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**Final**  
**STERLING PLANNING BOARD MINUTES – December 9, 2015**

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his ANR application. He previously had requested to be on the December 9, 2015, agenda regarding an ANR for #93 & #95 Newell Hill Road.

Mr. Philpot moved that in the interest of risking some violation of the open meeting law, the Board not consider #87 Newell Hill Road be put on the agenda for tonight's meeting as this was not within the 48 hour regulation for posting an open meeting. Mr. Pineo seconded the motion. The motion passed with three in favor and one abstain (Mr. Williams).

Mr. Griffin agreed to come back at the next scheduled meeting of December 30, 2015.

**MINUTES**

September 30, 2015

Mr. Pineo moved that the Board approve the minutes for September 30, 2015 as corrected. Mr. Santoro seconded the motion. The motion passed all in favor with the exception on the ANR for Redstone Place for which Mr. Philpot recused himself.

October 14, 2015

Mr. Santoro moved that the Board approve the minutes for October 14, 2015 as printed. Mr. Pineo seconded the motion. The motion passed with three in favor and one abstain (Mr. Philpot who did not attend the meeting).

October 28, 2015

Mr. Santoro moved that the Board approve the minutes for October 28, 2015 as corrected. Mr. Pineo seconded the motion. The motion passed three in favor and one abstain (Mr. Williams).

November 18, 2015

Mr. Pineo moved that the Board approve the minutes for November 18, 2015 as printed. Mr. Santoro seconded the motion. The motion passed with three in favor and one abstain (Mr. Philpot who did not attend the meeting).

**DISCUSSIONS/REPORTS/FYI**

**Carl Corrinne, Corrinne Builders request for extension of Chad Lane**

Mr. Santoro disclosed that he is an abutter to this property and recused himself from this discussion.

Mr. Williams moved that the Board approve the request from Carl Corrinne to extend the time for completion of the construction of the way and installation of services shown on the Definitive Plan for Chad Lane from 28 December 2015 to 28 December 2018. This is a three (3) year extension for a total of thirteen (13) years from the date of endorsement of the Definitive Plan. Mr. Pineo seconded the motion. The motion passed unanimously.

Mr. Santoro returned to the meeting.

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**David Grinkis & Atty. Mark Bobrowski – pre-submission discussion Rugg Road**

Mr. David Grinkis and Attorney Mark Bobrowski discussed the possibilities of making a two acre lot with the required frontage of 225 feet. After further discussion with the Board Mr. Bobrowski stated that they would talk with the Fire Chief and DPW and come back at a later date with a definitive plan in an attempt to make the lots conform.

**ADMINISTRATIVE ASSISTANT'S REPORT/NOTICES**

**Holiday Event**

Ms. Kazan reminded the Board of the Selectmen's Holiday Gathering for December 10<sup>th</sup>.

**Annual Town Report**

Mr. Pineo moved that the Board authorize Ms. Kazan to complete the Annual Town Report with recommended changes. Mr. Santoro seconded the motion. The motion passed unanimously.

**FY17 Planning Board Budget**

Mr. Pineo moved that the Board approve the budget as presented. Mr. Santoro seconded the motion. The motion passed unanimously. It was noted that the COLA was not included in these figures as the Finance Committee had not yet made their recommendation.

**Note:** An email was issued from the Executive Assistant's office on December 18, 2015 requesting that the recommended 2% COLA be included in the FY17 budget submission.

**Authorized signature for time card**

Mr. Philpot moved that the Board establish an internal policy that if the Chairman is not available to sign the Administrative Assistant's Time card and voucher that the Vice Chair sign and after that it would be a Board Member by seniority (i.e. Mr. Santoro, Vice Chair, Mr. Hajdu, Mr. Pineo, Mr. Santoro, and Mr. Philpot). Mr. Pineo seconded the motion. The motion passed unanimously.

**Email Issues**

Ms. Kazan asked the Board Members if anyone were having problems with emails from the office in particular, being able to print the 'date sent'. Mr. Williams stated that when he tries to print from his I phone to his printer, the 'date sent' does not show.

Mr. Williams had requested that an additional date be included in the body of each email. The Board disagreed with his request and felt that in the interest of efficiency, Mr. Williams pursue problems between his phone and printer on his own.

**Street Number ~ Leominster Road**

The Board agreed to send a letter notifying all appropriate parties that Map 72, Parcel 1, consisting of two buildings had been assigned the following street numbers; 62 Leominster Road ~ Jay's Auto formerly Bib's Auto (memo of 4/11/97 by the Fire Chief), and 64 Leominster Road ~ Amazing Kids (previously assigned).

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**Holiday Schedule**

Ms. Kazan stated that she may change her office hours for the week of December 28<sup>th</sup> and would notify the Board Members via email once she knew her schedule.

**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 a voucher for payroll.

**OLD BUSINESS**

**Street Numbering ~ 149 Greenland Road**

Mr. James Simpson owner of the property indicated to the Board that he had already worked out the numbering system and signage with the Postmaster. He also noted that he installed cluster boxes as well.

**NEW BUSINESS**

**Establish roles, responsibilities and authority of Board Members.**

The Board agreed that in the interest of saving time, they would postpone this discussion until their next scheduled meeting on December 30<sup>th</sup>.

**OLD BUSINESS**

**Legal Counsel for ANR Redstone Place**

Mr. Philpot disclosed that he has an existing professional relationship with one of the abutters of the property and recused himself from the remainder of the meeting.

The Board did not discuss legal counsel for the Redstone Place ANR.

**ANR ~ Gary Griffin, Sholan Homes, Inc., Redstone Place Map 91, Lot 30 & Redstone Place Private Way**

Gary Griffin on behalf of Sholan Homes, Inc., 33 Main Street, Sterling, MA 01564 had submitted an ANR application at the Board's meeting held on August 26, 2015, to create a parcel by the statute and create a parcel that may be given to the Town which would give better access to the Town's water main. The ANR regarding Assessor's Map 91, Lot 30 requests the following:

1. 2,064 Square feet (Parcel B-2) may be conveyed by Sholan Homes, Inc. to the Town of Sterling and combined with its abutting land as a single tract of land.
2. 7,149 Square feet (Parcel A-1 Non-buildable Lot) and 451 square feet (Parcel B-1 Non-buildable Lot) together comprise the Southerly half of the private portion of Redstone Place where is abuts land of Sholan Homes, Inc. Under the provisions of M.G.L. Chapter 183 Section 58, Sholan Homes, Inc. asserts

