



MEETING MINUTES
May 10, 2017

Chairman: Christopher Olson

Members Present: Marc Frieden, Vincent Vignaly, Barur Rajeshkumar (arrived at 8:41 p.m.)

Members Absent: Cheryl Carlson

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 7:00 p.m.

208 Beaman Street (Public Safety Emergency Communications Radio Tower) – The board signed the 11"x17" plans provided by Mr. Cromack.

137 Shrewsbury Street (Amended Site Plan and Proposed Drainage Work) – Before proceeding, Mr. Fuller was informed that DCR is an abutter and Mr. Vignaly is an employee of the DCR. Mr. Fuller chose to proceed and have Mr. Vignaly take part in it. Mr. Fuller was unaware that he was not in compliance with the PB. He said revised plans were submitted to the Planning Board in October 2016 and he never received a reply from the board on the drainage plans submitted on January 11, 2017. He submitted all the information to the Building Inspector and received a building permit on February 23, 2017. There was a disconnect with the Building Inspector. Mr. Fuller has recently contacted VHB and emailed everything to him. Mr. Olson said Mr. Amico is aware of the urgency for the review. The Planning Board clearly explained that the work proceeding before the design is reviewed and approved by the board is "at risk". Brian Marchetti (McCarty Engineering) said the drainage plan is the same design as was done for 70 Hartwell Street and feels it should be adequate. He was advised to have VHB on site to verify and monitor the work. A pre-construction meeting is also needed. He will follow-up with VHB. The review fee for an amended site plan is \$800 with an application fee of \$600. Mr. Vignaly made a motion to reduce the application fee from \$600 to \$300; Mr. Frieden seconded; all voted in favor; motion approved.

With regard to the ANR Plan, Mr. Fuller was again informed that DCR is an abutter and Mr. Vignaly is an employee of the DCR. Mr. Fuller chose to proceed and have Mr. Vignaly be part of it. Having adequate frontage and access, Mr. Vignaly made a motion to endorse the ANR Plan for FHE Enterprises, LLC to transfer Lot Y-2 to Lot Z as shown on the Plan of Land in West Boylston MA, Shrewsbury Street, owned by CLT Park LLC, dated May 6, 2017; Mr. Frieden seconded; all voted in favor; motion approved.

184-186 West Boylston Street (discussion of final drainage conditions) – Mr. Surabian said the second curb opening at the entrance was a mistake by the paver and it will be fixed. Mr. Olson forwarded the September 14, 2016 Meeting Minutes to Mr. Surabian who considers the matter closed. Mr. Vignaly said the meeting minutes did not reflect that everything was acceptable; the board had questions on drainage and had asked for more drainage information and they were going to address a change to the

sidewalks to gain access to the yogurt shop and Cumberland Farms. No information regarding these has been submitted. Mr. Frieden said the last time Mr. Surabian came in he was told that his site plan was null and void and needed to be updated because it was broken off and a portion was given to Cumberland Farms; a condition of the Cumberland Farms SPR noted this. The board reviewed a revised entrance layout, but no SPR has been filed. Mr. Olson will contact the Building Inspector and ask that he provide the board with background information regarding an approved SPR on this site, an as-built plan and engineer certification on the site plan review, and documentation of adequate drainage and sidewalk conditions before issuing a Certificate of Occupancy for the yogurt shop. We need an approved plan and evidence that it was built according to the plan. Mr. Frieden suggested we make a specific request of Mr. Surabian. Mr. Olson agreed and said the approval letter he received with Cumberland Farms has a condition that the board needs to see the final as-built and have a final review before he receives an Occupancy Permit. He needs to show as part of the as-built what the proposed drainage treatment is supposed to be and show that it has been implemented. Mr. Vignaly said the proposed liquor store was paved but does not think they completed the drainage in the area west of the liquor store. They changed the front portion where Cumberland Farms is. Cumberland Farms addressed the drainage on their site. The altered area behind Cumberland Farms and the southern lot still go into the old drainage which he does not think was completed per approval. The board needs to see the approved plans for the proposed liquor store from 2011 (pre-Cumberland Farms). Mr. Olson will follow up. Dave Femia thinks parking will be an issue because of the tight quarters.

Old Business/Outstanding Issues/Follow-Ups:

1. Discussion of Completion of SPR Process and Improved Coordination with the Building Department – The board did receive some copies of Certificates of Occupancy. The Building Inspector has not provided the as-builts or Certificates of Completion from the engineer as required by Zoning. What did he base the Certificate of Completion on? With regard to 99 Hartwell Street, it is still under construction and they changed the whole front of the building without getting Site Plan Approval. Mr. Diverdi reached out to Mr. Olson and was under the impression that because he had the Certificate of Occupancy from the Building Inspector that the Site Plan Review process was completed and any changes to the parking lot were under the authority of Building Inspector. Mr. Olson told him we would need updated plans and do a final as-built review; a new SPR is needed because more than 15 spaces will be altered in the front. There are changes in the access and layout. VHB will have to review it. If Mr. Diverdi believes the SPR is closed, he will need to submit a new SPR application which could be more costly than an amended SPR. Mr. Olson will send an email to the Building Inspector and copy Mr. Diverdi, the Town Administrator and Sheryl Keddy.
2. Comprehensive Town Wide Plan (Land Use Chapter) Update – Sue Meola left a template of the Economic Development section that she worked on. She said the section shows the format for the different chapters and includes sub-headings and a link to access topics. The key is organization. She said should the board have any questions to contact her because she is the liaison. Mr. Olson provided an updated chapter for review. It will be on the next agenda.
3. Consideration of Board's Endorsement of Senior Center Project – Many issues were discussed including the overall cost, does the cost include Site Plan Review and other requirements under the Zoning bylaws by town boards, the choice of a building, the size, and the need for a requirement to apply for grants. The presentation should show all the work that has been done to justify the cost.

After lengthy discussions, Mr. Frieden made a motion to recommend approval of the Senior Center Article; Mr. Rajeshkumar seconded; all voted in favor; motion approved.

New Business and Review of Correspondence/Emails Received:

1. ANR Plan for 111, 113, 115 Shrewsbury Street (Larrabee) – Sue Larrabee explained the research that was done, what was being conveyed, and included documentation with the Form A. She was told to check with her attorney about “checker boarding” to make sure the land does not get put together and changed back into one lot. Mr. Frieden made a motion to endorse the Plan of Land in West Boylston MA, Parcel 1 owned by William D. Larrabee & Melanie A. Larrabee and Parcel 2 owned by Jean Beaulac, James P. Larrabee, William D. Larrabee & Joy E. Larrabee dated April 27, 2017; Mr. Vignaly seconded; all voted in favor; motion approved.
2. Larrabee concerns regarding buffer between 115 Shrewsbury Street and 137 Shrewsbury Street – Sue Larrabee had concerns with the view of the storage facility; the plantings will be 15’ apart. She would like to request they decrease the distance between trees to 8’ to provide a better buffer. She was informed that Mr. Fuller will be before the board soon with an Amended Site Plan and it can be addressed at that time.
3. Inquiry regarding ANR for 11 Marsh Hawk Way – James Kaufman explained that he would like to divide his lot to build a single-family residence. It appears he has enough frontage and access to do that. It was also suggested he contact Colin Novick of the Greater Worcester Land Trust prior to surveying so see about donating the rear part of the land that abuts the Pine Glen property for a tax credit.
4. Site Plan Review Application – Bethlehem Bible Church (307 Lancaster Street) – Scott Goddard was present. The proposed work is for the expansion of the parking lot and stormwater upgrades. The review fee is \$5,000 and the application fee is \$1,200. Mr. Goddard requested a reduction of the application fee. After discussions, Mr. Vignaly made a motion to reduce the application fee of \$1,200 to \$600; Mr. Frieden seconded; all voted in favor; motion approved. The board accepted the application and the Public Hearing will be held on June 28th at 7PM.
5. An updated drainage plan for the Police Station was received from Tony DiLuzio. Mr. Olson will request he attend the next meeting to explain the changes and submit the monthly progress reports to the board as required in the approval.

Reports from Other Boards – Mr. Frieden said the Affordable Housing Trust met. They are going to review the draft letter and are moving forward with the lottery for North Main Street. There will be a preference list created. The Transportation Committee met and discussed the Complete Streets Program. They are 70% along with the prioritization plan. The priority area is within two miles of the town schools. CMRPC is finalizing the document that will go before the Board of Selectmen for approval. Mr. Vignaly asked if the Planning Board could review the plan before going to the Selectmen. There is an existing sidewalk plan that was prepared for the 2009 Open Space and Recreation Plan which is to be updated. CMRPC was requested to provide the update for the Open Space and Rec Plan. Mr. Frieden said they also plan to connect and repair existing sidewalks; the plan is to connect all the sections. Mr. Vignaly thinks it is a good idea, but an updated sidewalk plan will provide clarity.

Citizens' Comments – None tonight.

There were no invoices for payment tonight. Mr. Frieden made a motion to approve the April 26, 2017 Regular Meeting Minutes; Mr. Vignaly seconded; all voted in favor; motion approved. The April 26 Public Hearing Minutes for 208 Beaman Street were tabled to May 24th.

Mr. Frieden made a motion to adjourn; Mr. Rajeshkumar seconded; all voted in favor; motion approved. The meeting was adjourned at 10:29 p.m.

Date Accepted: _____

By: _____

Vincent Vignaly, Clerk

Submitted by: _____

Melanie Rich