation, Cultural Historic Resources, Municipal Services, Financial Conditions, and the schools), they will be submitted to the Commonwealth of Massachusetts, DHCD. Mr. Gaumond again thanked the members of the Planning Board. Ms. Paré was also thanked for her work.

Mr. Vignaly liked the single page summary but was hesitant about piecemeal submittal. He said understanding of master planning is to have everything reviewed and a plan created for it all to work together. He asked if there was a process for updating these ‘updated’ chapters when new information is found. Mr. Gaumond said he went to the CMRPC, Town Counsel, and DHCD and spoke with Elaine Wijnja (an expert on master planning). The bulk of the communities update them piecemeal (chapter updates, paragraph/sentence updates). The Committee voted to send the updates they believe to be complete to the Planning Board for their review and approval, then subsequently to file with DHCD.

Mr. Vignaly had concerns with the Master Plan containing facts but no assessment or evaluations of the data with guidance for next steps. He was hoping to include that in a single document. The facts are the background and backbone, but facts alone don’t make a Master Plan. Mr. Gaumond said many of those things are mentioned in the actual chapters themselves where there is greater detail; but they may not be in the summary page. He also said if there is anything the board feels is important to let him know because he is acting as the board’s agent.

Mr. Vignaly said as an example that in the Open Space Plan and the Housing Production plan there is a finite number of spaces that are owned by the town and each plan proposes to use the properties differently, and the desires of the parks and other municipal agents also have interests in each parcel. He felt the Master Plan is where he sees the decision being made as to what the town selects as a priority or sets as a standard to establish a priority. Mr. Gaumond said Master Plans provide a blueprint, but is not necessarily the only road map to success. He said some decisions need to consider the best use at the time. The ZBA, Planning and Board of Selectmen make the decisions and should be looking back to the Master Plan for guidance and counsel. Mr. Gaumond said chapters come with a list of recommendations that say the who, what, where,

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when, not necessarily the how, and are usually mentioned in greater detail in the implementation section. It can be a guide that best recommends certain things to our governing boards and committees. The Board thanked the TWPC for their presentation and will consider the process and chapter updates at a later meeting.

**Reports from Other Boards** – Mr. Frieden said the Affordable Housing Trust met. They made applications to the Community Preservation Committee to obtain funding for Mr. Heaton to work on an Request for Qualifications to send to developers for proposed housing and senior center options, to have community involvement workshops, and also for a study to be done on Mixer, Tivnan Drive and the remaining land of the Orchard Knoll public housing (\$21,000 requested). They would like support from the Planning Board. Mr. Vignaly said we need to see what the warrant article says. Before the next meeting Mr. Frieden will contact the Housing Authority about developing undeveloped land on their property.

**Other Topics Not Reasonably Anticipated by the Chair 48 Hours before the Meeting** – Nothing tonight.

**Approve Payment of Invoices/Review Draft Meeting Minutes of August 7<sup>th</sup> and September 11, 2013** – There were no invoices for payment. Mr. McKeon made a motion to approve the August 7, 2013 Meeting Minutes as amended; Mr. Vignaly seconded; all voted in favor; motion approved. Mr. Frieden made a motion to approve the September 11, 2013 Meeting Minutes as amended; Mr. McKeon seconded; all voted in favor; motion approved.

A motion was made by Mr. Frieden to adjourn; Mr. McKeon seconded; all voted in favor; motion approved; Mr. Kaufman abstained. The meeting adjourned at 9:50 p.m.

Date Accepted: \_\_\_\_\_

By: \_\_\_\_\_  
James Kaufman, Clerk

Submitted by: \_\_\_\_\_  
Melanie Rich