



**MEETING MINUTES**  
**February 8, 2017**

Chairman: Christopher Olson

Members Present: Marc Frieden, Vincent Vignaly, Cheryl Carlson

Members Absent: Barur Rajeshkumar

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 7:02 p.m.

Discussion with Town Administrator regarding the Town Comprehensive and Master Plans and Role of Town-Wide Planning – Mr. Olson said it is his understanding that there are two different plans; the Comprehensive Plan which under the General Bylaws has to be updated every five years, and the Master Plan which was fully updated in 2005. He asked Ms. Scheipers for her thoughts on how to move forward with both of them and what we hope to ultimately achieve. Ms. Scheipers said her understanding of the process after speaking with current members of the Town Wide Planning Committee, past members and the former Town Administrator, that the role of the TWPC, based on its charter, is to ensure there are some long-term and short-term goals put together for the community, and the TWPC should be working with various boards and committees to incorporate those plans into a Comprehensive Master Plan. Before the previous Town Administrator left, the TWPC was updating various chapters of the then existing Master Plan and trying to work with the appropriate boards and committees to get the necessary updates. She was approached by a resident, Jean Costello, who helps ensure proper process management for these types of projects which helps ensure citizen involvement in the process of updating goals in developing town wide plans. Ms. Costello brought forward a concept that in moving ahead with the next update, we approach it differently. The Master Plan as it exists today is very complex; it is a large document. Ms. Costello suggested that the TWPC work with the boards and committees to create a document that is leaner and still meets the mandates of what a Master Plan needs to be, but takes the historical information and uses it as “referred to” material, e.g., appendices. More importantly it would be available on the website referencing the materials so the individual chapters are not such large detailed documents; it is formatted and identifies what the issues are, goals to be achieved, actionable items that can be assigned to appropriate staff or committees, and makes it a document much easier to read and more user-friendly. Ms. Costello has reviewed various Master Plans and created a template that can be used when meeting with the specific committee and community and possibly make it 2-3 pages with references to other materials. There is a meeting with the Economic Development Committee for a trial run on February 22<sup>nd</sup>. If it works, she will be reaching out to the other committees and boards with the format to schedule meetings. It will not be a quick process; we want to make sure we get citizen involvement in the discussions and make use of social media for communication. When public hearings are held there is not a great deal of attendance. We want to find ways for people to actively discuss the issues that might not require attendance at meetings. The TWPC recognizes their role and responsibility to work with all the boards/committees to make sure the chapters are what we need moving forward. It is a tool for boards and committee to use for implementation.

Mr. Frieden said a shorter document will be more useful and easier to keep updated. Mr. Vignaly said he believes the intention when the bylaw was created was that the Town Wide Comprehensive Plan, which is different from the Master Plan, is more flexible, leaner and more responsive to what is going on with current conditions and standards; the Master Plan was going to be the background information used for developing it. The Comprehensive Plan was supposed to go to town meeting every five years so residents would be updated. It is a good idea to follow the guide that is in our general bylaws, and refer to it as a Town Wide Comprehensive Plan. It doesn't have to meet the standards of a Town Wide Master Plan; we can make it be whatever we want it to be; it is constantly changing. He asked that the TWPC should look at the whole picture and incorporate all the ideas together to determine priorities, not simply create a wish list of disconnected thoughts. Ms. Scheipers agreed and thinks Ms. Costello is getting them to recognize that the benefit of this is not so much the document we end up with, but the process that we take. Involvement between various boards and committees is the key to making sure it is a working document. The TWPC also talked about the fact that as we go through this slow process and improve communication, there will be things along the way we will discover we find don't work. Her goal is, for those things that can be changed, that we should all commit to change them when we find them.

The plan is also intended to incorporate Capital Planning as well. Mr. Vignaly asked how that works, has anyone been looking at the big picture, for example, the Mixer site is now considered the new Senior Center site; but what happened to the past Open Space Committee's recommendation that the fields and playground be renovated for the neighborhood? Ms. Sheipers said we look at each project to determine if it is something we can fit within our existing tax levy, or is it something that needs to be proposed to be funded outside the tax levy, e.g., the police station is a project that was determined to borrow funds outside of the tax levy. For the term of that loan, that will be additional tax money that is levied to resident's assessment for the 20 years of borrowing. There are some projects that we can keep with the operating budget and keep the debt within our tax levy; some may need to be half/half. We can also find creative ways to do certain projects. Every town has limits as to what is the appropriate level of debt that a town can afford; our debt capacity is low. We do have capacity, but it is a question of what the town wants to take on as additional debt; how much are people willing to increase their tax bills. She said the different user groups will need to weigh in to help prioritize and what it means in terms of costs and options. Mr. Vignaly said the boards he has been involved in have not had an invitation to go before or listen to the talks of what others consider the highest priorities, what is included, and how they are prioritizing.

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

1. 90 Sterling Street (Big Daddy) Certificate of Site Plan Approval and Special Permit for more than 4 multi-family units – Craig Wambolt said one soil test was done and VHB received the information. There two tests pending. Mr. Olson reached out to Town Counsel regarding the ZBA Special Permit and it was confirmed that it is the Zoning Enforcement Officer who interprets the scope. The letter and testimony Mr. Herget provided that he agreed with Big Daddy's position that though the ZBA's Special Permit only specifically allowed the 16 units, he believed it granted Big Daddy other zoning non-conformities including more than 2 habitable dwellings and increased bedroom count at the site. Mr. Frieden made a motion to grant a Special Permit to Big Daddy, 90 Sterling Street, for a multi-family use with more than 4 units under Section 3.2.B.3 of the Zoning Bylaws; Ms. Carlson seconded; all voted in favor; motion approved. Mr. Frieden made a motion to approve a Certificate of Site Plan Approval and Stormwater Management Approval to Big Daddy for the 90 Sterling Street project; Ms. Carlson seconded; all voted in favor; motion approved.

Craig Wambolt said they would like to have a sign showing what the community will look like and what is coming soon. He was told he had to comply with zoning and Mr. Vignaly will email him sign information.

2. 141 Sterling Street (Police Headquarters) – Plans were not received. Updates have not been received per the approval letter. Tony DeLuzio (Cardinal Construction) came in. He said Reinhardt Associates has merged with another company. Mr. Frieden said the PB was not going to have our engineer monitor construction because the builder/inspector was going to provide weekly/monthly updates. Mr. DeLuzio said the FISP Committee was confused with the construction letter. The first item waives the majority of the construction inspection fee of \$3,000 to \$500. Mr. Vignaly explained that the fee was \$3,000 but the board voted to reduce it to \$500. It includes inspections and the as-built plan review. Mr. DeLuzio said they have a Clerk of the Works on site. They also hired a third-party testing engineering firm, Yankee Engineering. He will put the board on the list of distribution. Regarding the pre-construction meeting, they already have foundations and drainage in. He said they have meetings every Monday at 11:00AM. Mr. Frieden noted that work has been ongoing and the approval letter required monthly updates and inspections as noted in the construction letter, but the board has received no notifications and the plans have not even been submitted for signature. Mr. DeLuzio will follow up with an email regarding the meetings. The construction letter talks about the inspection work....the following list of items be completed by a member of the Planning Board or VHB if needed....the FISP Committee wanted to know who determines “if needed”; the board responded that the Planning Board does, unless there is something that needs special experience, at which time VHB would be requested to assist. The board will try to use the inspectors on board before spending outside money. The board does want a review by an engineer stating and eventually certifying/stamping a plan that the work is acceptable. The paving operations and ADA compliance comes later and they will provide affidavits from the engineers and architect. Mr. DeLuzio said they keep extensive report documentation. They keep everything on an electronic project management system (Procore). He will create a log-in for the board where they can review the entire project.
3. Review of Incentive Zoning Bylaw (Section 3.10) for Affordable Housing – No update tonight. Tabled to February 22<sup>nd</sup>.
4. Continued discussion regarding update/corrections to town Zoning Bylaws – Table to February 22<sup>nd</sup>.

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

1. Informal discussion for a proposed plan for a building in the Worcester Corporate Center for the Girl Scouts (Suzanne Smiley) – Ms. Smiley is the Chief Operating Officer for the Girl Scouts. They are looking to relocate from their building on Gold Star Boulevard. They are looking to create a new lot and purchase property on Century Drive (proposed Lot 53) in the Worcester Corporate Center. She said they are carving out a lot for them. She was told that no filing has come before the Planning Board to create the lot yet. The building will be a single-story 7,400 square feet. A variance would be needed for parking location. Mr. Vignaly said he remembers an agreement that when the board extended the last subdivision approval, the next tenant will build the road out. Ms. Smiley said they have not talked to her about that and the Girl Scouts will not build a road. She said there is a stormwater management plan for the development. She was told that current DEP stormwater management standards must be met for the impervious area they are

creating. She should try to obtain a copy of the originally-designed drainage plans so that the drainage on the new lot can be shown to comply with the current standards. Ms. Smiley will review all the information to see if the project is still feasible.

2. The Policy regarding Locking Town Hall was reviewed.
3. Annual Development of the 2018-2022 TIP Project Listing – Mr. Vignaly said we want to be on the list. The Transportation Committee talked about connecting Hartwell Street to Route 140. It should be considered and evaluated to see what needs to be done to make it happen. It would solve the problem of trucks going through the residential area of Maple Street and improve the traffic pattern at the Route 140 intersections. Mr. Frieden will speak with the Transportation Committee Chairman, Larry Salate.

Reports from Other Boards – Mr. Vignaly said the Open Space Implementation Committee met. A link to the final draft of the Open Space and Recreation Plan Update will be put on the town's website. On February 28<sup>th</sup> at 6PM there will be a public forum for feedback; he hopes it will also include a call-in feature to encourage more feedback.

Citizens' Comments – None tonight.

There were no invoices for approval tonight. Ms. Carlson made a motion to approve the January 11, 2017 Draft Public Hearing Minutes (70 Hartwell Street); Mr. Frieden seconded; all voted in favor; motion approved. Mr. Vignaly made a motion to approve the January 11, 2017 Draft Public Hearing Minutes (90 Sterling Street); Ms. Carlson seconded; all voted in favor; motion approved. Mr. Frieden made a motion to approve the January 11, 2017 Regular Meeting Minutes; Ms. Carlson seconded; all voted in favor; motion approved.

ZBA Informational Petition for 363 Prospect Street (Variance & Hearing from a Denial of a Permit issued by the Building Inspector – Mr. Olson recused himself since he is a member of the ZBA. The board felt the hardship standard could not be met to allow storage of more than one unregistered vehicle and many containers, but the petitioner should be given a reasonable schedule to follow regarding the removal of the stored vehicles and materials. Ms. Carlson will draft a letter to be sent to the ZBA Chair.

A motion was made by Ms. Carlson to adjourn; Mr. Frieden seconded the motion; all voted in favor; motion approved. The meeting adjourned at 9:22 p.m.

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

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

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