

**WEST NEWBURY PLANNING BOARD
MINUTES OF MEETING
November 1, 2011**

Pursuant to a meeting notice posted by the Town Clerk and delivered to all Board members, a meeting of the West Newbury Planning Board was held on November 1, 2011, in the Planning Board Office. Board members Raymond Cook, Ann Bardeen, Brian Murphey, John Sarkis, Chair, and Arthur Wallace attended. Associate Member Patricia Reeser and staff member Jean Nelson were also present.

The Meeting was called to order at 7:34 PM.

General Business

Discuss Process for and Scope of Service for Technical Review of a Special Permit Application, Modification to a Special Permit for Personal Wireless Service Facilities and Site Plan Review, West Newbury Congregational Church, 308 Main Street, Assessors' Map U-1-30. Owner is Congregational Church, Inc., of West Newbury, Mass., and Applicant is New Cingular Wireless PCS, LLC by AT&T Mobility Corporation, Its Manager.

The Board discussed the request for Scope of Services. It was decided that the Application package will be sent to David Maxson of Isotrope, LLC, for review. The requested Scope will be:

1. Review of the Application for compliance with the Zoning Bylaw and Planning Board Regulations, and
2. Review for compliance with Federal and State requirements, as applicable.

If the fee exceeds \$5000, then the Request for Proposal will be sent to two other engineering firms for an estimate.

Cook asked if a structural analysis of the steeple should take place as part of the Site Plan Review. Murphey said that this is usually part of the Building Inspector's review, and not within the purview of Site Plan Review.

Kristen Smith, Agent representing the Applicant, noted that the Site Plan has been revised due to an error in the length of an antenna. The full-size plans replace the reduced-size plans in the Application package. The Application and plans were distributed to Board members.

Update on Notice of Intent to Convert to Other Use Under M.G.L. Chapter 61A from Johnson & Borenstein, re Sullivan Property, Whetstone Street. Nelson related that an Appraiser has been hired to perform an Appraisal. The Board of Selectmen will be meeting on November 9th to decide on the next step.

Sarkis noted that the Horsley Witten report was to be released by the Board of Selectmen. Nelson said that she had received it, and will distribute it to the Board.

Discuss Notice of Foreclosure from Edwards Wildman Palmer LLP Pursuant to Section 14 of M.G.L. Chapter 61A, Bailey's Lane and Bridge Street, Assessors' Map R-13, Lots 70 and 72, land owned by Tyler C. Kimball. No response or recommendation is required. Michael McCarron had explained to Nelson that such notice is required by the statute. If the property is to be further sold, notice to the Town and Right of First Refusal would be initiated.

Discussion of draft Signs Bylaw. Sarkis said that he has sent the red-lined copy to Glenn Clohecy and Dave Kapturowski for comment. He would like to shorten the draft, if possible. Nelson distributed sign-related diagrams that she had found in other Zoning Bylaws.

Bardeen noted that there are multiple signs for a road race posted on telephone poles within the right of way in her area. She asked if such signs would be covered by the draft bylaw. It was noted that the signs should be removed promptly.

Discussion of Technical Memo from Judi Barrett, COG, Inc., and review of proposed revisions to Definitions and other sections of the Zoning Bylaw. The Board reviewed revisions that had been made at the prior meeting, and further revisions were made. Regarding Section 6.A.4., it was decided that it applies unless an exception is covered elsewhere in the Bylaw.

..Update on Task #2 of Contract with COG, Inc. Judi Barrett has been very busy and will have more time after October 31st. She will have Task 2 ready after that date.

Request to revise Jean's hours for the Winter. Nelson asked to change Office Hours during the Winter on Tuesdays from 9 AM to 2 PM to 1 PM to 4 PM. The Board approved this change.

..Minutes of October 18, 2011. The Minutes were reviewed and edited.

Motion made by Cook, seconded by Murphey, to approve the Minutes as edited. The vote in favor was unanimous.

Vouchers were signed.

Motion to adjourn, 10 PM.

Submitted by,

Jean Nelson
Planning Board Administrator

These Minutes were approved by the Planning Board on November 15, 2011.