

# STERLING PLANNING BOARD MINUTES – November 15, 2017

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**Present:** John Santoro ~ Chairman  
Michael Pineo ~ Vice Chair & E.D.C. Member  
David Shapiro ~ Clerk  
Betty Kazan ~ Administrative Assistant

**Absent:** Russ Philpot ~ ANR Agent

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

## **Minutes**

The Board agreed to postpone approving the minutes for October 24, 2017, as Mr. Philpot was not in attendance.

## **Warrants**

The Board reviewed two payroll warrants. The Board signed warrants to refund Review Fees for BTB, LLC, Barbers Crossing and Space Age Electronics. The Board also signed a warrant for the Telegram & Gazette.

## **ZBA**

A hearing notice was received from the Zoning Board of Appeals about a Special Permit filed by Robert and Arlene Latini for purposes of demolishing the existing camp and building a new seasonal camp structure on same footprint at property located Off Hall Avenue in Sterling.

## **Chairman’s Report/Notices/Discussions**

### **BOS Invitation**

Mr. Santoro acknowledged a letter from the BOS Chairman Maureen Cranson inviting the Board to attend the BOS meeting scheduled for November 29<sup>th</sup>. They BOS indicated they wanted to discuss the Board’s goals, including an update on the master plan and Town Planner activities.

After a discussion, the requested that Ms. Kazan send the following email in response: ‘The Planning Board will not be able to attend the meeting with the BOS on November 29<sup>th</sup> due to scheduling conflicts. The Board will be discussing/revising their goals and will contact the BOS once this has been completed.’

In the meantime, Board member agreed to each draft a list (for their next meeting) of their accomplishments, goals and any issues they would like to discuss with the BOS.

## **Permit for Entrance to Public Ways**

The Board acknowledged the revised Permit for Entrance to Public Ways form from the Board of Selectmen.

## **96-102 Leominster Road, Chacharone Properties, Site Plan Modification Continuance and Update**

Anthony Cleaves of Whitman & Bingham was on hand to review and comment on the site plan modification submitted for 96-102 Leominster Road.

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**The following comments were received after the Planning Board’s meeting of October 24, 2017:**

### **Fire Department – Thomas Kokernak**

Only comment is that we ask that the site hydrant be located at a distance not less than 1.5 times the height of the building at its tallest point. No other concerns from the Fire Dept. at this time.

### **Police Department – Chief Chamberland**

We have no concerns with the site modification plan.

Mr. Cleaves agreed to submit revised plans and revised site hydrant location in time for the November 29<sup>th</sup> meeting.

In the meantime, the Board agreed to contact Haley & Ward to continue their review and input in time for the November 29<sup>th</sup> meeting.

All agreed to continue the Site Plan Modification review to the next meeting scheduled for November 29, 2017 with hopes of wrapping everything up.

### **Chocksett Road, Rock Breakers (LKQ) Continuance and Update**

Mr. Santoro read the following email received from James Rheault of Whitman & Bingham Associates on November 15, 2017 at 10:06 a.m.:

‘See email from Vincent Campobasso regarding tonight’s Planning Board meeting. Please consider this an update for the Planning. Base on the email, no one will be attending the meeting tonight. We will keep the Planning Board updated on a monthly basis. Please know Mr. Campobasso is dealing with a very large corporate tenant. He is making progress!’

Mr. Campobasso’s email:

‘I have been working diligently to obtain the written protocol for the spill containment plan from LKQ. I am now dealing with the Regional Manager who has me talking to the attorney’s for LKQ. LKQ has experienced providing spill containment plans on other properties but I think that LKQ is going through a due diligence regarding the chances of a spill, the ability to contain the spill, the impact of the spill and the resulting damages. I provided them the details on the valve system so that LKQ could understand how the system works. It all may be the result of LKQ being a self- insurer for this type of accident or LKQ getting insurance to cover such a claim. I will continue to work with LKQ to obtain the spill containment plan as soon as possible. Thank you.’

The Board agreed to have Ms. Kazan contact Mr. Rheault and Mr. Campobasso to come before them at their meeting of November 29, 2017 to present the spill containment plans as previously agreed by all parties at the October 24, 2017 Planning Board.

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**Administrative Assistant’s Report**

**Office Hours**

The Board agreed to establish Planning Board office hours for Mondays and Tuesdays from 9 a.m. to 2:30 p.m. with the understanding that Ms. Kazan would prepare Planning Board minutes from her home. Ms. Kazan also agreed to work additional hours as warranted.

**Primrose Lane Monies Owed**

Ms. Kazan called the Board’s attention to the fact that Mr. Pichierri has not paid for engineering services incurred earlier this year for \$485.23. Ms. Kazan explained that she sent Mr. Pichierri a letter on May 30, 2017 stating this. Ms. Kazan reminded the Board that this balance was paid to Haley & Ward out of the Planning Board’s revolving account. The Board asked Ms. Kazan to work with the Treasurer/Collector to see what can be done to recoup this money.

**140 Pratts Junction Site Plan**

Mr. Santoro agreed to speak with Mr. Philpot about the status of a draft letter to Mr. Spinelli.

**Subdivision Rules & Regulations**

The Board agreed to postpone discussion until their next meeting.

**Special Legal Representation for the Planning Board**

The Board agreed to postpone discussion until their next meeting.

**Board Vacancy**

Mr. Santoro stated that he hopes to have someone to suggest by the next Planning Board meeting.

**Performance Bond**

The Board agreed to put this topic as an agenda item for their next meeting.

**Condition of General Bylaws**

The Board agreed to put this topic as an agenda item for their next meeting.

**8:59 P.M. MOTION TO ADJOURN**

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

**APPROVED BY:**

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