

**Final**  
**STERLING PLANNING BOARD MINUTES – October 28, 2015**

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**Present:** John Santoro – Vice Chairman  
Charles Hajdu – Member  
Russ Philpot – ANR Agent  
Betty Kazan – Administrative Assistant

**Absent:** Michael Pineo - MRPC Rep. & M.R.J.T.C. Alternate Rep.  
Kenneth Williams– Chairman, Clerk

Vice Chairman Santoro called the meeting to order at 7:02 PM in Room 202 of the Butterick Building.

**ANR's**

**44 Kendall Hill Road**

Attorney Bradford H. Roberts on behalf of Valerie Chase, 46 Kendall Hill Road, brought an ANR plan showing conveyance of a portion of 44 Kendall Hill Road, Sterling, MA identified as Parcel 4 (11 acres) to abutter Sally Beckwith's land which is not considered a separate building lot. The ANR plan was incomplete, a 61A Statement was missing from the plan. The applicant will return at a future meeting for review and endorsement.

**320 & 330 Leominster Road**

Rick Healey, Foster-Healey Real Estate, Inc. spoke on behalf of Esther A. Giambrocco who was also in attendant. Plans were submitted to divide a current pre-existing non-conforming lot to create two lots for two principal dwellings at 320 (Lot 19) and 330 (Lot 20) Leominster Road.

Mr. Hajdu moved that the Board endorse ANR Plan, Assessor's Map 23, Lots #19 and #20, 320 & 330 Leominster Road, Sterling, MA. Plan submitted by The Esther A. Giambrocco Living Trust, Esther A. Giambrocco, prepared by Hannigan Engineering, Inc., 8 Monument Square, Leominster, MA 01453, Plan #C12-10, Job #2559 dated October 23, 2015. No payment was received. Form A completed. Endorsement of plan is contingent on the addition of abutters noted adjacent to the property. Mr. Philpot seconded the motion. There was no further discussion. The motion passed unanimously.

The Board agreed that the fee for this ANR would be \$100.

**Note:** On November 2, 2015, updated plans were submitted to the Planning Board at which time ANR Agent Russ Philpot signed the revised plans. Payment was received in the amount of \$100 (Check #50027).

**MINUTES**

The Board agreed to postpone approving the minutes of September 30, 2015 and October 14, 2015 until its meeting on November 18, 2015.

**ZBA**

The Board received a notice from the Zoning Board of Appeals regarding a hearing scheduled for November 10, 2015 for a variance at 87 Newell Hill Road.

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**ADMINISTRATIVE ASSISTANT’S REPORT/NOTICES**

**Annual Town Report**

Ms. Kazan informed the Board that she had received a notice from the Town Clerk that the Annual Town Report is due December 18, 2015 and would be checking in with each Board member for their input.

**FYI ~ Permits for Entrance to Public Ways**

Ms. Kazan informed the Board that there were two permits for entrance to a public way recently signed on behalf of the Board by Chairman Williams. Board member agreed that she should continue to update all members at their scheduled meetings regarding all activities taking place in the office. In doing so, this would be a good way to keep all members informed and on the same page.

Mr. Santoro asked when the permits were signed by Chairman Williams. Ms. Kazan stated they were signed shortly before the Planning Board’s meeting of October 14<sup>th</sup>. Mr. Santoro expressed concern that Chairman Williams had not mentioned this to the Board at their meeting that same night. He would like some discussion with all Board members.

The Board agreed to have an agenda item for November 18<sup>th</sup> meeting to clearly establish the roles, responsibilities and authority of Board members.

The Board commended Ms. Kazan for bringing information to the Board.

Mike Rivers from the Light Board and Assessors was in attendance. He offered to send the Board a copy of the Light Board’s procedures and policies which may be of help to the Board.

He stated that part of the reason he was at the Planning Board meeting was the Assessors had a meeting this morning and one of the items that came up was a lack of communication. Specifically that people are using the Assessor’s records as the official records.

Mr. Rivers also mentioned that he couldn’t speak for the property in question but that the actual statute for Chapter land does say the Town has to exercise its right of first refusal for all three of the Chapters (61, 61A & 61B). Whether the Town actually has ever done that, he can’t speak to this.

**Senior Tax Work-off Program**

Ms. Kazan mentioned that Kama Jayne sent out an email regarding the Senior Tax Work Off program. At the present time this office does not use Seniors but at some point in the future would like to have help to scan all plans, applications, etc. if/when a large document multi-purpose machine is available.

The Board agreed to have a general discussion at their next meeting on November 18<sup>th</sup> to discuss the possibility of purchasing a multi-purpose machine which would have the

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capability to scan, copy, and print large documents. The Board also agreed to discuss the possibility of having other Boards/Departments contribute to the purchase.

The Board felt a multi-purpose machine could be of benefit to many Boards/Departments and felt that perhaps once the Senior Center moves to its new location, a common office in the basement could house the machine so everyone could use it. In the meantime, Mr. Philpot offered to do some research and possibly have this information for the next Planning Board meeting.

**NOTICES FROM OTHER TOWNS**

Notices from other Towns were made available for review and were passed on to the Zoning Board of Appeals.

**INVOICES**

Board members signed vouchers for payroll.

**NEW BUSINESS**

**Legal Counsel for Redstone Place**

Due to a lack of quorum the agenda item had to be postponed until the November 18<sup>th</sup> meeting.

**OLD BUSINESS**

**ANR Process**

Mr. Philpot stated that he would start drafting a revised ANR application and requested that it be an agenda item for the November 18<sup>th</sup> meeting.

**149 Greenland Road**

Mr. Philpot stated that he agreed with the Chairman that he doesn't see the street numbering issue as a Planning Board issue and suggest the Board discuss further at their next meeting and possibly meet with the Postmaster at a future meeting.

**8:51 P.M. MOTION TO ADJOURN**

Mr. Santoro moved that the Board adjourn. Mr. Hajdu seconded the motion. The motion passed unanimously.

**The next scheduled Planning Board Meeting is November 18, 2015, at 7:00 PM.**

**APPROVED BY:**

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