

STERLING PLANNING BOARD MINUTES – September 14, 2016

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**Present:** John Santoro ~ Chairman  
Russ Philpot ~ ANR Agent  
David Shapiro ~ Member  
Betty Kazan ~ Administrative Assistant

**Absent:** Charles Hajdu ~ Vice Chairman  
Michael Pineo ~ Clerk

Mr. Santoro called the meeting to order at 7:04 PM in Room 202 of the Butterick Building.

### **Minutes**

Mr. Shapiro moved that the Board approve the minutes for August 31, 2016 as printed. Mr. Santoro seconded the motion. The motion passed with two in favor and one abstain (Mr. Philpot was not present at this meeting).

### **Warrants & Payroll**

Board members reviewed a voucher for payroll. The Board signed a voucher for Betty Kazan (Printing of maps at Staples.)

### **Administrative Assistant's Report/Notices**

#### **Website Access Memo**

Ms. Kazan informed the Board that in response to their memo requesting she have access to change information on the Planning Board's webpage (only) the Town Administrator stopped by the office and informed her that she has had access to the entire website including minutes and agendas. She explained to him that when she was hired, her predecessor had stated that she had no access, that the Town Clerk's office was the only department who did. The Town Administrator provided her with login access to the website. Ms. Kazan explained to the Board that she did not feel comfortable having the access availability to the entire website as explained by the Town Administrator, which also included minutes and agendas. She felt there needed to be a detailed written policy on this entire subject. The Board agreed that the agenda and minutes should at this time continue to be handled by the Town Clerk's office.

### **Department Head Meeting**

Ms. Kazan informed the Board that there was a department head meeting held on September 8<sup>th</sup> (which she was unable to attend). However she did obtain information as to what was discussed:

1. The Town Administrator will be leaving his job around the end of October
  2. Employment Applications have been revised
  3. Employee Reviews Forms have been revised
- The Board asked that there be an agenda item for their next meeting regarding a discussion of an Employment Review for the Administrative Assistant
4. Departmental Website Training will be offered in the near future
  5. Spaulding Hill has given their thirty day notice

### **Work Schedule**

Ms. Kazan reminded the Board that due to an upcoming family event she would not be working on Monday, September 26<sup>th</sup> and her office hours for Tuesday, September 27<sup>th</sup> would be 9 am to 3 pm. This information would be posted on the Office door and Planning Board's webpage.

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### Planning Board Meeting Schedule

A copy of the Planning Board's meeting schedule through the end of the year was disseminated to the Board members.

### Request from Ron Pichierri to privatize Jennifer Lane

Ron Pichierri was on hand to ask the Board for their assistance in determining a procedure on how to go about privatizing Jennifer Lane. One of the reasons for his request is that people seem to drift into this road. They have stolen his street sign and also park there. The residents would like to be able to put up no trespassing signs to deter this activity.

Mr. Santoro noted that at a Planning Board meeting held on March 28, 2012, Mr. Pichierri had approached the Board with the same request. The following minutes from that meeting are as follows:

“Pichierri states that he would to privatize Jennifer Land and would like to know the correct way to do so. Williams feels that the correct way to keep a road private is to not petition the town for acceptance as a town road. Williams researched Abbey Lane, a private road, to see how it was handled and notes that the developer of Abbey Lane went before the Board of Selectmen to change the name, but not to privatize the road. Pichierri has no intention of changing the name of Jennifer Lane. Williams suggests that if Pichierri wants to definitively know the correct way to keep Jennifer Lane a private way, he should seek legal counsel. Pichierri feels this is a good idea and states that he will contact legal counsel, at his expense.”

Mr. Pichierri confirmed that he was not interested in changing the name. Mr. Pichierri agreed to contact legal counsel for advice.

### Draft of Site Plan Review Modification ~ Rock Breakers, LLC Chocksett Road

Jamie Rheault on behalf of his client, Rock Breakers, LLC submitted a plant titled “Proposed Site Layout Plan for Proposed Warehouse Distribution Center in Sterling, MA.” prepared by Whitman & Bingham Associates, dated September 17, 2014, and last revised on August 29, 2016. The following is a summary of the changes to the plan:

1. The parking lot adjacent to the northern face of the new building has been revised to remove the section of the lot to the east of the 2,379 s.f. office.
2. In lieu of the section of the parking lot being removed, the section of the parking lot to the north of the office space will be reconfigured to have parking spaces on both sides of the drive aisle.
3. The net impact in the number of parking spaces is an increase of 11 spaces – 20 spaces on the prior iteration and 31 spaces on the latest version.
4. The revision produces a decrease in impervious surfaces by approximately 2,075 s.f.

Mr. Philpot moved that the Board approve the proposed site layout plan modification for the proposed warehouse distribution center off of Chocksett Road, plan dated September 17, 2014, with six revisions October 10, 2014, June 4, 2015, July 2, 2015, December 15, 2015, and January 29, 2016, August 29, 2016 applicant Rock Breakers, LLC, 3 Park Street, Leominster, MA 01453. Engineer and Surveyor Whitman & Bingham Associates, LLC, 510 Mechanic Street,

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Leominster, MA, 01453, Plan #4-L-900, Job Number 10049 with the above modifications. Motion to approve is contingent upon submission of a final Site Layout plan and Site Modification fee in the amount of \$200. Mr. Shapiro seconded the motion. The motion passed unanimously.

Community Development Discussion

Mr. Shapiro agreed to attend an Economic Development Committee meeting to introduce himself to the E.D.C. and explain that he came to their meeting to listen and see what they might need of the Planning Board.

Chairman Report/Notices/Discussions

Notification from Meisner Brem Corporation regarding the disposition of Town of Sterling owned (donated) and for purposes of “Credit Land” for the Chocksett Crossing Condominium in Sterling

Mr. Philpot stated that the Board needs to determine that there are no legal problems which might not legally exist. That they don’t need to be ANR.

Mr. Philpot read an excerpt from the Notification submitted by Meisner Brem Corporation which describes the proposed project: “The subject of this ENF is for the disposition of two separate parcels of land primarily wetland, being donated to Chocksett Crossing by the Town of Sterling as “credit land” within the meaning of Mass. Sanitary Code, Title 5 so as to allow the development to be served by a standard Title 5 septic system and not a wastewater treatment plant, as currently served, with its attendant operation and monitoring costs. The two parcels of land are as follows:

Off Chocksett Road, Sterling Assessors Map 66, Lot 12	10.2 Acres
Off Pratt’s Junction Road, Sterling Assessors Map 50, Lot 7	17.2 acres

The Board agreed to add this discussion as an agenda item to their next scheduled meeting.

Senior Center Open House

The Board received an Open House invitation from the Sterling Senior Center to be held Sunday, October 2, 2016, from 1 to 4 p.m. at the new Senior Center.

Condition of General Bylaws

The Board agreed to postpone this discussion until a future meeting.

ANR Procedures & possible future public hearing

The Board agreed to postpone this discussion until a future meeting.

Miscellaneous

The Board agreed to add an agenda item for their next meeting to discuss the possibility of relocating the Planning Office.

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8:57 P.M. MOTION TO ADJOURN

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

APPROVED BY:
