



**TOWN OF WEST BOYLSTON PLANNING BOARD** [planningboard@westboyiston-ma.gov](mailto:planningboard@westboyiston-ma.gov)  
140 Worcester Street \*\* West Boylston MA 01583 \*\* Telephone 774.261.4073 \*\* Fax 508.835.3807

## **MEETING MINUTES**

### **June 24, 2015**

Chairman: Marc Frieden

Members Present: Vincent Vignaly, Christopher Olson, Cheryl Carlson, Barur Rajeshkumar

Members Absent: None

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 140 Worcester Street.**

The meeting was called to order at 7:04 p.m.

**Proposed Local Wetland Bylaws Review** – The board reviewed the changes Mr. Vignaly made and incorporated into the bylaw. It does not create any new jurisdictional areas; it only reinforces the areas the Commission explained that they want to protect. As an alternative to creating an additional upland resource area, Mr. Vignaly suggested keeping it within the buffer zone with limitations; no alteration within 25' of a wetland resource area. Mr. Olson noted that a definition of this is needed to be added to Presumptions Section D. Mr. Vignaly will make the final revisions and forward to the Conservation Commission for their review and comments in preparation for the fall town meeting.

**Town Counsel's Feedback (re Olde Century Farm Homeowners Association)** – Mr. Olson forwarded the Declaration of Trust to Dr. Oyer which confirms that the Homeowners Association already exists. Dr. Oyer responded by asking if the town could do the maintenance and bill them since he doesn't feel all the residents will pay as part of the Homeowners Association. The Declaration requires the work to be completed. Mr. Olson has contacted Anthony Sylvia who said the DPW may be able to take it over, but the three detention basins need to be inspected. Mr. Olson will continue to follow up.

**Holy Cross College Contemplative Center (1000 Goodale)** – Mr. Lapomardo provided the revised changes to the septic system; only the leach field is changing. Wayne Amico (VHB) had no issues; the engineer showed comparisons with the old vs. the new, and it is less intrusive. The board felt it is a minor change and did not require an amended Site Plan Review. Mr. Vignaly made a motion that the change is insignificant and can be reflected on the as-built plan; Mr. Olson seconded the motion; all voted in favor; motion approved. With regard to Community Cooperation, Mr. Lapomardo provided a new contact person (Jamie David Hoag, Director of Government and Community Relations). Mr. Vignaly will follow up.

**Electronic Sign & Sign Bylaw** – Mr. Olson sent an email to the BOS and the Building Inspector. He received a response from John Hadley asking that the time change be shortened to 10-15 seconds. Ms. Carlson said that large billboards change every 10 seconds; Holden's

electronic sign changes every 5 seconds; and Westborough's electronic sign changes every 7-10 seconds. The town's current bylaw states 1 minute. The board agreed that a 15 second time change is reasonable and will begin the process to have the bylaw amended. The process should begin now to be ready for the fall town meeting. Ms. Carlson will also contact the Building Inspector for his input.

**Meola Sign (165 West Boylston Street)** – They have a sign permit. Ms. Carlson will ask the Building Inspector for a copy to see what documentation was provided in accordance with the new Sign Bylaw where existing non-conforming signs need to submit proof of “non-conforming” status or they are considered “non-compliant” and can no longer receive a permit.

**308 West Boylston Street** – Kevin's Automotive has expanded his area and no Site Plan Review is in the board's files. If there are 15 or more parking spaces and it is not grandfathered, it will require a Site Plan Review. Ms. Carlson will speak to the Building Inspector.

**New Business/Review of Correspondence/Emails:**

**Site Plan Review Application – Pinecroft Dairy (543 Prospect Street)** – The applicant emailed and asked to be on the July 8<sup>th</sup> agenda.

**ANR Plan – Steven & Marcia Hughes (166 Temple Street)** – Mr. Hughes & Mr. Walker were present. They explained that the previous owner built an addition but never checked the property lines. The ANR plan is to straighten the property line only; no lots are being created. Ms. Carlson made a motion to endorse the ANR Plan of Land in West Boylston MA owned by Stephen S. & Marcia L. Hughes dated June 2015, and reduce the filing fee to \$200; Mr. Rajeshkumar seconded the motion; all voted in favor; motion approved. The mylar and six copies were signed.

**ANR Review Process Discussion** –The board has 21 days to act on a plan once the application has been stamped by the Town Clerk. There are certain times of the year that meetings are more than 21 days apart, and some plans may require more review/research. Mr. Olson asked if we had the discretion to request an extension. Mr. Vignaly said the board could. The plan can be denied, but there has to be a reason. Once approval is given; it can never be rescinded. Mr. Olson would like to have the application and a pdf of the plan 2-3 days before the meeting for review. Plans such as the 166 Temple Street ANR Plan and the 263 Maple Street ANR Plan came in last minute and, while the board tries to be very accommodating, going forward if ANR's are not submitted before the agenda is closed, the Chair will be consulted, and they may have to be included on the following agenda. If the time frame will be more than 21 days, the applicant will be asked to sign a waiver to more than 21 days, or the board will have to hold a special meeting.

Mr. Olson also discussed the need for Form A to be revised to include more information. All application forms should be revised to be current with the regulations. Once reviewed, a public hearing will be held to get input on the changes before they are finalized.

## **Planning Board Meeting Minutes – June 24, 2015**

Authorized Signatures for Fiscal Year 2016 – Mr. Vignaly made a motion that three signatures be required on all documentation except the time sheet, where any one member of the board can sign; Ms. Carlson seconded the motion; all voted in favor; motion approved.

Election of Officers – Mr. Vignaly made a motion to elect a slate of officers as follows: Chair-Marc Frieden; Vice Chair-Cheryl Carlson; Clerk-Christopher Olson; Treasurer-Barur Rajeshkumar; Mr. Olson seconded the motion; all voted in favor; motion approved.

The following committee assignments were decided on for the coming year: Town-Wide Planning-Christopher Olson; CMRPC-Christopher Olson; Affordable Housing-Marc Frieden; Earth Removal-Cheryl Carlson; Transportation-Barur Rajeshkumar; Economic Development-Barur Rajeshkumar; Community Preservation-Cheryl Carlson; Bylaw Committee-Mark Frieden; Open Space Implementation Committee-Vincent Vignaly.

Responsibility for reviewing board minutes will be as follows: ZBA-Marc Frieden; Conservation-Vincent Vignaly; BOH-Vincent Vignaly; Selectmen-Christopher Olson.

Nuha Circle Covenant and Construction Status – Wayne Amico (VHB) is continuing to monitor the project. Mr. Ali inquired if a letter of credit can be used for the bond. Mr. Vignaly will contact Town Counsel as to the status of the covenant review.

The town's assessed portion of the costs for the CMRPC for FY16 was received; \$1,694.40. This will be compared to last year's assessment. Mr. Olson will contact the Town Administrator.

Reports from Other Boards – Mr. Olson said Chris Ryan and/or Eric Smith will be attending the board's August 12<sup>th</sup> meeting to obtain feedback on how the board wants the Village Zoning Bylaw developed. They are currently finishing the model bylaw and will forward it to Mr. Olson when completed. It will be done in two phases with DLTA funding; they have received funding approval for the second phase. They will be put on the August 12<sup>th</sup> Agenda at 7:00 p.m.

Mr. Frieden said the Affordable Housing Trust met and reviewed their goals for the upcoming year. They are continuing to move ahead with affordable housing; a study will be conducted to see what type best fits the needs in town (the 2013 Housing Production Plan suggested seniors, veterans and young singles). Dick Heaton has been approved as the Housing Specialist for the next year with Community Preservation money. They also discussed a project to create a repository for data to be accessible for all town officials.

Ms. Carlson said the Community Preservation Committee met and they have funds available for use for the betterment of the town. Mr. Frieden suggested using some funds for the repository project.

Citizens' Comments – None tonight.

Approval of Invoices and Review of Draft Meeting/Hearing Minutes of June 10, 2015 – There were no invoices for approval tonight. Mr. Olson made a motion to approve the June 10, 2015 Meeting Minutes and June 10, 2015 Checker Real Estate Public Hearing Minutes as amended; Ms. Carlson seconded the motion; all voted in favor; motion approved.

**Planning Board Meeting Minutes – June 24, 2015**

A motion was made by Mr. Olson to adjourn. Ms. Carlson seconded the motion; all voted in favor; motion approved. The meeting adjourned at 10:10 p.m.

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

By: \_\_\_\_\_  
Christopher E. Olson, Clerk

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