



**MEETING MINUTES**  
**November 30, 2016**

Chairman: Christopher Olson

Members Present: Barur Rajeshkumar, Marc Frieden, Vincent Vignaly, Cheryl Carlson

Members Absent: None

Others Present: See Attached Sign-In Sheet

**All documents referenced in these Minutes are stored and available for public inspection in the Planning Board Office located at 140 Worcester Street.**

The Chair opened the regular meeting at 7:30 p.m.

Site Plan Review Filing Fee (Wireless Communications Tower off Beaman Street) – The board received a request from the Town Administrator to waive or reduce the Site Plan Review filing fee because it is a critical component of the regional dispatch initiative they have been working on for quite some time. The board agreed to reduce the total fee (application fee and review fee) to \$2,500; down from the original fee of \$5,400.

Town Wide Planning Committee Discussion and Master Plan Update – The BOS November 2<sup>nd</sup> Meeting Minutes had several options that were suggested by town agents where Holy Cross could assist the town. One of which was to ask for funding to assist the TWPC in updating the Master Plan. Mr. Vignaly noted that General Bylaws, Section V, clearly defines the role and responsibilities of the TWPC. The TWPC does not update the Master Plan; that needs to be clarified to the TWPC. The bylaws say that the Master Plan does a Comprehensive Town Wide Plan that is updated every five years at town meeting. It is a general plan for capital needs and project implementation, and it does not have to meet all the state required details associated with the Master Plan. Mr. Olson will invite the Town Administrator (TWPC Chair) to our meeting in February to clarify the Comprehensive Permit vs. the Master Plan.

The ZBA informational petition for 264 Prospect Street will be discussed on December 14<sup>th</sup>.

Payment of invoices were approved. Review of the November 9, 2016 Public Hearing Minutes and Regular Meeting Minutes was tabled to December 14, 2016.

A motion was made by Ms. Carlson to adjourn; Mr. Frieden seconded the motion; all voted in favor; motion approved. The meeting adjourned at 8:17 p.m.

Date Accepted: \_\_\_\_\_

By: \_\_\_\_\_  
Vincent Vignaly, Clerk

Submitted by: \_\_\_\_\_  
Melanie Rich