

## STERLING PLANNING BOARD MINUTES – November 7, 2016

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**Present:** John Santoro ~ Chairman  
Charles Hajdu ~ Vice Chairman  
Michael Pineo ~ Clerk & E. D. C. Member  
Russ Philpot ~ ANR Agent (arrived at 7:10 p.m.)  
David Shapiro ~ Member  
Betty Kazan ~ Administrative Assistant

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

### **Warrants & Payroll**

Board members reviewed a voucher for payroll. The Board signed a voucher for Kopelman & Page.

### **Administrative Assistant's Report/Notices**

#### **Performance Evaluation**

The Board agreed to schedule a performance evaluation of Ms. Kazan at their November 30<sup>th</sup> meeting. In the meantime, Ms. Kazan will email Board Members the 'Employee Self-Assessment and Goal Setting' prior to the November 30<sup>th</sup> meeting.

### **Chairman Report/Notices/Discussions**

Mr. Santoro acknowledged an email from Scott Miller of Haley and Ward, Inc. that he was scheduled to observe an overlay course at Homestead Lane on November 1, 2016.

### **Review proposed ANR Procedures**

Attorney Ilana M. Quirk of KP Law met with the Board to review their proposed ANR Procedures. After a very productive question and answer session regarding ANR procedures Attorney Quirk offered to update the proposed ANR Procedures/Forms in time for the Board's next meeting scheduled for November 30, 2016.

### **Proposed Site Plan Review ~ BTB, LLC 180 Pratts Junction Road**

Carl Hultgren, PE, Senior Engineer for Quinn Engineering, Inc. on behalf of his client BTB, LLC submitted a plan titled "Proposed Lot Development Plan in Sterling, MA, 180 Pratts Junction Road" prepared by Quinn Engineering, Inc., dated October 14, 2016. Check #1011 for \$400 was received for Administrative Fees. Check #1015 for \$1,000 was received on November 8, 2016 for Site Plan Review Fees.

Comments from the various Departments are as follows:

Police Department: "No issues".

Fire Department: "No concerns".

Building Department: "No problems".

Board of Health: "The proposed septic system plan is in compliant".

Conservation Commission: "The applicant should submit at a minimum a request for determination of applicability. It appears by the plan they are not within the buffer zone nor are they within the 200 foot riparian area (riverfront). They are making less than 5,000 square feet into impervious so it does not trigger a storm water permit from the Conservation Commission."

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Mr. Hultgren addressed the concern over the buffer zone and reassured the Board that the building was not where near the buffer zone.

Mr. Philpot raised concerns over the appearance of the ‘open lot storage of various materials’. Erin Smith assured the Board that there would be some sort of fencing in the front of the property. The Board asked that the fence be identified on the plans as well.

The Board agreed to have their Engineer Scott Miller review the proposed plans.

All in attendance agreed to continue the site plan review to the next Planning Board meeting scheduled for November 30, 2016 (7 p.m.) with hopes that Mr. Miller will have had a chance to complete his review.

### **9:30 P.M. MOTION TO ADJOURN**

Mr. Shapiro moved that the Board adjourn. Mr. Hajdu seconded the motion. The motion passed unanimously.

### **APPROVED BY:**

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