

**WEST NEWBURY PLANNING BOARD
MINUTES OF MEETING
September 20, 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 September 20, 2011, in the Planning Board Office. Board members Raymond Cook, Ann Bardeen, Brian Murphey, and John Sarkis, Chair, attended. Staff member Jean Nelson was also present.

The Meeting was called to order at 7:32 PM.

Dan Cena, for discussion of release of Performance Bond, Bailey's Lane.

John Sarkis recused himself from this discussion, and sat in the back of the room. Bardeen acted as Chair for this portion of the meeting.

Dan Cena and DPW Director Gary Bill were present for this discussion. As-Built, Street Acceptance, and Common Driveway As-Built Plans have been received from Cammett Engineering, with a request to release performance guarantee funds. Cena noted that Charlie Wear, Bill, Nelson, and a representative from Cammett Engineering will perform a site visit on September 22nd to inspect the construction.

Cena said that he will know if John Cena is planning to request Street Acceptance within a couple of weeks. It has not been submitted for the Warrant for the Special Town Meeting in October. Bill said that he cannot plow the extension of Bailey's Lane if it is not accepted. He said that he may need to create a turn-around on the accepted portion of Bailey's Lane for the plowing trucks.

Nelson asked that the "Suggested Deed Description" with metes and bounds be submitted to the Planning Board electronically, so that it can be incorporated into documents at a later date. Cena said that he will request this of Cammett Engineering.

Cook asked the status of the Trail Easement. Cena said this is being discussed with his legal counsel. According to the terms of the recorded Trail Easement, disputes may be resolved by arbitration. He said that there are some issues with the trail, and they are probably headed for arbitration.

Cena and Bill left the meeting, and Sarkis returned to the table at 7:45 PM.

Update on Byfield Water Department request for GPOD designation.

Nelson related that she has written a letter to Paul Colby of the Byfield Water District, asking what the impacts of being in the GPOD are, and what happens if Town Meeting does not approve the amendment to the GPOD Map. A reply has not been received.

Any additional comments to the Annual Report. The revised Annual Report for 2011 had been distributed to the Board members by e-mail. There were no further comments. It will be submitted to the Board of Selectmen.

Update on Town Land Working Group study. Sarkis said that following the study performed by the Working Group, there are five or so parcels that could potentially be deemed as surplus. Many parcels have been weeded out. He noted one parcel on the Page School property which could be a building lot. None of the five parcels were particularly suitable for solar power or an antenna.

The group will provide a copy of their report to the Board of Selectmen when it is finalized.

Update on Signs Bylaw. Sarkis said that the outline has been completed, and he will be sending it out to Glenn Clohecy and Dave Kapturowski for review, then to the Board members. He requested that it be reviewed at a Planning Board meeting in one month.

Steve Sawyer, re 47 Coffin Street, for endorsement of final plan for approved Special Permits for Reduced Frontage and Common Driveway. Sawyer presented the final plan (3 sheets) to the Board. There was some discussion of the title of the plan, which reads "Plan of Land". Reference is made to the Special Permits elsewhere on the plan, and it was deemed to be acceptable. Cook noted that there were many spelling errors on the plan.

Motion made by Cook, seconded by Bardeen, to endorse the plan sheets. The vote in favor was 4-0. The mylars were signed.

Sawyer said that there is no need for the Assents of Mortgagees on the Trail Easement or the Common Driveway, and that he will confirm this with Arlene Keating, attorney for the bank. He will confirm this and get back to Nelson. Nelson said that if that is the case, she will check with Town Counsel to make sure this is in order, since most of the easements she has seen on file in the office have Assents of Mortgagees.

The procedure for filing the ANR Plan was reviewed. When the two easements have been completely signed, they will be submitted to the Planning Board Office. Only then will the Planning Board endorse an ANR Plan. When the ANR

Plan has been recorded, Nelson will fill in the Book and Plan Number on the documents, and record them. DePiero must submit a check made out to the Registry of Deeds for recording fees.

Review of Technical Memo from Judi Barrett, COG, Inc. The memo had been received the day before, and not all Board members had reviewed it. Sarkis said that he would like to look at it with the idea of what may be coming in, and most pressing to review. It was decided that each Board member should review it and select the top 10 or top 5 items for future discussion and action.

The **Minutes** of September 6, 2011 were edited.

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

Vouchers were signed.

Correspondence. Nelson read part of a note sent by Maureen Wrobel thanking the Board for volunteering for the Town, and praising their professionalism.

Motion to adjourn at 9:06 PM.

Submitted by,

Jean Nelson
Planning Board Administrator

These Minutes were approved by the Planning Board on October 4, 2011.