

## STERLING PLANNING BOARD MINUTES – September 13, 2017

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**Present:** John Santoro ~ Chairman  
Michael Pineo ~ Vice Chair & E.D.C. Member  
Russ Philpot ~ ANR Agent  
David Shapiro ~ Clerk

**Absent:** Betty Kazan ~ Administrative Assistant

Mr. Santoro called the meeting to order at 7:03 P.M. in Room 202 of the Butterick Building.

### **Chairman's Report/Notices/Discussions**

Mr. Santoro acknowledged Mr. Melone from Clearview Farms who inquired as to the requirements of an incomplete site plan he had submitted. After a discussion with the Board it was agreed that Mr. Melone would submit plans which incorporated his proposed restaurant and parking lot.

### **Administrative Assistant's Report**

Mr. Santoro mentioned that Ms. Kazan has been working from home doing minutes, accessing and responding to emails and returning telephone calls. She is hoping to be back working on a limited basis next week.

### **Discussion of approved Site Plan for Rock Breakers (LKQ), Chocksett Road**

Jamie Rheault, Whitman & Bingham, on behalf of Rock Breakers, was on hand to answer any questions the Board may have and also give an update on the project.

Mr. Santoro stated that the expiration for the project is September 14, 2017.

Mr. Rheault stated that the site is almost complete. He explained that Mr. Campobasso did not complete all the site work because at the time he was about to complete the work (detention ponds in the back of the building), LKQ stepped up and said they needed more space e.g. a 50,000 ft<sup>2</sup> addition to the building. Had they been completed, they would have had to rip out the detention basins and other drainage components because the addition would be located in the same space. If LKQ does not make a decision to expand by May, 2018 the project will be finished according to the approved and modified site plan. Otherwise, they would be back to present a site plan modification to the Board.

Mr. Philpot suggested that the Board extend the project for a year. Mr. Philpot stated in terms of expressing concerns, we are extending it for good cause. But in the interest of protecting the Town, the prudent thing to do would be to have Scott Miller go out and take a look at your temporary situation and have him come back with comments regarding the temporary fix and have him determine whether they are sufficient and how long they will last. Mr. Rheault said he would be available to meet Mr. Miller at the site to answer any questions he might have.

Mr. Philpot moved that the Board vote to grant an extension of the approved site plan for Rock Breakers LLC, Chocksett Road, to September 14, 2018, contingent upon a clean bill of the site visit conducted by Scott Miller of Haley & Ward. Mr. Shapiro seconded the motion. The motion passed unanimously.

## STERLING PLANNING BOARD MINUTES – September 13, 2017

### Discussion regarding scheduling Engineer's Inspection and As Built plans for BTB, LLC, 180 Pratts Junction Road

Mr. Santoro stated that he went by the site and suggests that Scott Miller go out and conduct a site review. He explained that BTB, LLC had submitted their As-Built Plans. It was noticed by the Board the most recent plans included a different engineering firm than the approved site plan i.e. Jarvis Land Survey rather than Quinn Engineering. The Board agreed to contact Scott Miller for a site visit once clarification has been made over who was the Engineering Firm that prepared the As Built Plans.

**Note:** After the meeting an email was received from Carl Hultgren, PE, of Quinn Engineering. Mr. Hultgren's email explained as follows: *Jarvis Land Survey provides my office with the base survey data and then we prepare the record plan based on the survey data and construction inspections.*

### Discussion of upcoming Site Plans Expiring

Mr. Santoro reviewed the partial list of site plans which are nearing their expiration time. Ms. Kazan will prepare the remainder of the list in the near future.

The Board questioned whether a Certificate of Occupancy had been issued to Neady Cats by the Building Commissioner. The Board agreed to inquire with the Building Department as to whether a Certificate of Occupancy has been issued. Concerns were aired over the frequency of Certificates of Occupancy being issued by the Building Commissioner prior to the finalizing the site plan. The Board felt that they were being circumvented on several occasions.

The Board agreed to invite the Building Commissioner back to their meeting scheduled for September 27, 2017 to discuss Certificates of Occupancy and to clarify the relationship between Inspectional Services and the Planning Board.

**Note:** After the meeting, the Planning Board obtained a Certificate of Occupancy from the Building Department which was issued to Neady Cats on February 15, 2017.

Mr. Santoro mentioned to the Board that he received a copy of the Building Commissioner's corrected letter addressed to the Charettes of 1 Primrose Lane today. This was only after he had inquired with Mr. Perry about the Board not having received the corrected letter. The Board wondered why the revised letter was sent two weeks after the discussion with the Building Commissioner during the Planning Board meeting of August 30, 2017.

### Board Vacancy

Mr. Santoro stated that the Board Vacancy notice had been up on the website until September 11<sup>th</sup> (the deadline for submission). While there have not been any takers, he thought that the Board should contact the two people that Mr. Philpot had mentioned. Mr. Santoro is concerned about the Board not having a quorum. Mr. Philpot agreed to speak with the two individuals he thought might be interested.

## STERLING PLANNING BOARD MINUTES – September 13, 2017

### Update of Master Plan/Master Plan Committee

Ms. Santoro mentioned that the money could be used as a stipend toward an IT person to gather the information. (Money has to be used within a year's time.) Mr. Philpot mentioned that he has had discussions with a couple of Town Planners. There has been a lot of talk about the development of the economy for this Town. The Master Plan is this Board's statutory responsibility. Mr. Philpot feels the first step is to hire a Town Planner. Because everyone has a lot of ideas but none of us have walked that path. Mr. Philpot feels that it is an advantage to having an experienced, capable Town Planner. All of everyone's ideas a Planner has probably heard before. A Town Planner can organize those ideas and establish a plan that can then be enacted. As Mr. Philpot has stated in the past, that there are two options; develop a plan from within with your own Planner or you can work through a regional planning party.

Mr. Philpot stated that if we want to go forward with creating a Town Planner position it would have to go to Town Meeting for approval. We need to get some support, in a very general way. We should establish some metrics, identifying Towns that did the MRPC type of approach and Towns that went with a Town Planner approach then compare and contrast their results to determine if there's a difference (in terms of growth/success) between the two routes.

Mr. Philpot mentioned that maybe the Economic Development Committee would have some of this information already. Mr. Maki a member of the Economic Development Committee said they would want to do everything they could do to help but again the Economic Development Committee is a volunteer Board and most people on the Economic Development Committee do not have the time to commit.

Mr. Santoro stated that the Town of Lancaster has a Town Planner. They changed zoning and the tax rate was reduced. In addition, the Town Planner has brought in a lot of grant money.

Mr. Philpot thought that research on tax revenue percentage of commercial verses residential prior to the hiring of a Town Planner and three years of having a Town Planner on Board would be some interesting statistics. We need a convincing argument. The Board would have to be prepared well in advance of the Annual Town Meeting.

Mr. Philpot felt that step #1 would be for the Board to determine the best matrix to justify the expenditure of a Town Planner. What is the standard by which a Town Planner is measured? It has to be financially driven. Once we establish the best matrix, the questions will be self-evident.

Mr. Philpot suggested that Mr. Pineo as the Town's MRPC liaison, get in touch with MRPC (Glenn Eaton) and inquire as to which Towns have Planners and which Towns have gone the Regional Planning route. If we can identify a half a dozen towns then the Board members can take a couple of Towns each and make telephone calls. Mr. Pineo agreed he would reach out to MRPC for this information.

Mr. Philpot suggested that someone find out who has access to MMA and perhaps someone on the Board can do research from the MMA website.

## STERLING PLANNING BOARD MINUTES – September 13, 2017

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### **November 8, 2017 Board Meeting**

Mr. Santoro mentioned that he and Ms. Kazan will not be able to attend the November 8<sup>th</sup> meeting. The Board agreed to revisit this at one of their future meetings.

### **ANR Procedures & set date for Public Hearing**

The Board agreed to postpone further discussion until their next meeting with hopes to finalize everything.

### **Fees and Performance Bonds**

The Board agreed to postpone further discussion until their next meeting.

### **Condition of General Bylaws**

The Board agreed to put this topic as an agenda item for their next meeting.

### **8:48 P.M. MOTION TO ADJOURN**

Mr. Pineo moved that the Board adjourn. Mr. Shapiro seconded the motion. The motion passed unanimously.

### **APPROVED BY:**

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