

STERLING PLANNING BOARD MINUTES – June 13, 2018

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

Mr. Santoro called the meeting to order at 7:11 P.M. in Room 202 of the Butterick Building.

### **Review of As-Built Plan for Rafferty Aluminum, 1 Spratt Technology Way, Assessors Map 46, Parcel 42**

Mr. Santoro read the following email dated June 5, 2018 from Haley & Ward:

*'We have reviewed the revised plan and report from the applicant's professional engineer. The as built drawing has been revised to show the additional site drain lines. The engineer has documented the conversion of the infiltrating basins to hooded catch basins (PVC bends, solid bottom and filled side walls). A second site visit from our office is not warranted based upon this documentation.'*

*The applicant has adequately responded to our comments to date.'*

Mr. Pineo moved that the Board accept the As-Built Plan for Rafferty Aluminum & Steel Co., Inc., 1 Spratt Technology Way with revisions through May 9, 2018, Job No. 25617, Parcel A & Lot 5, Assessors Map 46, Parcel 42, and close out the review fee account. Mr. Miller seconded the motion. The motion passed unanimously.

### **Minutes**

Mr. Pineo moved that the Board approve the minutes for May 30, 2018 with corrections. Mr. Miller seconded the motion. The motion passed with three in favor and one abstain (Mr. Shapiro was not present at this meeting).

### **Inquiries**

The Board agreed that moving forward, anyone who has questions for the Board should be scheduled on the next agenda to discuss their questions. In the meantime, Mr. Shapiro will draft a memo to the Building Commissioner/Zoning Enforcement Officer regarding referrals to the Planning Board as they relate to zoning enforcement questions.

### **Warrants & Payroll**

Board members reviewed a payroll warrant and signed vouchers for Petty Cash, Haley & Ward (Rafferty Aluminum & JJCEV) and Rafferty Aluminum refund of Review Fee Account.

### **ZBA Notices**

The Board acknowledged the notice for a Special Permit for 39 Flanagan Hill Road Subdivision that will be heard by the ZBA on July 10, 2018.

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

The Board received an anonymous letter. Mr. Santoro stated the Board could not take action on this.

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### Administrative Assistant's Report/Notices

#### Inquiry

Ms. Kazan explained that Mr. Steven Adams had been referred by the Building Commissioner to the Planning office. Mr. Adams was considering purchasing a repair shop located at 3 Beverly Drive in town and was trying to determine if this would be a viable business for him. He explained that his intention is to store shipping containers (which he will be renting out) which will be housed on this property and possibly do some minor auto repairs. He wanted to know what the Planning Board would require from him. Ms. Kazan told Mr. Adams that someone would be calling him back by the end of the week. Mr. Pineo agreed to call Mr. Adams to discuss his questions.

#### Update Thomas Lane

Ms. Kazan stated that she would be closing out the Thomas Lane Subdivision as soon as the office receives a copy of the filed road acceptance.

#### Sterling Ice Cream Bar

Ms. Kazan informed the Board that she had not received the As-Built plans as promised. Mr. Santoro stated he would be checking with the tax office for an update on the status of the owners.

#### Continuance of JJCEV Realty Trust, 140 Pratts Junction Road As-Built Plan Submission.

Mr. Santoro read the following comments from Haley & Ward, which also provided the applicant's response:

*Haley and Ward has completed a review of the as built plan submitted for the JJCEV at 140 Pratts Junction Road. The plan was prepared by GRAZ Engineering LLC. and is dated May 7, 2018 with revisions per our June 8, 2018 comments noted on the lower left of the plan. Haley and Ward visited the site on May 24, 2018 and June 11, 2018 to observe the onsite conditions. We offer the following comments. The applicant's response is provided.*

- 1) The as built site plan accurately represents the on-site condition. The following items should be added to the plan:*
  - i) Diameter and material of the drainage piping*
  - ii) Diameter and material of the water main and service piping*
  - iii) Invert for the drainage manhole in the southern driveway (#142 Pratts Junction Road)*
  - iv) Invert for the western "Downstream Defender" structure*

*Response: The plan has been updated to show these items.*

- 2) The following deviations from the site plan are noted. The deviations do not significantly alter the use and appearance of the site.*
  - i) The fence line is altered on the north of the site and the proposed closure is not in place on the driveway in to #142 or at the rear of #140.*
  - ii) Full cut off, LED lighting is provided on two standards along the 142 access drive.*
  - iii) The accessible parking spaces at 140 have been moved to the eastern end of the lot.*

*Response: No response required.*

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- 3) *The lawn area between #142 and Pratts Junction Road on either side of the access driveway is in use for open material and equipment storage. The use of this area was not noted on the approved plans. These areas are substantially screened from the public roadway by the chain link fence with vinyl inserts and a high soil berm that has been placed on either side of the access drive.*

Response: No response is required. The area was not designated as a material storage area and the berms were not shown on the approved site plan. The berms and the fence provide reasonable screening from the public way. This comment is to note the use and conditions for the record and to make your Board aware of them.

- 4) *The cover for the “Downstream Defender” east of #142 is not visible. The cover should be exposed or raised to grade to provide for the scheduled maintenance.*

Response: The cover was located under shallow cover on a second trip to the site on June 11, 2018. The cover is reasonably accessible within a gravel drive for future maintenance.

- 5) *The drain manhole cover in the southern driveway is noted as below pavement. The cover should be raised to grade.*

Response: The drain manhole cover is at grade within the paved surface. This was confirmed on a June 11, 2018. The note has been removed from the as built plan. ‘

Mr. Miller agreed to do a site visit to clarify questions regarding items 2 and 3 and report to the Board at the next meeting.

Mr. Pineo moved that the Board hold all action until the next meeting. Mr. Shapiro seconded the motion. The motion passed unanimously.

Discussion regarding Site Plan Condition #3 for New England Power, Off Pratts Junction Road

Mr. Miller visited the site and spoke with Mike Mullaney regarding his question to eliminate the privacy slats in the fencing. Mr. Miller explained that when you approach the site from the upper drive adjacent to the Sterling Light Department Building, the fence and gate would be at the bottom of the slope, therefore not needing any screening within the fencing.

Mr. Pineo moved that the Board approve a change in the wording for Condition #3 of the Site Plan for New England Power (previously approved on May 24, 2017). The new wording is ‘Any of the proposed 6 foot high chain link fence perimeter facing the roadway **will not require** privacy slats’. Mr. Shapiro seconded the motion. The motion passed unanimously.

Town Planner Job Description

The Board discussed the possibility of MRPC (Glenn Eaton) helping to formulate and/or provide job descriptions for a Town Planner. Mr. Kilcoyne offered to contact Glenn to let him know what we are trying to do. Mr. Pineo stated he might have an email from Mr. Eaton providing additional job descriptions from various towns.

Planning Board Accomplishments/Goals/Issues

The Board agreed to discuss this topic at a future meeting.

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Subdivision Rules & Regulations

The Board agreed to discuss this topic at a future meeting.

Open and expiring Site Plans and Occupancy Permits

The Board agreed to discuss this topic at a future meeting.

Conditions of General Bylaws

The Board agreed to discuss this topic at a future meeting.

9:35 P.M. MOTION TO ADJOURN

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

APPROVED BY:
