

**GROTON PLANNING BOARD**  
**MAY 15, 2008**  
**MINUTES**

Vice Chairman Wilson called the meeting to order at 7:30 PM in the Town Hall

Members present: Wilson, Capes, Eliot, Hess, and Perkins

Member absent: Barringer and Giger

**CHAPTER 43D REPORTS**

Selectman Fran Dillon, Highway Surveyor Tom Delaney, GELD Manager Kevin Kelly, Water Superintendent Tom Orcutt, Nashua River Rail Trail representative Fran Stanley, Gary Hebert of Fay, Spofford & Thorndike, Chris Naylor of Nitsch Engineering and Peter Flinker of Dodson Associates were present.

**Streamlined Permitting** – Member Perkins reported that the Streamlined Permitting Committee and Land Use Departments staff completed the task to streamline the permitting process, and to prepare the permitting guidebook. She said the Committee will continue to work with the IT Committee on the permitting software as described in the change order approved by the Interagency Permitting Board on May 14, 2008.

**Design Guidelines** – Vice Chairman Wilson described the Design Guidelines which are 95% complete. The Committee is working with Peter Flinker of Dodson Associates on the final edits to the documents. He said the captions are very important and must be carefully worded to point out certain features shown in the photographs. The Committee will meet with Mr. Flinker on May 20, 2008 to complete the guidelines.

Member Capes asked if LEED certification is required. Mr. Flinker said the LEED checklist is included as a reference.

Mr. Kelly asked about the configuration of Broadmeadow Road, Station Avenue and Court Street. Vice Chairman Wilson said the road configuration in the Design Guidelines is not a prescriptive street layout –it shows what is desirable to ensure long-term viability of the Station Avenue Overlay District (SAOD).

Highway Surveyor Tom Delaney said the Town can work with the developers by applying for Public Works-Economic Development (PEWD) grants to improve infrastructure in the SAOD.

**Parking and Traffic Calming** – Highway Surveyor Tom Delaney reported that the Committee worked with Gary Hebert of FST on the traffic calming recommendations contained in the final report. The report includes recommendations on Playground Road issues which should be addressed when Station Avenue is redeveloped. Mr. Delaney recommended that the access onto Main Street be eliminated.

Mr. Hebert said there are 467 existing parking spaces within the SAOD as shown on the inventory. He said the Town must work with developers to be sure the speed in the SAOD is 15-20 mph, not 30 mph. Many measures could be taken to help slow down traffic in the area. More landscaped, green space could be provided to reduce the amount of impervious surface. There are opportunities to provide angle parking along the street.

May 15, 2008

Page 2 of 2

**Infrastructure Evaluation** – GELD Manger Kevin Kelly reported for the Infrastructure Evaluation Committee. He said the Committee worked with Chris Naylor of Nitsch Engineering to prepare the report. Mr. Naylor said the report is still in draft form, pending corrections in the Groton Water Department numbers that will be incorporated within a week. Nitsch Engineering conducted fire flow tests under the supervision of the Water Department. Mr. Naylor distributed a summary of recommendations to the Board (see attached).

Member Capes asked if the work of the Parking and Traffic Calming Committee and the Infrastructure Committee were well integrated. Selectman Dillon said each committee made its own recommendations, and it is up to the Planning Board to decide which recommendations to follow.

Member Eliot asked that the consultants review each other's reports and check for any inconsistencies. They all agreed to do so.

**Marketing Studies** – Member Capes reported that the Market Studies Committee is also concerned about the number of parking spaces based upon the ratio of mixed uses. He said parking and the economic feasibility of the SAOD are important considerations. The Committee is working with MassDevelopment and RKG Associates on a market analysis. Craig Seymour of RKG Associates will quantify supply and demand of local products and services so the Town can determine what type of businesses the local economy will support.

The Committee is compiling the results of the resident survey and business survey. In addition, the Committee will interview 15 selected business owners.

The Board thanked everyone for the excellent job on all projects.

Meeting adjourned at 8:45 PM

Respectfully submitted,

Michelle Collette  
Town Planner