

PLANNING BOARD MINUTES
AUGUST 25, 2014

Call The Meeting to Order

Chairman David Plunkett called the meeting to order at 7:03 P.M. in the Town Hall Auditorium. Present at the meeting were, Stephen Johnson, Robert Fowler, Nancy Reed, Vincent Fratalia, Director of Community Development Steve Sadwick and Recording Secretary Dawn Cathcart.

(A) **Committee Reports/Administrative Actions**

MOTION - Mr. Fowler made a motion to table agenda item A. The motion was seconded by Mrs. Reed and unanimously voted 5-0.

(B) **1593 & 1605 Andover Street, FMP, LLC Site Plan Special Permit, Community Village Overlay District Continued**

(C) **1625 Andover Street, FMP, LLC Site Plan Special Permit, Community Village Overlay District Continued**

Mr. Plunkett stated that even though these are two separate filings they would take them together because they are inter-connected. Town Engineer Kevin Hardiman also joined the meeting.

Frank Pollack and Matt Hamor appeared for the continued Site Plan Special Permits for 1593 and 1605 Andover Street and 1625 Andover Street. Mr. Hamor stated that since the last meeting, they received the letter from Weston and Sampson regarding the review of the traffic study. The consensus was that the traffic analysis that was done is sufficient provided that they add the line striping on Andover Street. They have also met with Mr. Hardiman and they will get the detail and come up with an acceptable plan for Mr. Hardiman and Weston and Sampson on the line striping. Mr. Hamor stated that they have also spoken with Mr. Hardiman on some other issues. For the snow storage, they will add vinyl plaques on the light poles to instruct the snow plow drivers. These will be installed at the entrance also for site distance. Once the snow gets to a certain point, the snow will be removed. Mr. Hamor stated that the lighting plan would be provided to the Board at a later date for approval. Mr. Hamor stated that the drainage points adjacent to the sidewalks would be adjusted to handle the water issue. There are two options. They can extend the drainage system so none of the drainage goes over the sidewalk or extend the drainage to the far corner and tie into the existing manhole. If they connect to the manhole then they will scope the manhole for integrity. Mr. Plunkett asked Mr. Hardiman if he is in agreement. Mr. Hardiman replied that they met last Friday and he concurs with the discussion. Either option for the drainage would be acceptable to the DPW.

Mrs. Reed stated that she was all set and thanked all parties to come up with agreements.

Mr. Fratalia replied he was all set.

Mr. Fowler asked if there is agreement with the striping on Andover Street. Mr. Hardiman replied yes. The striped dash line will be removed and a solid left turn lane will be added up to North Street.

Mr. Johnson replied he is all set.

Mr. Plunkett stated that he is all set.

There was no one in the audience.

PLANNING BOARD MINUTES
AUGUST 25, 2014

MOTION - Mr. Fowler made a motion to close both public hearings, agenda items B and C. The motion was seconded by Mr. Johnson and unanimously voted 5-0.

MOTION - Mr. Fowler made a motion to approve the Site Plan Special Permit, Community Village Overlay District for 1593 and 1605 Andover Street with all items discussed tonight including:

1. A lighting plan will be submitted for approval at a later date.
2. On Andover Street, the dashed line will be removed and a solid left turn lane will be added.
3. Snow plaques will be added to the light poles for acceptable snow height as well as at the entrance. Once the snow reaches that height, it will be removed.
4. The drainage at the sidewalk will either be accomplished by extending the drainage system or tying into the existing manhole as described in the Town Engineer letter of August 11, 2014.
5. If only one site is permitted and developed, an access easement will still be required.

The motion was seconded by Mr. Johnson and unanimously voted 5-0.

MOTION - Mrs. Reed made a motion to approve the Site Plan Special Permit, Community Village Overlay District for 1625 Andover Street with all items discussed tonight including:

1. A lighting plan will be submitted for approval at a later date.
2. On Andover Street, the dashed line will be removed and a solid left turn lane will be added.
3. Snow plaques will be added to the light poles for acceptable snow height as well as at the entrance. Once the snow reaches that height, it will be removed.
4. The drainage at the sidewalk will either be accomplished by extending the drainage system or tying into the existing manhole as described in the Town Engineer letter of August 11, 2014.
5. If only one site is permitted and developed, an access easement will still be required.

The motion was seconded by Mr. Johnson and unanimously voted 5-0.

MOTION - Mr. Fowler made a motion to take agenda item A off the table. The motion was seconded by Mr. Johnson and unanimously voted 5-0.

(A1) Master Plan

Mr. Sadwick stated that Judy Barrett will be coming before the Planning Board at the September 22nd meeting.

(A2) Committee Reports

Mr. Fratalia stated that a letter has been provided showing the allocation of the green committee grant that was received.

PLANNING BOARD MINUTES
AUGUST 25, 2014

(A3) Wamesit Indian Island Project

Mr. Sadwick stated that a plan was received from Mass DOT for necking down Old Main Street.

Mr. Hardiman stated that the drawing does not have a lot of information. He called the design engineer but he is on vacation. They are adding some catch basins on Pike Street. Since the sewer project, there has been flooding on Veranda Ave. The DPW is concerned with the flooding and also with parking spaces for the restaurant Piñata's that are in the right of way. Mr. Plunkett asked what the timing of this project would be. Mr. Hardiman replied that they would not start construction until next spring.

Mrs. Reed asked what is the time frame for the Town project. This was funded by Wal-Mart and the CPA. There was also a plan done by Loraine Black. Mr. Sadwick stated that specs need to be completed and then it needs to be sent out to bid. We should look at everything past Piñata's until Mass DOT finalizes their plans for the necking down because some improvements could be covered by them. Mrs. Reed stated that we should get it ready so it can start in the spring. Mr. Sadwick stated that he would bring this back possibly for the September 8th meeting.

Mr. Fratalia asked what the break down was for the funding. Mrs. Reed replied \$70,000 from the CPA and \$25,000 from Wal-Mart.

(A4) 1497 Main Street, Children of America – Bond Release

Mr. Fowler stated that he revisited the site and they have been working diligently. He has no problem with releasing the remaining bond. Mr. Johnson stated that he doesn't have a problem with they will probably be discussing this again next year. Mr. Fowler stated that if they don't keep up with the landscaping they will be invited back. Mrs. Reed agreed. Mr. Fratalia stated that a letter should be sent that they must maintain the landscaping. Mr. Johnson stated we could send them a copy of the special permit and highlight that section.

MOTION - Mr. Fowler made a motion to release the remaining \$1,000 bond. The motion was seconded by Mr. Johnson and unanimously voted 5-0.

Old Business

Mrs. Reed asked if there has been any action with the Woburn Street/Highland Ave property. Mr. Sadwick stated that a violation was sent and it was given to Town Counsel.

Mr. Plunkett stated that the old red schoolhouse is in disarray. Mr. Sadwick stated that in January we went out to bid for architectural services. They are now waiting on the contracts to be completed. Mr. Fowler asked that the school department be contacted and ask them to clean up the outside landscaping.

New Business

There is no new business.

PLANNING BOARD MINUTES
AUGUST 25, 2014

Director's Report

Mr. Sadwick stated that there would be two articles for the Special Town Meeting submitted by staff. There are two zoning articles from private citizens. One is on Livingston Street by Arnie Martel and one is a street acceptance for Wells Estates.

Mr. Sadwick stated that the flood map article at the May Town Meeting missed two maps so there will be an article to add them.

Mr. Sadwick stated that he met with Mr. Hardiman and Kyle Boyd last week to update the storm water management and erosion control bylaw. They have done some cleaning up of the bylaw and inserting the Town Engineer as the approver for minor land disturbance permits and increased the threshold for minor land disturbance to two acres. Mr. Sadwick stated that according to the EPA NPDES process, any project that disturbs over an acre is supposed to have a SWPP. We are not capturing lots under acre so these changes will allow us to capture those parcels with a land disturbance permit. Mrs. Reed asked if the process would be changed for this Board. Mr. Hardiman stated that the DPW would now handle small projects with the land disturbance permit. Any project over two acres will still come before this Board. Mr. Sadwick stated that an applicant can still seek a waiver and they would still need to file with the EPA. Mrs. Reed stated that the rules still apply for a Site Plan Special Permit or subdivision, even if they don't apply for a land disturbance permit. Mr. Hardiman stated that even if they apply to the Planning Board for a Site Plan Special Permit or subdivision they still need to file with the EPA and a land disturbance permit will give the Town control. Mr. Fowler stated that the DPW should sign off on building permits. Mr. Hardiman stated that he does sign off.

Mr. Fowler left the meeting.

Mr. Sadwick stated that there are two affordable units for sale, one at Nolan Court for \$175,000 and one at Winter Lane for \$166,000. Mr. Plunkett stated that if the Town can't find a buyer, then we would loose the unit from the affordable housing stock. Mr. Sadwick replied that was correct.

Adjournment

MOTION - Mr. Fratalia made a motion to adjourn the meeting at 7:45 PM. The motion was seconded by Mr. Johnson and unanimously voted 4-0.

Approved on: 9/22/14

PLANNING BOARD MINUTES
AUGUST 25, 2014

List of documents for 8/25/14 Agenda

Documents can be located at the Community Development Office

- A. 7:00** Committee Reports/Administrative Actions
- 1- Master Plan
 - 2- Committee Reports
 - 3- Wamesit Indian Island Project
 - *Tewksbury Old Main Street/Route 38 Plan dated 5/19/14.*
 - 4- 1497 Main Street, Children of America – Bond Release
- B. 7:00** 1593 & 1605 Andover Street, FMP, LLC
Continued Site Plan Special Permit, Community Village Overlay District
- C. 7:00** 1625 Andover Street, FMP, LLC
Continued Site Plan Special Permit, Community Village Overlay District
- *Weston & Sampson review letter dated 8/14/14 re: Peer Review -Traffic Assessment Responses.*
 - *Letter dated 8/14/14 from Gina & Jerry Weitz.*