

STERLING PLANNING BOARD MINUTES – September 28, 2016

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

Mr. Santoro called the meeting to order at 7:09 PM in Room 202 of the Butterick Building.

Minutes

Mr. Shapiro moved that the Board approve the minutes for September 14, 2016 as printed. Mr. Santoro seconded the motion. The motion passed with two in favor and two abstain (Mr. Pineo and Mr. Hajdu were not present at this meeting).

Warrants & Payroll

Board members reviewed a voucher for payroll. The Board signed a voucher for WB Mason (Office supplies).

Chairman Report/Notices/Discussions

CPTC Fall Training Workshops

The CPTC Fall Training Workshops are being held around the Commonwealth. Planning Board members can register online and indicate a check will be mailed. Members should forward a copy of their registration information to the Administrative Assistant who will in turn generate a voucher for payment.

Administrative Assistant's Report/Notices

Rock Breakers Modified Site Plan

Ms. Kazan mentioned to the Board that she received the administrative fee of \$200 (check 1225) along with Professional Engineer stamped plans (Revision #6 dated 8/29/16) from Rock Breakers, LLC Chocksett Road on Monday, September 26, 2016. She noted that the Site Plan Review modification had been approved at the September 14, 2016 Planning Board meeting.

Petty Cash

Mr. Santoro moved that the Board approve a \$50 petty cash fund. Mr. Hajdu seconded the motion. The motion passed unanimously. The Town Accountant will work with the Administrative Assistant as to the logistics.

Discussion regarding Employment Review for Administrative Assistant

The Board asked Ms. Kazan to complete the Employee Self-Assessment & Goal Setting form to be submitted at the Planning Board meeting on November 9th. The Board also agreed to schedule a review at a future meeting.

Notary Services

The Board agreed that due to the increased workload and time constraints, they asked Ms. Kazan to notarize documents only pertaining to the Planning Board business.

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Discussion regarding relocating the Planning Board office

Mr. Santoro explained that Mr. Philpot would like to send a letter to various Boards about the possibility of having a Land Use office in the basement of Town Hall. The office would be comprised of several appropriate Departments. The thought process was to leave the present meeting rooms the same.

Mr. Pineo stated that there was a generator purchased which is housed outside the Town Hall. The purpose was to be able to have an emergency operation center in case of a disaster located in the basement of Town Hall. This was done with the knowledge that the Senior Center would be moving out. The basement has a kitchen and would also have shower facilities as well.

The Board agreed this is an ongoing discussion and would be included on the next agenda for October 12th.

Notification from Meisner Brem Corporation regarding the disposition of Town of Sterling owned (donated) and for purposes of “Credit Land” for the Chocksett Crossing Condominium in Sterling

The Board received notification from Meisner Brem Corporation. At a Special town Meeting on November 12, 2014, Article #5 Nitrogen Loading Permit Request passed. This article creates a nitrogen loading permit for residents of Patriot’s Way in order to bring them into compliance with MA DEP Title V septic requirements.

Community Development Discussion

Mr. Shapiro recently attended an Economic Development Committee (E.D.C.) meeting to introduce himself and explain that he came to their meeting to listen and see what they might need of the Planning Board.

They E.D.C. have recently worked with MRPC to prepare a study on the Route 12 Corridor Economic Development and Zoning Analysis. They indicated to Mr. Shapiro that they would like to come to the Planning Board’s meeting scheduled for October 26, 2016 to do a presentation.

Mr. Pineo stated that they are hoping that Chantell Fleck, Former MRPC Principal Planner, will also be in attendance.

Mr. Shapiro moved that the Administrative Assistant send an email to the Chairman of the E.D.C. extending an invitation to the E.D.C. to attend the Planning Board meeting scheduled for Wednesday, October 26, 2016 at 7:15 p.m. The purpose of this meeting would be for the E.D.C. to present the findings of MRPC relating to the Route 12 Corridor Economic Development & Zoning Analysis.

Condition of General Bylaws

The Board agreed to postpone this discussion until a future meeting.

ANR Procedures & possible future public hearing

The Board agreed to postpone this discussion until a future meeting.

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9:17 P.M. MOTION TO ADJOURN

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

APPROVED BY:
