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Planning Board Meeting Minutes February 13, 2018

7:15 P.M. Call to Order

The February 13, 2018 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. Joseph Fernandes, Chairman. Member(s) present: Mr. Frank Durant, Mr. Timothy Griffin, Mr. Kevin O'Neil, Mr. Steven Hornsby and Mr. Stephen Jurczyk. Also in attendance: Tabitha Harkin, Planning and Economic Development Director.

A. Planning Board Business & Policies

As of this morning, no one has taken papers for the remaining open three seats. Mr. Fernandes stated they will be available until March 2, 2018.

B. Report of the Planning & Economic Development Director

Mr. Griffin requested to have the special permit process specified. The board discussed the benefits detriments language that is included in every decision. Mr. Fernandes stated the importance for equality in all decisions when factoring in conditions. Ms. Harkin distributed her report titled "*Report of the Department of Planning & Economic Development*" and gave details of items listed therein. There were no applications in process. An upcoming permit (sometime in Summer 2018) is Leonard Street ("Blue star Park") The applicant, Condyne, is looking to hold simultaneous hearings for the multiple special permits and subdivision and look at this as one project. Ms. Harkin has received guidance from larger communities, including Plymouth and Duxbury. She is currently planning to do a kick-off informational meeting consisting of the Planning Board and the Conservation Commission to have the vision and infrastructure presented. The proposal consists four items: (i) delineate wetland boundary; (ii) pre-application meeting with Town staff; (iii) kick-off with Conservation Committee and Planning Board; and (vi) ANR, Special Permits and NOI simultaneous filing. This would result in joint review and concurrent filings. Mr. Fernandes stated he would like this project to be used as a catalyst for the joint engineering firm. Spears Manufacturing is executing site inspections and is underway. Discussion ensued regarding if the appropriateness of bundling all proposals would be beneficial or not. Mr. Griffin requested this be on a future agenda to discuss further when there are more details available. The Board concurred they are in support of this proposal.

In regards to East Hodges/Dean Street, the subdivisions are still waiting due to no filings being received as of this date. Ms. Harkin then updated the Board on the funded studies. The Village Center Vision Plan was made possible by a grant from EEA, in partnership with Wheaton College, GATRA and SRPEDD. Ms. Harkin distributed the final draft proposal for this project and stated this would be made public and posted to Commbuys soon. The award will be made in April, 2018. A kick-off meeting will be

scheduled soon. The Complete Street Prioritization Plan is underway with evaluations being conducted on existing conditions. A public meeting will be scheduled in March or April to review the work being scheduled. Ms. Harkin stated SRPEDD had updated Town maps with the feedback received from the kick-off meeting. They have launched an online crowd sourcing map to collect data from residents.

In regards to MassDOT projects, Route 123/495 design will be completed in July with construction due to start in 2019. The Rail -trail bike path plans are 25% complete. These plans are available in the DPED office. Construction is due to start in 2021. Lastly, a project initiation meeting will be set for April, 2018 regarding signalization of Route 123 at N/S Worcester Street.

Mr. Harkin then gave construction updates for Spears Manufacturing, which is currently installing storm-tech chambers and excavating infiltration pits, and NOAA, who is seeking a temporary occupancy permit. Site work is still remaining that includes paving and striping. Ms. Harkin stated the Special Town Meeting is set for April 11, 2018 and also reminded the Board the Annual Town Meeting scheduled for May 14, 2018 does not involve the Planning Board.

Ms. Harkin then distributed "*Budget description by Line – Level Service Budget*" and explained her reasoning behind her requested budget items. She also provided a listing of requested engineering hardware and software, as well as a "wish list" for her department. Ms. Harkin explained she had requested modest increases in some line items including repair and maintenance, advertising, engineering, printing and supplies. When asked by members if the amounts were requested were adequate to providing her a successful year with many projects in the pipeline, Ms. Harkin replied the most helpful thing to add to her budget would be an additional staff member. The Board agreed and stressed the importance of requesting adequate amounts in various line items to ensure she is allocating her time to appropriate projects. The Board and Ms. Harkin agreed an additional part time employee, working eighteen hours a week, at approximately twenty dollars per hour, would benefit the department greatly.

MOTION was made by Mr. Hornsby to increase requested Budget Item 5110, Salary & Wages, Perm Positions by an additional \$18,720 at 8:12 p.m. Seconded by Mr. Durant. Vote: Unanimous MOTION CARRIES

MOTION was made by Mr. Hornsby to increase the requested Budget Item 5302, Advertising and Item 5319, Engineering to \$1,000 each at 8:16 p.m. Seconded by Mr. Jurczyk. Vote: Unanimous MOTION CARRIES

D. Bills and Warrants

MOTION was made by Mr. Hornsby to approve the planning budget in the amount of \$3,510.49, revolving account in the amount of \$ 6,799.58, totaling \$10,310.07 at 8:28 p.m. Seconded by Mr. Jurczyk. Vote: Unanimous MOTION CARRIES

Release of Funds: 53G Peer Review Accounts with Balance under \$100

Ms. Harkin distributed a memo titled "*Revolving Fund Projects to be closed under \$100*". These funds will be released back to the Town's General Fund.

MOTION was made by Mr. Griffin to release the revolving fund projects with balances under \$100.00, as listed, to be released to the General Fund at 8:29 p.m. Seconded by Mr. Durant. Vote:

Unanimous MOTION CARRIES

Discussion - Upcoming Town Meeting Warrant

Ms. Harkin distributed the three warrants articles for discussion. The Board reviewed draft articles A – Poultry & Rabbits Bylaw Amendment, B – Adult Use of (Recreational) Marijuana draft By-Law and C – Zoning Bylaw Codification (Renumbering) and concurred the written language reflects what was decided upon by all members. The hearing date was set for March 13 2018 with the location still to be determined.

I. Adjournment

MOTION was made by Mr. Hornsby to adjourn at 8:41 p.m. Seconded by Mr. Jurczyk. Vote: Unanimous MOTION CARRIES

Respectfully Submitted by:

Kayleigh Correia
Recording Secretary

Minutes Approved by Committee

on: _____

4/3/18

(Date)

Signature: _____

