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**Present:** John Santoro ~ Chairman  
Charles Hajdu ~ Vice Chairman  
Michael Pineo ~ Clerk  
Russ Philpot ~ ANR Agent  
David Shapiro ~ Member  
Betty Kazan ~ Administrative Assistant

Mr. Hajdu called the meeting to order at 7:00 PM in Room 202 of the Butterick Building.

## Welcome New Member

Mr. Santoro welcomed the Planning Board's newly elected member David Shapiro.

## Planning Board Reorganization

Chairman

Mr. Pineo moved that the Board appoint John Santoro as Chairman for the Sterling Planning Board. Mr. Philpot seconded the motion. The motion passed unanimously.

*Vice Chairman*

Mr. Pineo moved that the Board appoint Charles Hajdu as Vice Chairman for the Sterling Planning Board. Mr. Philpot seconded the motion. The motion passed unanimously.

*Clerk*

Mr. Philpot moved that the Board appoint Mike Pineo as Clerk for the Sterling Planning Board. Mr. Hajdu seconded the motion. The motion passed unanimously.

ANR Agent

Mr. Pineo moved that the Board appoint Russ Philpot as ANR Agent for the Sterling Planning Board. Mr. Philpot seconded the motion. The motion passed unanimously.

*Earth Removal Board (Planning Board Alternate Representative)*

Mr. Philpot moved that the Board appoint David Shapiro as the Planning Board's Alternate Representative on the Earth Removal Board. Mr. Hajdu seconded the motion. The motion passed unanimously.

*MRPC Representative*

Mr. Philpot moved that the Board re-appoint Mike Pineo as MRPC Primary Representative for the Sterling Planning Board (Selectmen Representative is Alternate). Mr. Hajdu seconded the motion. The motion passed unanimously.

*MRPC Joint Transportation (Planning Board Alternate Representative)*

Mr. Hajdu moved that the Board re-appoint Mike Pineo as MRPC Joint Transportation Alternate Representative for the Sterling Planning Board (Selectmen Representative is Primary). Mr. Shapiro seconded the motion. The motion passed unanimously.

**Final**  
**STERLING PLANNING BOARD MINUTES – May 11, 2016**

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**Discussion on legal opinion regarding Primrose Lane Subdivision Project**

Mr. Philpot stated that he had heard from one of the Attorneys at Kopelman & Paige who are legal counsel for the Town. Unfortunately, she stated that the Board should abide by the information provided by Mr. Pichierri's attorney and accept the completion date of May 12, 2017.

Upon the advice of Attorney Karen Murray of Kopelman & Paige, the Board agreed to accept the legal opinion of Attorney Philbin's letter to the Planning Board dated May 11, 2016 and let the expiration date for the Primrose Lane Project stand at May 12, 2017.

**Contractor's Bond**

Ms. Kazan explained to the Board that she had discussed this issue with Bill Tuttle, DPW Director. It was his opinion that a Contractor's Bond should be required of all applicants or Contractor performing the work, when applying for a Permit for Entrance to Public Ways. This would be for work requiring equipment to be used that may damage town owned property.

Board members indicated that the Contractor's Bond requirement General Bylaws Section 16 under WAYS.

**Administrative Assistant's Report/Notices**

**Warrants**

Board members agreed that warrants could be signed by one member of the Board but would still like to see copies at their meetings.

**Stipends**

Board members will decide this month whether they want to get their stipend.

**Furniture**

The Board agreed to authorize Ms. Kazan to purchase name plates, conference chairs and a desk for the Administrative Assistant.

**Invoices**

Board members signed Payroll, Owl Stamp (Notary Supplies), and Kopelman & Paige, P.C. (ANR Questions).

8:45 P.M. Mr. Hajdu left the meeting.

**Permit For Entrance to Public Way Application ~ 2 Fern Lane**

Mr. Santoro moved that the Board approve the application for a Permit for Entrance to a Public Way from John & Colleen Ferrera. He further moved subject to acquisition of a bond from the applicant in the amount of \$5,000 per General Bylaw Section 192-26. (Note: Ms. Kazan will confirm with Bill Tuttle.) Mr. Pineo seconded the motion. The motion passed with three in favor and one abstain (Mr. Shapiro).

**Final**  
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**NOTICES FROM OTHER TOWNS**

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

**Earth Removal Board secretarial support**

Mr. Philpot stated that he hopes that the Earth Removal Board will eventually be absorbed into this Board in the not too distant future. In order for this to be done properly, it will probably take a year as it is a Bylaw change. In the practical sense he was wondering if the Board would authorize, subject to Ms. Kazan's acceptance of the additional work, to provide minimal secretarial support. Files need to be organized. He mentioned that this is literally out of her job description and would be paid for by the Planning Board.

Ms. Kazan agreed to help as there were no time deadlines for completion.

The Board agreed to allow Ms. Kazan provide secretarial support as time allowed for the Earth Removal Board.

**9:41 P.M. MOTION TO ADJOURN**

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

**APPROVED BY:**

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