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## **Planning Board Meeting Minutes October 10, 2017**

### **7:15 P.M. Call to Order**

The October 10, 2017 meeting of the Norton Planning Board was held in the Selectman's Meeting Room and was called to order at 7:15 P.M., by Mr. Edward Beatty, Vice - Chairman. Member(s) present: Mr. Frank Durant, Mr. Timothy Griffin, Mr. Steven Hornsby, Kevin O'Neil and Mr. Stephen Jurczyk. Also present was Tabitha Harkin, Planning and Economic Development Director. Not in attendance: Mr. Joseph Fernandes.

### **A. Planning Board Business & Policies**

The board deliberated the appointment to Norton's Capital Planning Committee. Mr. Beatty explained the Norton Capital Planning Committee consists of members from all major departments of the town and they review and prioritize all the requests and needs of each department. This Committee oversees the capital budget for the Town. Their recommendations are forwarded to the Finance Committee for approval. Mr. Durant recommended Mr. O'Neil, who currently serves on the Town Permanent Building Committee.

**MOTION was made by Mr. Durant to appoint Mr. Kevin O'Neil to the Norton Capital Planning Committee. Seconded by Mr. Hornsby. Vote: Unanimous MOTION CARRIES**

### **B. Report of the Planning & Economic Development Director**

Ms. Harkin reviewed "*Report of the Department & Economic Development*". Current applications in process include 3 Lopes Drive and a newly received Site Plan Review for a Water Treatment Facility. Wheaton Solar had surety funds transferred for landscaping maintenance. Maximum Solar will spray the trees outside the fence, C2 Energy will maintain the trees that fall inside the fence and Wheaton Solar will be responsible for maintaining the land.

The Planning Board report to Town meeting has been issued and Ms. Harkin provided it to the Board. In other news, on-line fillable application forms will be posted to the website soon for easy completion by applicants. The EEA planning grant application is due October 23, 2017. Ms. Harkin is submitting a request for master planning. The cap to this grant is \$50K. Ms. Harkin will let the Board know when the decision is expected. Ms. Harkin presented at a meeting held by SRPDD regarding Town economic development activities. Condyne spoke about Leonard Street and discussed the changing retail economy. Ms. Harkin will provide the Board with this presentation. Ms. Harkin received a letter from MASSDOT Complete Streets program, outlining the \$32k award and next steps for the prioritization plan, due by June 30, 2018. Ms. Harkin finished up by stating the recent conferences and sessions she has been

attending.

**C. Approval of Minutes**

**MOTION was made by Mr. Durant to approve the minutes of the September 12, 2017 meeting, as amended. Seconded by Mr. Griffin. Vote: Unanimous MOTION CARRIES**

**MOTION was made by Mr. Hornsby to approve the minutes of the September 26, 2017 meeting. Seconded by Mr. Durant. Vote: Unanimous MOTION CARRIES**

**D. Bills and Warrants**

The bills payable included payroll, a fee for including a notice regarding the Town Meeting in the Sun Chronicle and a conference fee for Ms. Harkin.

**MOVED by Mr. Durant to approve the Bills and Warrants of October 10, 2017 in the amount of \$4,282.78. Seconded by Mr. Hornsby. Vote: Unanimous. MOTION CARRIES**

Mr. Beatty requested the improvements of communication to the Board to be included in the Annual Report, to Ms. Harkin's credit. The members agreed.

**Adjournment**

**MOTION was made by Mr. Hornsby to adjourn at 7:33 p.m. Seconded by Mr. Durant. Vote: Unanimous MOTION CARRIES**

Respectfully Submitted by:

Kayleigh Correia  
Recording Secretary

Minutes Approved by Committee

on: 10/10/17  
(Date)

Signature: THC