

FINAL

**STERLING PLANNING BOARD
MEETING MINUTES**

March 9, 2011 – Rm. 202 Butterick Bldg.

Present: Robert Protano – Chairman
Ronald Pichierri – ANR Agent
Kenneth Williams – Clerk
Melissa French – Administrative Assistant

Absent: Michael Radzicki – Vice Chairman
Charles Hajdu – MRPC Rep.

Chairman Protano calls the meeting to order at 7:04 PM.

ANR's.

There are no ANR's.

MINUTES APPROVED

**Pichierri moves to approve the minutes of February 23, 2011, as corrected.
Seconded by Chairman Protano, no discussion, all in favor, approved by the Board.**

DISCUSSIONS

Kathleen Lane – David Hinckley, BDK Development, has requested that an article be placed on the warrant of the 2011 Annual Town Meeting to ask the town to accept Kathleen Lane as a public way. The Board confirms that French has submitted a place holder for the warrant. The Board confirms that the Certificate of Compliance and Completion from the Conservation Commission has been recorded. The Board asks if the Board of Selectmen are “on board” to schedule a Public Hearing. French responds that she spoke to Donna Salluce regarding the matter and both agree that the submission of the As-Built will trigger the Public Hearing.

The “Plan & Profile” and the “Plan of Land” have been submitted and reviewed by Scott Miller, Haley & Ward. The legal description for the road and for Easement “A” and Easement “B” have also been submitted and reviewed by Miller. At this time the Board reviews Miller’s letter, the plans and descriptions and feels there are some discrepancies and some need for clarification. Miller is contacted and a meeting is set up for Monday, March 14, 2011 for Miller to come to the Planning Board office and review the plans and descriptions.

The Board schedules a site visit to Kathleen Lane for April 11, 2011 at 4:30 PM.

(Note added after the meeting; Miller met with Ron Pichierri on March 14, 2011 to review the above noted items. Miller then sent a letter to David Hinckley letting him know of some items of discrepancy to be amended and the items of clarification to be added, as requested by the Board. French met with Donna Salluce to discuss a time frame for which a Public Hearing could be held with the Board of Selectmen. Salluce

FINAL

stated that April 13th and April 27th were the two scheduled BOS meetings, noting that a Public Hearing requires a two week advertisement cycle. A letter was sent to Hinckley letting him know that April 13th was the target date. Hinckley responded that he would have the amended items done ASAP.)

CPTC Conference - The registration deadline for the Citizen Planner Training Collaborative annual conference is Friday, March 11, 2011. Chairman Protano, Pichierri and French plan to attend and French is given the information to register.

(Note added after the meeting; Chairman Protano and Pichierri attended the conference on Saturday, March 19, 2011. French did not attend due to a conflict on the same date.)

Annual Report – The annual report, drafted by French, was reviewed at the last Planning Board meeting and each member was given a copy to read. The Board has no changes or additions to the report and gives French the “okay” to submit it.

(Note added after the meeting; the annual town report was emailed to townreport@sterling-ma.gov on March 10, 2011.)

NOTICES/FYI

Drenova Estate, 61A – (See minutes of January 26, 2011) Chairman Protano reads a letter from Atty. Stan Weinberg to Atty. Christopher Yates, dated 2-17-11. The letter states that, as the legal counsel for the Town of Sterling, the purpose of the correspondence is to notify Atty. Yates that his purported Notice of Intent to Sell in regards to a 15 acre parcel of land at 52-64 North Row Road does not comply with the requirements of M.G.L. c. 61A Section 14. The Proposal to Purchase Real Estate, dated December 11, 2010, is not a “bona fide offer to purchase”. As a result, “The Town’s statutory first refusal option has not yet vested”.

Industrial Drive – There was previously a question of whether there would be an article on the Annual Town Meeting Warrant for the acceptance of Industrial Drive as a town owned road. (See minutes of 12-22-10). The final result is that there will be no warrant article.

Community Stormwater Solutions - Chairman Protano reads the notice for a workshop on March 17, 2011, 4:40 – 8:30 at the Doyle Conservation Center in Leominster. Ron Pichierri plans to attend this workshop.

ZBA NOTICES

The Zoning Board of Appeals met on March 8, 2011, their agenda is reviewed by the Board.

CHAIRMAN’S REPORT/NOTICES

The Chairman has nothing to report.

ADMINISTRATIVE ASSISTANT'S REPORT/NOTICES

The administrative assistant reports that she received a phone call from Dale at the Sterling Post Office, inquiring into three addresses; 3 Gates Terrace, Pheasant Hill Lane and 11 Chocksett Road. 3 Gates Terrace apparently was once known as 6 Circle Ave and needs clarification, Pheasant Hill Lane was numbered and Dale did not seem to have a copy of the letter indicating the numbering, and 11 Chocksett Road has multiple tenants looking to have mail sent there.

(Note added after the meeting; a letter was sent to Dale giving her clarification of 3 Gates Terrace (owned by Chairman Protano), another copy of the letter for Pheasant Hill Lane was given to Dale, and the tenants of 11 Chocksett Road have been asked to provide the Planning Board with a plot map of the building and respective businesses. As of this writing nothing has been received from 11 Chocksett.)

The administrative assistant attended a Department Head meeting on March 1, 2011. The primary topic of the meeting was a discussion with consultant Brian Bullock regarding the space needs of the town and the potential senior center/community center.

MAIL

Various items of mail were noted and made available for Board members to review.

NOTICES FROM OTHER TOWNS

Notices from other towns were made available for review and passed to the Zoning Board of Appeals.

INVOICES

The board members sign invoices and payroll.

MOTION TO ADJOURN

**Williams makes a motion to adjourn the Planning Board Meeting at 8:58 PM.
Seconded by Pichierri, no discussion, all in favor, motion approved.**

The next regularly scheduled Planning Board Meeting is March 30, 2011 at 7:00 PM.

APPROVED BY:
