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**Town of Norton Planning Board
Meeting Minutes
December 6, 2016
DRAFT**

7:15 P.M. Call to Order

The December 6, 2016, meeting of the Norton Planning Board was held in the first floor Selectmen's Conference Room, of the Norton Town Hall and was called to order at 7:15 P.M., by Joanne Haracz, Chairman. Member(s) Present: Joanne Haracz, Chairman; Mr. Edward Beatty; Mr. Patrick Daly; Mr. Frank Durant; Mr. Joseph Fernandes; and Mr. Stephen Jurczyk. Absent: Mr. Christopher Barrows.

General Business

A. Site Plan & Special Permit Modification: 60 Commerce Way - Ryder Truck

Mrs. Haracz stated she received a request for a continuance yesterday from Mr. Mark Dibb of Condyne. This will be continued to the next Planning Board meeting.

B. Approval of Minutes

There were no Minutes approved/reviewed this evening.

C. Bills and Warrants

MOTION was made by Mr. Beatty to approve Planning Board Bills and Warrants in the amount of \$8,754.60. Second by Mr. Daly. Vote: All In Favor of Motion, except for Mr. Durant who voted "present". MOTION CARRIES.

D. Planning Board Business and Policies:

- 2017 Meeting Dates - January, February, March

After discussion, it was decided Planning Board meeting dates will be held January 10 and 24; February 7 and 21; and March 7 and 21, 2017.

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Mrs. Haracz referenced a letter they received from Mr. and Mrs. Zwicker, owners of 9 and 15 Clapp Street, regarding the Wheaton College solar project regarding the last Planning Board meeting and updated agreement. The Zwickers indicate they have not heard from Garth, who is

the landscape professional, and have also not heard from Mr. Henry Weitzner, Manager, Norton Solar I, LLC, and also attached Mr. Weitzner's email dated November 17, 2016. The letter asks the Planning Board to please inform Mr. Weitzner he must abide by agreement. The Zwickers believed there were possibly funding issues.

Mrs. Haracz said there appears to be a misunderstanding of not having funds. There is a twist to this as she received an email from Mr. Yunits, the Town Manager, earlier today that this project was sold to another entity. She stated there was a cash bond for the landscaping and she would follow up with them. Discussion ensued.

Mr. Daly referenced the self-storage business on Route 123. It was noted planting was done, however, Mr. Daly said the applicant was supposed to arrive at a plan first.

Mrs. Haracz referenced a shared driveway on East Hodges Street which she needed to look into; it appears someone had dropped of documentation regarding this in the Planning Department.

7:20 PM PUBLIC HEARING - Special Permit #467

48 Island Road - Nicholas Bellavance

Special Permit: Proposed plans to construct a 4' x 6' chicken coop and to keep chickens on a R60 - zoned lot.

Documents Provided to Planning Board:

1. *Norton Planning Board Town of Norton, Massachusetts - Application for Special Permit (Name of Applicant: Nicholas Bellavance, dated October 31, 2016)*
2. *Town of Norton, Board of Assessors "Certified Abutters List", dated October 24, 2016 - Owner of Record: Nicholas Bellavance, 48 Island Road, Norton, MA 02766*

Mrs. Haracz noted applicant was not present this evening and she was not certain how much the Planning Board could do this evening with applicant not being present. She said typically the applicant is asked how many chickens they want to keep; amount of roosters; where coop to be set up, etc. This may need to wait until the next meeting.

MOTION was made by Mr. Beatty to continue this Public Hearing to December 20, 2016 at 7:20 P.M., and request applicant be present as well. Second by Mr. Jurczyk. Vote: Unanimous. MOTION CARRIES.

Mr. Daly asked if applicant notified all of the abutters?

Mrs. Haracz responded, yes, she believed applicant did notify all the abutters.

PUBLIC HEARING - *(Continued from the November 15, 2016 meeting)*

46 Commerce Way - NOAA

Mrs. Haracz noted she had received an email from Mr. Dibb from Condyne requesting to continue this Hearing, and it appears they need to continue this since they have a meeting with various entities of NOAA. She said they were not specific as to what date they wanted this continued to, therefore, she recommended to continue it to December 20, 2016.

MOTION was made by Mr. Beatty to continue this Hearing to December 20, 2016. Second by Mr. Daly. Vote: Unanimous. MOTION CARRIES.
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New England Ice Cream

Documents Provided to Planning Board:

1. *Letter dated December 6, 2016, addressed to Town of Norton, Planning Board, from David Vroman, Project Executive, Campanelli Construction, Re: New England Ice Cream - Project Completion & Occupancy accompanied by 11/18/16 BETA Final Observation Report Status of Noted Items*

Mrs. Haracz indicated New England Ice Cream was present this evening and explained this is under site plan review revisions, and they require the site plan be completed before certificate of occupancy. If there is site work that still may need to be done, applicant can request approval for that and surety would be held by Town for unfinished work.

Mr. David Vroman, Project Executive, of Campanelli and Carl Roan of Campanelli were present.

Mr. Vroman said BETA Engineering visited site on November 18, 2016, and distributed report and said they have nearly completed everything on that report. The only things that will not be complete will be the 96' of sound buffer fence to help out neighbors and in October they had discussed that. Regarding fence, they discovered contractor is out of business and now have contracted with Hawk Eye Fence and the chain link fence is being installed tomorrow and sound fence was ordered which will have interlocking tongue and groove and needs to be milled so probably will be in just before Christmas. Map shown was dated November 16, 2016.

Mrs. Haracz indicated the Conservation Agent, Jennifer Carlino, has been looking at site, and terms have been addressed regarding stabilization of site.

Mr. Vroman noted surety for stabilization is \$10,000; fencing is about \$10,000 (for sound fence); and about \$6,000 for other fence. It was noted they have a surety check with them this evening if that satisfies the Board.

Mrs. Haracz explained the amount left was for fencing and asked the Board if they wanted more surety?

Mr. Daly responded he was satisfied with that if it covers back fence with soundproofing; the building looks nice.

MOTION was made by Mr. Beatty to allow \$10,000 for surety for work to be completed on two fencing areas (sound fencing). Second by Mr. Jurczyk. Vote: Unanimous. MOTION CARRIES.

Discussion: Mr. Beatty noted when they attended a Planning Board meeting in October 2016, there was a landscaping issue where there was a gap and they were going to add some trees.

Mr. Vroman responded some trees were planted. It was noted they also wood-chipped area to make it more presentable.

Vote: Unanimous. MOTION CARRIES.

MOTION was made by Mr. Fernandes to authorize the Chairman of the Planning Board to sign the Building Permit #16-327 for the completion and occupancy of the New England Ice Cream (NEIC) project. Second by Mr. Daly. Vote: Unanimous. MOTION CARRIES.
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Mrs. Haracz stated she received information that Wheaton College is setting up a community council with the goal of council to grow connections between Wheaton College and the community. She said she cannot participate in this, however, if another Board member is interested, they can let her know.

Mr. Durant indicated he would be interested in becoming a member of this council.

It was noted there was a breakfast meeting on December 15 at 8 A.M. Mrs. Haracz said she would call them to let them know Mr. Durant was interested in attending.
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Mrs. Haracz informed the Planning Board the Planning Office still does not have staff; they may need to have some volunteers to help with some things (copying documents, etc.). The former Planning Department secretary prepared items for this meeting but it is uncertain if she will have time to still do it as she is taking another job.

Mrs. Haracz discussed the search for a Town Planner/Director of Economic Development, and they have two applicants for interviewing; one was a transportation planner and the other was an architect who worked for a planning commission. There were not many applicants. The concern was without any other staff in the Planning Department, the new Town Planner would have to jump into the job without much assistance and they left it for Mr. Yunits, Town Manager, to check into the administrative side of it.

Mr. Durant asked where the job was posted?

Mrs. Haracz responded it was advertised in a planning organization publication and she understands other towns are also having problem finding town planners. Discussion ensued on possibly re-advertising the position.

Mr. Jurczyk: asked if the Town would use recruiters?

Mr. Fernandes responded usually recruiters were used for a town manager search. SRPEDD may possibly be able to help.

Mr. Beatty indicated he will be at a SRPEDD meeting tomorrow evening and he will inquire about this.

Adjournment

MOTION was made by Mr. Fernandes to Adjourn at 8:10 P.M. Second by Mr. Daly. Vote: Unanimous. MOTION CARRIES.

Respectfully Submitted by:

Janet Sweeney
Planning Board - Recording Secretary

Minutes Approved by Committee

on: 1/10/17
(Date)

Signature: Janne Haracz
Chairman: JANNE HARACZ