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**Present:** John Santoro ~ Chairman  
Michael Pineo ~ Vice Chair & E.D.C. Member  
Russ Philpot ~ ANR Agent  
Craig Miller ~ Member  
Betty Kazan ~ Administrative Assistant  
Domenica Tatasciore, Town Planner

**Absent:** David Shapiro ~ Clerk

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

## New Town Planner

Board Members welcomed the new Town Planner, Domenica Tatasciore. After a brief discussion, Ms. Tatasciore mentioned to the Board that she would be sending out packets on the upcoming agenda items about a week ahead of time. This would give the Board members time to review agenda items prior to the meeting,

Town Administrator Ross Perry stated he felt that Ms. Tatasciore will be a great asset to the Board and to the Town as well.

## Minutes

Board Members agreed to postpone the approval of the minutes for September 12 and October 10, 2018 until all members who were present at these meetings is in attendance.

## Warrants & Payroll

Board Members reviewed two payroll warrants. The Board also signed a warrant for Haley & Ward (Primrose Lane). The Board asked the Administrative Assistant to contact KP Law regarding clarification of their October 24, 2018 invoice regarding information on preparation for a meeting. The Board agreed to hold off from approving until this had been rectified.

**ANR ~ Justice Hill Road, Lots 2 & 3, Assessor's Map 41, Parcel 5, David Cronin, Owner**

Doug Andrysick, Andrysick Land Surveying, was on hand to explain to the Board that they are requesting approval to divide one lot into two lots. Lot 2 being 2.69 acres and Lot 3 being 2.03 acres.

Mr. Philpot moved that the Board approve the ANR for Justice Hill Road as they meet the three requirements for an ANR. Plans dated October 12, 2018, Project No. 21257. Plans prepared by Andrysick Land Surveying, Princeton, MA 01541. Administrative fees in the amount of \$425 were received. Mr. Miller seconded the motion. The motion passed unanimously.

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

## December 26, 2018 Meeting

Chairman Santoro asked that Ms. Kazan put discussion of the December 26, 2018 Planning Board meeting on the agenda scheduled for November 14<sup>th</sup>.

## **STERLING PLANNING BOARD MINUTES – October 31, 2018**

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### **Cannabis Facility, Clinton MA**

Mr. Santoro acknowledged a letter dated October 6, 2018 from TYCA Corporation, 470 Main Street, Clinton, MA, notifying the Board of TYCA proceeding on installation of a Cannabis Facility in their building at 470 Main Street, Clinton, MA.

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

#### **New Key Fobs**

Ms. Kazan informed the Board that new key fobs were being issued by the Town Administrator which would go into effect November 13, 2018. Members Santoro and Pineo requested a night key fob with the ability to keep the building unlocked until such time as the Board's meeting adjourned. Members Philpot and Miller chose not to have key fobs.

### **Town of Sterling Employee Performance Review**

Ms. Kazan informed the Board that at an Administrative Meeting held on October 29<sup>th</sup>, Ross Perry distributed the 'New' Employee Performance Review forms. Mr. Perry requested that everyone submit their completed reviews by December 31<sup>st</sup>.

### **Site Plan Review and request for a reduction in the number of parking spaces in conformance with Zoning Bylaws Section 3.2.2 ~ 150 Clinton Road, Owners: Howard J. & Jonathan P. Hall, Assessor's Map 69, Lots 1 & 2**

Ms. Kazan informed the Board that she had received an email dated October 23, 2018, from Melissa Robbins requesting a continuance of the 150 Clinton Road Site Plan until November 14, 2018. This would give her additional time to complete engineering review and address abutter concerns.

### **North Cove Update**

Ms. Kazan informed the Board that she had been contacted by Mr. Ed. Thomas (owner) requesting that she contact Scott Miller for an inspection of the final paving of the North Cove Road.

The Board was encouraged to hear that progress was being made on this project.

### **Update Planning Webpage**

Ms. Kazan asked the Board if they were okay with updating the Planning Board's webpage to add Ms. Tatasciore office hours and contact information. The Board agreed.

### **Questions**

Mr. Philpot indicated he would like to find time, perhaps on the next meeting agenda to take a few minutes to get an understanding of Domenica's authority (report to structure) and what her role is relative to this Board. Mr. Santoro was under the impression that she works for any and all Boards that have anything to do with construction.

Ms. Tatasciore stated as she understands it, she reports directly to Ross Perry at an administrative level, who then reports to the Board of Selectmen. In terms of what she does, she is here to provide professional experience not only to the Planning Board but to the Master Plan implementation Committee, and Economic Development Committee if they need it as well.

## STERLING PLANNING BOARD MINUTES – October 31, 2018

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Mr. Santoro asked if Ms. Tatasciore would be coming to all the Planning Board meetings and conducting site visits as well. Ms. Tatasciore stated she is the professional liaison. She is here to assist people who have projects or questions in general. She will do a comprehensive review of each application and provide the Board with a memo of comments/recommendations and itemized issues. She will be sending out packets to each Board member approximately a week before the meeting. Ms. Tatasciore also indicated she will be going out on site visits as she feels it is important in understanding more about the area.

The application will be submitted to the Planning Office for Ms. Kazan to do the Administrative part (scheduling, fees, etc.) then Ms. Tatasciore will be to do the professional review of the application.

Mr. Philpot stated that Ms. Tatasciore was (for lack of a better term) a tool that has been given to the Board and he needs to understand how best to use this tool. Ms. Tatasciore stated her expertise and she can write reviews.

### **Site Plan Modification ~ Sterling Crossing, Chacharone Properties, 96-102 Leominster Road/49 Laurelwood Road, Assessors Map 72, Lot 5 & 6**

Brian Milisci, Whitman & Bingham Associates was on hand to present to the Board a request for a Site Plan Modification for Chacharone Properties now known as of 100 Leominster Road. The previously approved Site Plan included a future 6,000 square foot building. This modification includes the elimination of this 6,000 square foot building and putting up eleven more parking spaces in its place.

Mr. Santoro read the following review letter dated October 26, 2018 which was received from Haley & Ward:

*Haley and Ward has completed a review of the modified site plan of the 96-102 Leominster Road. The plans were prepared by Whitman and Bingham Associates, Inc. and are dated September 8, 2017 with revisions through August 27, 2018. We offer the following comments.*

- 1. The modifications remove a proposed building and replace it with additional parking to support a shift in proposed use from general office to medical. The shift is adequately documented on the plans with respect to proposed use floor area and the parking load.*
- 2. The proposed change results in a net increase of approximately 3% of the site impervious area. This increase is minimal and can be accepted within the excess capacity designed in to the previously approved on site storm water management system.*

*The following comments were received from the various Boards:*

*The Conservation Commission, has no objection, however, the owner/applicant must officially submit an updated plan so the conservation commission can ratify any changes approved by the planning board. This is a relatively minor procedure, however, it helps to ensure that both the Planning Board and the Conservation Commission are enforcing the same plans.*

*The Building Department, Board of Health, Police, and DPW have no issues with this Site Plan Modification.*

## STERLING PLANNING BOARD MINUTES – October 31, 2018

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*The Fire Department has no issues with site plan modifications. For the record, note that the address of this project has been updated and assigned as 100 Leominster Rd.*

Ms. Tatsciore recommended that the Board include the following as a condition of approval: Provided that the project is constructed in substantial accordance with the final revised plans on file with the Town of Sterling and in accordance with all applicable governmental codes.

Mr. Pineo moved that the Board approve the Site Plan Modification for Chacharone Properties, LLC, 100 Leominster Road (formerly known as 96-102 Leominster Road). Plans prepared by Whitman & Bingham Associates, Plan #4-L-995 with revisions through August 27, 2018. Modification to include the removal of a 6,000 sf building and add eleven parking spaces in its place. Also to include the following as a condition of approval: Provided that the project is constructed in substantial accordance with the final revised plans on file with the Town of Sterling and in accordance with all applicable governmental codes. Also, a condition of approval that is contingent upon the Conservation Commission also approving. Mr. Philpot seconded the motion. The motion passed unanimously.

**Approval of Subdivision and Determine Surety Bond for Primrose Lane ~ Scott G. & Donna M. Charette, 1 Primrose Lane, Ronald F. Pichierri, 3 Primrose Lane, and Robert K. & Gail E. Lent, 35 Heywood Road, for approval of a Definitive Subdivision Plan entitled “PRIMROSE LANE” located on the westerly side of Heywood Road, Sterling, MA, Assessors Map 10, Parcels 6, 7, and 7.1**

Punch List and Cost to complete estimate received from Haley & Ward on October 24, 2018:

Haley and Ward visited the Primrose Lane site on October 4, 2018 to determine the current status of the project. The following list provides a list of uncompleted items based upon the approved subdivision plans:

1. Property corner pins should be provided at the edge of the right of way for the Lot 1/ 2 property line and the Lot 2/3 property line. (Two pins are required.)
2. Sloped granite curbing should be provided at the intersection pavement radii at the intersection of Primrose lane and Heywood Road. The ends of the granite curbing runs should be sloped down to the existing grade to create a smooth transition.
3. Roof infiltration bays should be provided on Lots 1 and 2 as homes are developed on these sites.
4. Homes on Lots 1 and 2 should include residential fire sprinklers. The developer states that the existing home on Lot 3 has been retrofitted with sprinklers.
- \*5. The street drainage swale feeds a culvert that passes under the common driveway. The inlet of this culvert should be cleared of debris and sedimentation. Rip rap should be provided just above this inlet where the run off from the street drain swale drops in to the inlet basin. Alternatively, the swale approaching the inlet should be regraded to provide a consistent slope. **Note: Mr. Rheault clarified that the bottom line is they have eliminated the access and put this on the plan for the common driveway to be removed.**
6. The outlet of the storm water management pond should be repaired:
  - a. The berm should be restored to the design elevation at the outlet end.
  - b. Three eight-inch diameter outlet pipes should be installed at the outlet as shown on the plans. Care should be taken to compact the berm around the outlet piping to prevent seepage along the length of the outlet pipes.
  - c. The berm should be loamed and seeded in the repair areas.
  - d. Woody vegetation should be removed from the berm

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7. A new drive way apron has been installed at Lot 1.
    - a. The driveway apron should be raised to direct street run off to the adjacent drainage swale.
    - b. The driveway apron should be paved to the edge of the right of way
    - c. The inlet and outlet flares for the driveway culvert should be reset or replaced to eliminate the deformation of the pipe and flare side walls.
    - d. Loam and seed the roadway shoulder on either side of the driveway apron.
  8. The roadway should be swept prior to acceptance by the Town.

Per the attached breakdown, we estimate the cost to complete for this project to be \$18,650. This represents the cost to the Town to complete the work plus the 30% markup required by the subdivision rules and regulations. Your Board should consider applying this amount as a minimum bond value to secure completion of the roadway.

| Item                   | Quantity | Unit | Price    | Cost          |
|------------------------|----------|------|----------|---------------|
| Granite Curb           | 80 lf    |      | 43.20    | 3,456         |
| Raise and pave apron   | 1 LS     |      | 3,000.00 | 3,000         |
| Replace culvert flares | 2 ea.    |      | 150.00   | 300           |
| Loam and seed shoulder | 33 sy    |      | 5.82     | 194           |
| Trees                  | 0 ea.    |      | 475.20   | -             |
| Bounds                 | 0.5 ea.  |      | 792.00   | 396           |
| Repair SMP berm        | 1 LS     |      | 3,000.00 | 3,000         |
| Sweeping and sediment  | 1 ea.    |      | 500.00   | 500           |
| Record Plan Update     | 1 LS     |      | 3,500.00 | 3,500         |
| Subtotal               |          |      |          | 14,346        |
| Regulatory Markup      |          | 30%  |          | 4,304         |
| <b>Total</b>           |          |      |          | <b>18,650</b> |

Jamie Rheault was on hand to represent the applicant for Primrose Lane Subdivision. Mr. Rheault indicated that he has complied with all the punch list items that Haley & Ward addressed.

He indicated that the subdivision was approved in September and the 20 day appeal process has been satisfied. Mr. Rheault indicated he would be asking the Board to sign the mylars (which have already been endorsed by the Town Clerk for the 20 day appeal process). Mr. Rheault also indicated that Haley & Ward recommended a minimum bond value of \$18,650. If the Board approves this amount, he will be giving the Board a check for this amount tonight.

Mr. Santoro stated in reference to item \*#5. The common driveway should be completely done away with. Mr. Rheault confirmed that the common driveway indicates the common driveway is to be removed.

Mr. Philpot mentioned that this Haley & Ward letter was very similar to the one received the first time Primrose Lane came before the Board.

Mr. Rheault indicated that the plan shows the radius of granite curbing not throughout the entire subdivision. He and the Board agreed that he could come back for a minor modification at a future date.

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Mr. Philpot moved that the Board approve and accept a Surety Performance Cash Bond in the amount of \$18,650. Mr. Miller seconded the motion. The motion passed unanimously.

The Board then signed the Definitive Plan entitled “Primrose Lane”, Site Plan Definitive Subdivision Plan of Land in Sterling, MA. Plan prepared by Whitman & Bingham Associates, LLC of Leominster, MA, dated July 9, 2018, as revised through August 21, 2018.

### **9:01 P.M. MOTION TO ADJOURN**

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

### **APPROVED BY:**

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