Final STERLING PLANNING BOARD MINUTES – December 30, 2015

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

Vice Chairman Santoro called the meeting to order at 7:19 PM in Room 202 of the Butterick Building.

<u>ANR</u>

87, 93 & 95 Newell Hill Road

Mr. Pineo moved that the Board endorse ANR Plan, Assessor's Map 127, Lots# 2, 3, 4, to reconfigure Lots 3A, 4A & 5A in order to conform to a minimum of two acres for Lots 4A (2.003 acres) & 5A (2.003 acres). Plan submitted by Gary Griffin, The Griffin Powers Family Trust, Sterling, MA 01564. Prepared by Whitman & Bingham Associates, LLC, 510 Mechanic Street, Leominster MA 01453, Plan # 6-G-70 dated December 7, 2015. Check #1010 in the amount of \$200 was received. Form A completed. One Mylar and five copies of the plan were received. Mr. Philpot seconded the motion. There was no further discussion. The motion passed with all in favor.

MINUTES

Mr. Pineo moved that the Board approve the minutes for December 9, 2015 as corrected. Mr. Santoro seconded the motion. The motion passed unanimously.

ZBA

Notice was received from the Zoning Board regarding a hearing scheduled for January 12, 2016 for a Special Permit for purposes of converting an existing bedroom into an accessory apartment located on (Map 127, Lot 4) 87 Newell Hill Road filed by R. Gary Griffin.

ADMINISTRATIVE ASSISTANT'S REPORT/NOTICES

FY17 Planning Board Budget

Ms. Kazan informed the Board that she had incorporated the Board of Selectmen's recommended of a 2% COLA in the Planning Board's FY17 budget submission.

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 and Haley & Ward, Inc. (Thomas Lane Project)

NEW BUSINESS

Street Number ~ Municipal Light Substation ~ Chocksett Road

Mr. Philpot moved that the Board assign #36 Chocksett Road to Map 67, Parcel 1. Mr. Pineo seconded the motion. The motion passed unanimously.

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Establish roles, responsibilities and authority of Board Members.

The Board agreed to postpone this agenda item until its next meeting with the hopes of having a full Board in attendance.

OLD BUSINESS

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

Mr. Philpot stated that he trying to get some numbers and feels that the purchasing a multipurpose machine is the way to go for the Planning Office. There are a couple of things; buying the machine is the easy part. He stated that the training for his type of equipment is straight forward. The only challenge is the automatic document feeder which is similar to a copier only it handles up to a 48 inch sheet. He would consider a 36 inch wide throat which would accommodate most of the large documents. In addition, there are document conversion companies, which will come in and take the documents to their facility and return the documents with a disk with whatever format is chosen. Pricing for these services varies greatly depending on the volume, size, and type of documents.

The second part which he felt is very important was to talk to other Departments/Boards in Town that have large documents and see if they would be interested in getting them converted. He suggested; Building, Zoning, Water, Conservation Commission, Board of Health, possibly Assessors, Light Department, and D.P.W.

Mr. Philpot estimated the cost would be between \$3,000 to \$7,000 for the machine and recommends that the Planning Board make this purchase. As far as the conversion costs, this expense would be pro-rated based on the amount of documents submitted by each Department.

Mr. Philpot requested that Ms. Kazan estimate a count on the numbers of plans which needed to be converted for the Planning Department.

Everyone agreed that there was a lot of logistics that would have to be worked out and once they are, the Planning Board would invite the interested Departments/Boards to a meeting for further discussion.

8:25 P.M. MOTION TO ADJOURN

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

The next scheduled Planning Board Meeting is January 13, 2016, at 7:00 PM.

APPROVED BY: