

## STERLING PLANNING BOARD MINUTES – July 11, 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 7:00 P.M. in Room 202 of the Butterick Building.

### **Minutes**

Mr. Pineo moved that the Board approve the minutes for June 27, 2018 with corrections. Mr. Shapiro seconded the motion. The motion passed unanimously.

### **Warrants & Payroll**

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

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

Mr. Santoro acknowledged a memo from the Fire Department assigning street numbers for National Grid on Pratts Junction Road.

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

#### **Site Plan Submission**

Ms. Kazan informed the Board that a Site Plan Review has been submitted for 39 Flanagan Hill Road and will be on the July 25, 2018 agenda. She also informed the Board that at the ZBA Special Permit hearing held on July 10, 2018 for this project has been continued until August 14, 2018.

#### **Subdivision Submission**

Ms. Kazan informed the Board that a Definitive Subdivision Plan has been submitted for the Primrose Lane project. The Board agreed to hold the public hearing for 7:15 p.m. on August 8, 2018 in order to comply with legal advertisement requirements. Ms. Kazan also got the okay from the Treasurer/Collector.

### **Board Stipends**

Mr. Pineo asked the question as to why the Board stipends are not issued until the last month of the fiscal year. Ms. Kazan stated she was not sure but this has been the procedure in place for several years. Ms. Kazan will check with the Payroll Department.

### **Sterling Ice Cream Bar**

Mr. Santoro indicated that he had been given information that there is a new owner of the Sterling Ice Cream Bar. Mr. Santoro will discuss with Ms. Kazan sometime this week on how to proceed with following up on an As-Built Plan. Mr. Santoro mentioned that if there are new owners, they would need new septic permits. In the meantime, Patty Page, Building Department Secretary offered to contact the Board of Health to see if any new septic permits have been issued and offered to do some additional research on who the current owners are for the Sterling Ice Cream Bar.

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

Mr. Santoro stated that he and Mr. Miller made a site visit to 140 Pratts Junction Road with hopes of clarifying questions the Board had regarding items 2 and 3 comments from Haley & Ward's review of the As-built plans with revisions through June 8, 2018, as follows:

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.*

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.*

*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.*

After discussion, Mr. Miller offered to draft a memo to Mr. Spinelli with a deadline of August 1, 2018 with full compliance of the following:

1. The privacy fence being completed and returned towards the berm on the right side of 142 Pratts Junction access road.
2. The earth berms be completed on both sides of the access road to 142 Pratts Junction Road with permanent plantings to create a positive screening of the construction equipment storage areas. The berms must be completed to be a permanent landscaped structure, not a gravel bank covered with weeds.

Mr. Miller would also indicated in this letter that failure to complete these items will result in enforcement of the Town of Sterling Protective Bylaws, Section 6.1.3 regarding violations.

### Review Draft memo to Building Commissioner/Zoning Enforcement Officer

The Board reviewed the memo that Mr. Shapiro and Mr. Philpot had drafted to the Building Commissioner/Zoning Enforcement Officer regarding questions referred to the Planning Board on topics outside the Board's purview.

Mr. Shapiro moved that the Board approve sending the memo to the Building Commissioner/Zoning Enforcement Officer. With copies to the Board of Selectmen and Town Administrator. Mr. Miller seconded the motion. The motion passed unanimously.

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### **Town Planner Job Description**

Mr. Shapiro asked that the minutes show that as agreed he would reach out to Mr. Perry to review the draft, but unbeknownst to Mr. Shapiro, Mr. Perry was on vacation.

The Board reviewed the job description and made change to page 3. ‘Serves as the Town or Board representative on various regional planning organizations.

Mr. Pineo moved that the Board send their recommendation of the Town Planner Job description to the Board of Selectmen and Town Administrator. Mr. Miller seconded the motion. The motion passed unanimously.

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

The Board agreed to discuss at their next meeting.

### **Subdivision Rules & Regulations**

The Board agreed to discuss at their next meeting.

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

The Board agreed to discuss at their next meeting.

### **Condition of General Bylaws**

The Board agreed to discuss at their next meeting.

### **Primrose Lane Subdivision Application Submission**

The Board reviewed the Subdivision application for Primrose Lane and deemed it to be a complete application. The Board asked Ms. Kazan to notify the Town Clerk that the Primrose Lane application has been deemed complete.

### **8:45 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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