

STERLING PLANNING BOARD MINUTES – January 10, 2018

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

Mr. Santoro called the meeting to order at 7: 01 P.M. in Room 202 of the Butterick Building.

### **Minutes**

Mr. Pineo moved that the Board approve the minutes for December 13, 2017 as amended. Mr. Santoro seconded the motion. The motion passed unanimously.

Mr. Pineo moved that the Board approve the minutes for December 27, 2017 as amended. Mr. Miller seconded the motion. The motion passed with four in favor and one abstain. (Mr. Shapiro was not in attendance at this meeting.)

### **Warrants**

Board members reviewed a payroll warrant. Board members approved a warrant for WB Mason for office supplies.

### **ANR~ 7 Chocksett Road**

Mr. Santoro explained that this ANR had been granted an extension until tonight's meeting. Since there was no updated ANR submitted, the Board took no action. At some point, if the applicant decides to submit their revised ANR, the Board will consider the revised submission and there will be no application fee charged as their original ANR application submission included the appropriate fees.

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

Mr. Santoro acknowledged an email from Alan Hope of the Charles Hope Companies. The Hope Companies specialize in receiverships, which can be a highly effective tool to address the problems surrounding abandoned and neglected properties. Receiverships are housing-court-directed programs that can bring substantial benefits to the community without requiring any financing or staffing for the Town.

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

Ms. Kazan informed the Board that the FY19 Budgets had been submitted on time (January 8, 2018) only to be notified by the Town Accountant that he was sending out more FY19 forms later in the week and then asked everyone to resubmit their budgets including these new forms.

### **Review & discuss As-Builts for Rafferty Aluminum & Haley & Ward's comments from site visit**

Mr. Santoro stated that Rafferty Aluminum had submitted their As-Built plans and that Haley & Ward conducted a site visit with the following comments.

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Haley and Ward has completed a review of the as built plan submitted for the Rafferty Aluminum and Steel Warehouse off Spratt Technology Way. The plan was prepared by David E. Ross Associates, Inc. and is dated December 2017. We offer the following comments.

- 1. Haley and Ward visited the site on January 3, 2018 to observe the onsite conditions. Due to snow and ice cover, the surface conditions of the unplowed areas could not be fully observed. The pipe outlets and associated rip rap at the infiltration basin were under a pile of plowed snow.*
- 2. The as built site plan accurately represents the on-site condition.*
- 3. The vegetated surface drainage swales shown on the approved site plan have been replaced with a closed drain system with catch basins located off either end of the building piped to an infiltration area at the rear of the site. As this site is located within an aquifer resource overlay the following items should be confirmed or corrected:*
 - 1. Hoods shall be provided on the catch basin outlets*
 - 2. The catch basins shall have solid bottoms and sides to prevent direct exfiltration of storm water.*
 - 3. The slopes and bottom of the infiltration basin shall have a loam and seeded surface with established vegetation.*
- 4. The plans show 4 and 8-inch diameter pipes entering the infiltration area in addition to the catch basin drain outlets. The source of these drains should be provided to your Board with confirmation that the discharge conforms to the aquifer resource overlay requirements. (Protective Bylaw 4.6)*

The only response to the review from Haley & Ward was an email from Rob Oliva, David E. Ross Associates, Inc., as follows:

The two structures are 4' diameter precast concrete catch basins. It is my understanding that they were installed so that the front of the building did not have to grade all the way around the building to the rear. The site was graded so that a low spot was made at each end of the building where the basins were installed. The stone trench along the rear of the building was installed per the plans for the rooftop runoff.

Mr. Philpot expressed concerns regarding items #3 and #4 asking if there might be any calculations to show that concentrating all that water from such a large building and that area is problematic or not. He considered this to be a major change from the approved plan.

Mr. Pineo's opinion was for Rafferty Aluminum to come before the Board, justify their changes and submit a modification.

Mr. Santoro stated it was his opinion that Rafferty Aluminum has changed the approved Site Plan. Mr. Santoro asked Ms. Kazan to contact the applicant and request that a representative for Rafferty Aluminum come before the Board at their next scheduled meeting (January 31, 2018) to explain and answer any questions that the Planning Board might have. He also asked that

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Rafferty Aluminum prepare written responses to Items #1 through #4 of the Haley & Ward As-Built review letter.

### **Appointments (2) to ZBA/ERB/Planning Work Group**

The Planning Board chose Craig Miller and David Shapiro as their representatives on the ZBA/ERB/Planning work group.

### **Appoint Planning Representative for Town Planner Committee**

Mr. Pineo stated that it seems like everyone wants a Town Planner but we need to figure out the logistics of a Town Planner.

Mr. Pineo stated that it seems like everyone wants a Town Planner. Mr. Pineo stated that in the past MRPC had put together information for the EDC relative to Town Planners. Mr. Pineo asked that as a Planning Board do we want to run with this or do we want to let a Committee put the whole idea together outside of us and bring it back to us for our approval and/or the Selectmen's approval.

Mr. Shapiro felt the biggest issue was determining who the Town Planner reports to. Mr. Pineo feels the Board should put all their efforts into the Town Planner. Mr. Pineo felt the Board should let the BOS handle the Master Plan and not get involved until the Master Plan has been drafted, and then it comes before the Planning Board for review. Mr. Pineo also mentioned that the Master Plan will take a couple of years to prepare. And in that time, the Board is going to put together the position that is going to orchestrate it.

The Board agreed to hold off from appointing a representative for the Town Planner Committee as they felt it was important to wait until they have come up with all the pertinent information needed before creating a Town Planner Committee.

### **Discuss Community Compact Grant**

Mr. Philpot offered an idea for the Board to consider on how to apply the \$25,000 Grant: If at the end of the road, our goal is to have a Master Plan for the Town, the decision that we all understand and agree is to whether to get an off-the-shelf Master Plan vis-a-v MRPC or some other planning agency to have it custom tailored through a Town Planner.

Mr. Philpot stated that since the Board finally got an outline of how this Community Compact Grant can be spent, he wondered if this wasn't an opportunity to look at something like the MRPC to assist us in evaluating whether to hire a Town Planner or work with some agency/consultant to develop a master plan. He was not suggesting the MRPC specifically, maybe it's Weston & Sampson Co. or some other outfit like this. It seemed to Mr. Philpot that this \$25,000 could be spent to hire an outfit like that or hire an MRPC or a private for profit firm. His experience with the MRPC has left him unimpressed with respect to their plan development work, but he wondered what the Board could accomplish if we could bring them and give them a scope of work to analyze the costs & benefits of a Town Planner. Perhaps we could develop a list of questions, metrics, used to determine the efficacy of a Town Planner and they could then investigate the towns in our region who have a Planner and compare the economic impacts with towns who do not have a planner.

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Mr. Pineo agreed to reach out to Glenn Eaton at the MRPC to obtain basic information on Town Planners. Mr. Pineo will also ask Mr. Eaton if he could attend the next Planning Board meeting.

Mr. Santoro agreed to research the MMA website.

All Board Members agreed to write down their thoughts about a Town Planner and bring them to the next meeting for discussion.

### **Rock Breakers (LKQ) Hazardous Spill Procedures (Updated)**

The Board reviewed the updated LKQ Spill Procedures memo dated December 19, 2017, which was received January 9, 2018.

The wording for Item #4 is not what the Board discussed at their December 13, 2017 nor was it what was agreed to by Mr. Campobasso.

The Board asked Ms. Kazan to send an email to Jamie Rheault and Vincent Campobasso conveying that the updated LKQ Spill Procedures memo dated December 19, 2017 was insufficient and does not meet the Planning Board's requirements. A revised LKQ Spill procedure memo must be submitted to the Planning Board no later than January 23, 2018. Failure to submit this updated memo by January 23, 2018 will result in the Board voting to have the valves installed.

### **Planning Board Accomplishments/Goals/Issues**

Each Board member agreed to come to the January 31<sup>st</sup> meeting with a list of accomplishments and goals for the future. These lists would then be combined to establish goals for the Board.

8:45 p.m. John Kilcoyne arrived at the meeting.

### **Open and expiring Site Plans and Occupancy Permits**

Ms. Kazan will continue to keep updating the Board on this subject.

### **Subdivision Rules & Regulations**

Mr. Philpot suggested that the Planning Board contact all the Board, Committees and Departments that are impacted by the Subdivision Rules & Regulations. A good first step to start would be to look at who gets a copy of the initial Subdivision plans. (Building Department, Conservation Commission, DPW, Board of Health, Light Department, Town Clerk, Fire Department, and Police Department.). Mr. Philpot suggested sending a memo like 'in the not too distant future we will be engaging in a comprehensive review of the Subdivision Rules & Regulations. We would be very interested to learn how these Rules & Regulations may be adjusted to better serve your needs in accomplishing your goals. Any and all feedback will be welcomed.' Mr. Philpot stated he thought this was a good place to start.

Mr. Santoro agreed to draft the memo.

### **Condition of General Bylaws**

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

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Tasks for next meeting

Mr. Philpot summarized everyone's tasks for the next meeting as follows;

1. What we think our accomplishments have been and what we think our goals sought to be.
2. Mr. Pineo will contact Glenn Eaton about coming to the next meeting. Mike will let Ms. Kazan know so she can assign a time on the agenda.
3. Mr. Santoro will contact MMA.
4. Mr. Philpot, Mr. Miller and Mr. Shapiro are going formulate an outline to move forward with that task on which avenue relative to the Town Planner.
5. Rafferty Aluminum and possibly Haley & Ward will be coming in for the next meeting.
6. Mr. Wentzel, 146 Pratts Junction Site Plan will be coming in for the next meeting.
7. Mr. Santoro will draft a memo on the Subdivision Rules & Regulations.

9:02 P.M. MOTION TO ADJOURN

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

APPROVED BY:
