



**MEETING MINUTES**  
**December 14, 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 10:00 p.m.

**Old Business/Outstanding Issues/Follow-Ups:**

1. 100 Century Drive Certificate of Site Plan Approval – Barur Rajeshkumar recused himself from the matter. Mr. Frieden made a motion to approve the Site Plan for 100 Century Drive; Ms. Carlson seconded; all voted in favor; motion approved. The approval and plans will be signed at the next meeting.
2. ANR Plan (13 Temple Street) – Mr. Vignaly recused himself from the matter. Mr. Dubois said he is selling land to the DCR. The board reviewed the plan and felt they needed more clarification regarding frontage. The access is there, but it would be creating a lot with insufficient frontage. Mr. Olson said it is not consistent with subdivision control and would like more time to research the clarification. Mr. Dubois gave his permission to the board until the next meeting on January 11, 2017 to review it further.
3. 141 Sterling Street (Police Headquarters) Certificate of Site Plan Approval – The plans were delivered to 127 Hartwell Street by FedEx on December 6<sup>th</sup>. Unfortunately, they never made it to town hall. Nancy Lucier contacted the owner of the building and a tenant in the building. No one knows who the person is that signed for them. A new set will be dropped off to the town clerk. The final plan information will be included in the draft approval and signed at the next meeting.
4. Status of As-Built Plan Review (Checkerboard, 216 West Boylston Street) – Tabled to January 11, 2017.
5. Nuha Circle Subdivision Bond/Covenant and Status of Project – The bond is in place and four occupancy permits have been issued.
6. Update regarding Town Comprehensive and Master Plan – Mr. Olson spoke with the Town Administrator about updating the Master Plan, Comprehensive Plan and General Bylaws and what is required from this board. She said one of her administrative 2017 goals is to find out what the Town Wide Planning's mission is and to get it completed. She will attend the February 22, 2017 meeting at 7:00 p.m.

7. Mr. Vignaly spoke with the Town Administrator and Nancy Lucier regarding license renewals. They are aware that the Planning Board has had issues regarding compliance with zoning for properties that are issued liquor licenses. The Board of Selectmen will be issuing permits this year but will work with the Planning Board on these issues so they are cleared up before issuing licenses next year.

Mr. Vignaly questioned Flagg RV and the size of the building. It is twice as big as what was stated in the July PB meeting minutes, but there was no Site Plan Review completed. Mr. Frieden said they were going to build onto existing building and tear down the smaller one. Mr. Vignaly said it is a non-residential building and therefore requires a Site Plan Review.

**New Business and Review of Correspondence/Emails Received:**

1. Advisory Letter to ZBA regarding Petition (264 Prospect Street) – Mr. Olson excused himself so as not to have a quorum of ZBA members. The application is before the ZBA for a Special Permit to reduce frontage. Four house lots are allowed; they want to reduce the required 150' of frontage per lot to create six lots. It is in the Aquifer Protection District and abuts Water District land where the Lee Street well is located. The draft letter was reviewed. Mr. Frieden made a motion to approve the letter as written; Mr. Vignaly seconded; all voted in favor; motion approved. Ms. Carlson will forward it to the ZBA Chair.
2. The board approved the 2017 Planning Board Meeting Dates. They will be forwarded to Karen Pare for posting on the web.
3. Paul Conger PB request regarding Prospect Street change – Mr. Vignaly said he visited the site and it appears that the sight distance to the south is not adequate. This could be corrected by cutting back the slope from the roadway on his property. Mr. Conger would simply need to request permission from the town to regrade the shoulder of the road and he could correct it. He will be invited to attend the January 25<sup>th</sup> meeting.

Reports from Other Boards – None tonight.

Citizens' Comments – None tonight.

There were no invoices for payment tonight.

Mr. Barur Rajeshkumar made a motion to approve the 11/9/16 141 Sterling Street Public Hearing Minutes; Ms. Carlson seconded; all voted in favor; motion approved. Mr. Frieden made a motion to approve the 11/9/16 100 Century Drive Public Hearing Minutes; Ms. Carlson seconded; four members voted in favor; Mr. Barur Rajeshkumar abstained; motion approved. Mr. Barur Rajeshkumar made a motion to approve the 11/9/16 Regular Meeting Minutes; Ms. Carlson seconded; all voted in favor; motion approved. Ms. Carlson made a motion to approve the 11/30/16 141 Sterling Street Public Hearing Minutes and the 11/30/16 Regular Meeting Minutes; Mr. Rajeshkumar seconded; all voted in favor; motion approved.

A motion was made by Ms. Carlson to adjourn; Mr. Rajeshkumar seconded the motion; all voted in favor; motion approved. The meeting adjourned at 11:01 p.m.

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

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

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