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NORTON PLANNING BOARD MEETING  
MINUTES OF AUGUST 24, 2021

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The Planning Board Meeting of August 24, 2021 was called to order at the Norton Public Library Community Room via Hybrid Participation on ZOOM and in person at 7:15 p.m. by Mr. Timothy Griffin, Chairman. Members present were, Mr. Allen Bouley, Mr. Wayne Graf, and Mrs. Julie Oakley. Mr. Kevin O'Neil and Scott Bichan participated remotely via ZOOM also in attendance was Paul DiGiuseppe. Steve Hornsby is absent.

Mr. Griffin explained what a Hybrid meeting was and how it was going to be used in this meeting.

**GENERAL BUSINESS**

**Review if the Sole Signature Policy for Bills, Subdivision Plans, and ANRs.**

Mr. Griffin noted this was instituted in the early pandemic around the time of March 2020. Which gave the chair the sole authority to sign since meetings weren't in person to sign off on. Mr. Griffin suggests going back from that policy. Mr. DiGiuseppe states it might be an improvement as having one board member sign off saves time on having bills signed rather than having to wait for the whole board to sign off on it and take it to accounting. Subdivision Plans and ANRs can be transitioned back since it would be during the meetings. Mrs. Oakley inquires if they would need everyone's signature if that is the case. Mr. DiGiuseppe states it would require the minimum number of signatures to pass. However, having either the Chair or the Alternative sign would save time. Mrs. Oakley suggests keeping the policy as the chair and alternative since the board is fully meeting person yet. Mr. Bouley agrees with Mrs. Oakley's statement. Mr. Graf agrees as well and asked if this would carry over. Mrs. Oakley states it doesn't because it has new members on the board.

**MODIFICATION TO SPECIAL PERMIT AND SITE PLAN**

**Waste Management of Massachusetts, 100 Hill Street (Assessor's Map 29, Lot 82).**

**Applicant seeks determination to proceed with a minor modification to the Special Permit and Site Plan #428 and #442.**

Peter Richer with Armory Engineering for Waste Management spoke for the applicant along with the Construction Project Manager. They are looking to add a 46 by 24-foot open classroom type structure on the property for the purpose of meeting space. This structure will not be used on a full-time basis. So, they will be briefed in the morning and debriefed in the afternoon.

Currently the workers are in maintenance bay during these meetings. It is not used to increase the number of employees or outsider parking spaces. The structure they are suggesting would take up six existing parking spaces. Waste Management had increased the size of their parking lot with a permit done in 2013 which would allow them to lose parking spaces without having to get more. Mr. Griffin asks Mr. DiGiuseppe if the spaces were within the current zoning bylaws. Mr. DiGiuseppe confirms they are. Mr. Richer confirmed that the structure is a classroom and not an office space. Mrs. Oakley inquires as to how many employees are allowed within the structure at one time. Mr. Richer following Covid guidelines states that they will be six feet apart and estimates about 10 to 15 employees at a time. Mrs. Oakley asks if the heating and cooling is right in the building. Mr. Richer confirms that there is a utility pole 15 feet away from the building.

**Mrs. Oakley motions to determine if it the building is a minor modification on the special permit and sit plan and Mr. Graf seconds the motion. Roll Call Mrs. Oakley Yes, Mr. Bouley Yes, Mr. Graf Yes, Mr. Bichan Yes, Mr. O' Neil Yes, and Mr. Griffin Yes.**

Mr. Griffin and Mrs. Oakley confirm with Mr. Richer that this is the only modification being done with the building.

**Mrs. Oakley motions to approve the special permit and site plan modification and Mr. Bouley seconds the motion. Roll Call Mrs. Oakley Yes, Mr. Bouley Yes, Mr. Graf Yes, Mr. Bichan Yes, Mr. O' Neil Yes, and Mr. Griffin Yes.**

## **PUBLIC HEARING**

**SP-11298: 145 Plain St. Application for a Special Permit for a duplex within Residential 80 zoning, Owner: RS Plain Street LLC/Applicant: Clare Lynch.**

Chris Van Der Berg of Outback Engineering spoke on the duplex plan and is trying to get a list of waivers approved. Mr. Griffin confirms with Mr. DiGiuseppe that the special permit is the allowance of a duplex in a R80 zone. Mr. DiGiuseppe states it is. Mrs. Oakley asks if lot 1 and 2 will be altered. Mr. Van Der Berg states that only lot 2 will be altered. Mr. Griffin inquires what type of duplex will be placed onto the site. Mr. Berg states it is a single-story duplex building with a full basement. Mr. O' Neil asks Mr. DiGiuseppe if this also requires an ANR. Mr. DiGiuseppe states that this site was an approved ANR and the lot was built onto it after the approval. Mr. Griffin asks if this is a garage duplex. Mr. Van Der Berg confirms it is and that there will be garages on either side. Mr. Griffin asks if there will be additional parking. Mr. Van Der Berg states that this should be a wide enough driveway with thirty feet and that they have Conservation Commission's approval of the driveway entrance.

**Mrs. Oakley motions to approve the special permit for a duplex within residential 80 zoning and Mr. Bouley seconds the motion. Roll Call Mrs. Oakley Yes, Mr. Bouley Yes, Mr. Graf Yes, Mr. Bichan Yes, Mr. O' Neil Yes, and Mr. Griffin Yes.**

## **DISCUSSION**

**Master Plan -vote to submit as a warrant article for Fall Annual Town Meeting**

SRPEDD had revised the Master Plan from the two previous days of comments and the current edit of the Master Plan is available to look at. Mr. DiGiuseppe states the only thing that is outstanding in this is some action calls that would show what groups would be involved in what portion of the Master Plan and when they would start working on these projects. Mr. DiGiuseppe notes that in Mr. Graf's review that some of the objectives in the Master Plan tie into each other and that it might be easier to reference certain other actions however not all the actions with no dates are linked together. Mr. Griffin asks Mr. DiGiuseppe if SERPEDD disagreed with any of the changes and comments that the Planning Board had made to the Master Plan. Mr. DiGiuseppe states that the only comment was that it would be difficult to obtain some updated data such as traffic collision. Mr. Griffin states it is a good thing to have the Master Plan as a warrant and sent to Town Meeting. Mr. Griffin states that these are just directions that the town would like to go in and that these are not bylaws or that we'll be incorporating everything that is laid out in the Master Plan.

**Mrs. Oakley motions to submit the Master Plan to the Town Meeting as a Warrant and Mr. Graf seconds the motion. Roll Call Mrs. Oakley Yes, Mr. Bouley Yes, Mr. Graf Yes, Mr. Bichan Yes, Mr. O' Neil Yes, and Mr. Griffin Yes.**

The plan will be looked at further to finalize the language involved.

**Adjournment**

The Board talked about future agenda item Blue Star Business Park and are deciding who to get for the peer review. As well as funding for what should be looked into to help the Master Plan happen.

**The motion to adjourn the August 24, 2021 meeting was done by Mrs. Oakley and seconded by Mr. Graf. Roll call. Roll Call Mrs. Oakley Yes, Mr. Bouley Yes, Mr. Graf Yes, Mr. Bichan Yes, Mr. O' Neil Yes, and Mr. Griffin Yes. Motion passes. The Planning board Meeting from August 24, 2021 was adjourned at 8:02pm.**

Minutes prepared and submitted by Bryan Carmichael, Department of Planning and Economic Development Administrative Assistant.

Minutes Approved on: 5th 18, 2021

Signature Paul D. Griffin