Present: Kenneth Williams– Chairman, Clerk

John Santoro – Vice Chairman

Michael Pineo - MRPC Rep. & M.R.J.T.C. Alternate Rep.

Charles Hajdu – Member

Betty Kazan – Administrative Assistant

Absent: Russ Philpot – ANR Agent

Chairman Williams called the meeting to order at 7:07 PM in Room 202 of the Butterick Building.

ANRs

Justice Hill Road, Assessor's Map 4, Lot 19

Andrew Campobasso, on behalf of Hycrest Farm Realty Trust, Colleen Campobasso, Trustee, 5 Roper Road, Sterling, MA 01564, submitted an ANR requesting 98,207 square feet be carved out of Assessor's Map 4, Lot 19 to create a 2.255 acre lot identified as Lot #3.

Mr. Pineo moved that the Board endorse ANR Plan, Map 4, Lot # 19, Justice Hill Road (Lot 3), Sterling, MA 01564. Plan submitted by Hycrest Farm Realty Trust, Colleen Campobasso, Trustee, prepared by Whitman & Bingham Associates, LLC, 510 Mechanic Street, Leominster, MA 01453, Plan #23-D-48, dated January 18, 2016. Cash received in the amount of \$75; Form A completed, with five copies of the plan. Mr. Santoro seconded the motion. The motion passed unanimously.

Justice Hill Road, Assessor's Map 14, Lot 30 ~ Previously Approved

Matthew Campobasso came before the Board requesting they sign duplicate plans for an ANR Plan previously approved on October 30, 2013, Lot #2, 2.255 acres, east side of Justice Hill Road, Assessor's Map 14, Lot #30. He explained that the original plans were damaged and not acceptable for filing at the Registry of Deeds.

Mr. Hadju moved that the Board sign plans for an ANR Plan, Lot # 2, 2.255 acres, east side of Justice Hill Road. Assessor's Map 14, Lot # 30, as submitted by Whitman & Bingham, Jamie E. Rheault, Surveyor, 510 Mechanic Street, Leominster, MA 01453, prepared for Hycrest Farm Realty Trust, 5 Roper Road, Sterling, MA 014564. Job file #23-D-4A, which was previously approved on October 30, 2013, with the stipulation that the original Mylar plan previously signed on October 30, 2013 be returned to the Planning Board office along with a fee of \$25. Mr. Santoro seconded the motion. The motion passed unanimously.

Note: Previous Mylar plan and a fee payment in the amount of \$25 were received on March 7, 2016.

SITE PLAN REVIEW ~ Rafferty Aluminum

Robert E. Oliva, Senior Project Manager, David E. Ross Associates, Inc., on behalf of Sean Lorden, Rafferty Aluminum & Steel, 5 Spratt Technology Way, Assessor's Map 46 Lot 42, submitted a Site Plan Review application for the proposed construction of a 60' x

Mr. Pineo moved that the Board approve the Site Plan for Rafferty Aluminum & Steel, 5 Spratt Technology Way, Assessor's Map 46 Lot 42, for the proposed construction of a 60' x 120' storage building on Spratt Technology Way pending responses from the various boards and Planning Board Consultant Scott Miller of Haley & Ward. Plan submitted by Rafferty Aluminum & Steel 1 Spratt Technology Way, Sterling MA 01564, prepared by David E. Ross Associates, Inc., 111 Fitchburg Road, PO Box 368, Ayer, MA 01432-0368, Plan #L-12794, Job #25617, dated January, 2016. Administrative fees received February 1, 2016, Check #010032 in the amount of \$400.

Note: A Review Fee payment in the amount of \$1,000 was received on February 29, 2016, check #04047.

SITE PLAN REVIEW ~ Sterling Real Estate Development Co., & Sholan Homes, Inc.

James B. Simpson, Sterling Real Estate Development Co., Inc., presented the Board with final plans and the Stormwater report and drainage calculations for the proposed Site Plan application for Assessor's Map 91, Lot 53 (43 Redstone Hill) & Assessor's Map 91 Lot 30 (Off Redstone Hill Road).

The Board agreed to schedule the start of the Site Plan Review process at their next meeting scheduled for March 9, 2016 a 7:30 p.m.

SITE PLAN REVIEW MODIFICATION ~ ROCK BREAKERS

Mr. Pineo moved that the Board approve the proposed site layout plan modification for the proposed warehouse distribution center off of Chocksett Road, plan dated September 17, 2014, with five revisions October 10, 2014, June 4, 2015, July 2, 2015, December 15, 2015, and January 29, 2016, applicant Rock Breakers, LLC, 3 Park Street, Leominster, MA 01453. Engineer and Surveyor Whitman & Bingham Associates, LLC, 510 Mechanic Street, Leominster, MA, 01453, Plan #4-L-900, Job Number 10049. Modification includes the following changes:

- 1. The western entrance and building have been moved 35 feet to the west.
- 2. Due to relocation of the building and western entrance closer to the existing Utz property, the drainage from the Utz property is proposed to be connected into the drainage system of the applicant's. The proposed pipes and stormwater basin have been sized to accommodate the addition.
- 3. The eastern entrance has been moved to the east approximately 133 feet. The entrance will not only be used for access to the proposed warehouse distribution center but also be used to access the rear land where the rock removal business still operates.
- 4. The forebays of the stormwater basin have been separated from the stormwater basin because of the creation of the driveway to the rear of the property. The forebays are proposed to the west of the eastern driveway and will be connected to the stormwater basin via multiple culverts under the driveway.
- 5. The front access drive, which is parallel to Chocksett road, no longer is proposed to connect to the two entrances. This was done to separate the loading dock area from the customer parking area.

Motion to approve is contingent upon submission of Site Modification Fee in the amount of \$200. Mr. Hajdu seconded the motion. The motion passed unanimously.

Note: Check #1072 in the amount of \$200 was received on February 29, 2016.

MINUTES

Mr. Pineo moved that the Board approve the minutes for January 27, 2016 as presented. Mr. Santoro seconded the motion. The motion passed with three in favor and one abstain (Mr. Hajdu was not in attendance).

Discussions/Reports/FYI

Town Hall Closing Procedure

Board members were concerned with the lack of a policy regarding notifying any Boards who have a scheduled meeting when the Board of Selectmen decide to close Town Hall whether it be due to weather, building or any other related issues. Members expressed concerns over the unnecessary incurred expense that an applicant may have to pay their attorney or engineer who came to a meeting only to find out it had been cancelled.

The Board asked the Administrative Assistant to draft a letter to each Board of Selectmen and copy the Town Administrator asking that the letter be read into the minutes of the next Board of Selectmen's meeting. The letter should ask the BOS to advise the Planning Board as to the procedure and who will be responsible for notifying the Planning Board in the future.

ZBA

A notice of decision to continue a public hearing (Sterling Real Estate Development Co., Inc., James Simpson) until March 8, 2016 for a Special Permit amended at 40 Redstone Hill/Off Redstone Hill.

A notice of decision on a request to withdraw LCM Realty Trust and TCF Holdings LLC for a variance regarding earth removal for property located at 38 Clinton Road, Sterling, MA.

CHAIRMAN'S REPORT/NOTICES

Chairman Williams announced that he will not be running for re-election.

ADMINISTRATIVE ASSISTANT'S REPORT/NOTICES

CPTC Spring Conference

Ms. Kazan informed the Board of the Citizen Planner Training Collaborative (CPTC) Spring Conference being held on Saturday, March 19th at Holy Cross College 8 a.m. to 3:30 p.m. Board members will be reminded again at their next meeting on March 9, 2016.

Ricoh

Board members asked Ms. Kazan to attend a Ricoh presentation on wide format solutions being held in Boston on March 9th.

Delinquent Taxpayer List

The Board agreed to have Ms. Kazan work with the Treasurer/Collector to incorporate a Tax Delinquent sign off on all Planning Board applications. Once implemented, the applicant will be required to check in at the Treasurer/Collector's office prior to submission of their application(s).

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 two payrolls.

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.

9:45 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 March 9, 2016, at 7:00 PM.

	8	8	, ,	
APPROVED BY:				