

Final
STERLING PLANNING BOARD MINUTES – November 18, 2015

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- Present:** Kenneth Williams– Chairman, Clerk
John Santoro – Vice Chairman
Michael Pineo - MRPC Rep. & M.R.J.T.C. Alternate Rep.
- Betty Kazan – Administrative Assistant
- Absent:** Charles Hajdu – Member
Russ Philpot – ANR Agent

Chairman Williams called the meeting to order at 7:03 PM in Room 202 of the Butterick Building.

ANR's
3 & 5 Chad Lane

Mr. Santoro disclosed that he is an abutter to this project and recused himself from this ANR discussion. Due to a lack of quorum the Board agreed to postpone making a decision on this ANR until its next meeting on December 9, 2015. (Note: The applicant Mr. Corrinne was also in agreement with the Board's decision.)

Agenda Request

Mr. Corrinne also requested he be put on the next agenda to request a 3 year extension of time for completion of the constructions of the way and installation of services shown on the Definitive Plan for the Chad Lane Subdivision project, as required by *Conditions of Approval #25 (28 December 2005), for Chad Lane currently ending on December 28, 2015.

MINUTES

Mr. Pineo moved that the Board postpone approving the minutes of September 30, October 14, 2015, and October 28, 2015 until its meeting on December 9, 2015. Mr. Santoro seconded the motion. The motion passed unanimously.

MRPC DLT A Request for Service Delivery

The Board received an email from MRPC regarding the District Local Technical Assistance Request for Service Delivery (RSD). The program is in its ninth year of state funded initiatives for municipalities. The Proposal due date for this round is December 4, 2015.

The Board felt they needed more than a three week window in which to respond (email received 11/12, Planning Board meeting 11/18, request for grant deadline 12/3).

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Town Administrator Mike Szolsek offered his assistance in preparing the grant application. The Board was appreciative of his offer but had no input primarily because of the lack of lead time. (The Board has only one meeting (11/18) prior to the proposal due date of December 4<sup>th</sup>). An email was sent to Mr. Szolek with the Board's response.

**ZBA**

The Board received notices from the Zoning Board of Appeals regarding three hearings scheduled for December 8, 2015:

1. A Special Permit for purposes of building an In-law apartment at 27 Albright Road
2. A Variance waiver of front setback for building a single family house at 6 Circle Avenue
3. A Variance for purposes of earth removal at property located at 96-102 Leominster Road (Assessors Map 72, Lot 5 & 6)

**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 asking the Board final approval at their December 9<sup>th</sup> meeting.

**FYI ~ Budgets**

Ms. Kazan informed the Board that she anticipated having the FY16 Budget ready for review at their December 9<sup>th</sup> meeting. She anticipated that she would be hearing from the Finance Committee in the upcoming weeks with budget timelines.

**Holiday Gathering**

The Board of Selectmen sent out an invitation for all Board members to attend a Holiday Gathering at Meadowbrook Orchards which will be held on Thursday, December 10<sup>th</sup>.

**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 two payrolls, W. B. Mason and Haley & Ward (Thomas Lane).

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The Board asked the Administrative Assistant to request an update from Scott Miller of Haley & Ward on the Thomas Lane project.

NEW BUSINESS

Establish roles, responsibilities and authority of Board members

Board members agreed to take this matter up at their next meeting.

Multi-purpose machine ~Large document scan, copy, print capabilities

Board members agreed to take this matter up at their next meeting.

OLD BUSINESS

Review, discuss and potentially vote on ANR procedures

Board members agreed to take this matter up at their next meeting.

Legal Counsel for Redstone Place

Board members decided to postpone a discussion on this matter until all Board Members are present. Members agreed to take this item up at their next meeting.

Street Numbering ~ 149 Greenland Road

Board members agreed to take this matter up at their next meeting.

8:40 P.M. MOTION TO ADJOURN

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

The next scheduled Planning Board Meeting is December 9, 2015, at 7:00 PM.

APPROVED BY:
