

**GROTON PLANNING BOARD  
APRIL 8, 2010  
MINUTES**

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

Members present: Capes, Burke, Giger, Perkins, and Wilson

Members absent: Barringer and Hess

**PERMITTING SOFTWARE**

The Board discussed the Town's web site and the permitting software funded by the Commonwealth of Massachusetts Chapter 43D grant. Members Giger and Wilson will meet with the IT Committee and ask for a progress report.

**PUBLIC HEARING – SPECIAL PERMITS, 698 TOWNSEND ROAD**

The Board received a request from applicant James Casella of Nashoba Homes to continue the public hearing when all seven members would be present.

The Board received a memorandum from the Zoning Board of Appeals regarding the special permit granted under Section 218-27B Subsidized Elderly Housing to Nashoba Homes for the four unit project.

The Board voted unanimously to continue the public hearings on April 22, 2010 at 8:15 PM as requested by the applicant.

**ROCKY HILL SUBDIVISION WAIVER**

The Board received a letter dated March 10, 2010 from R. Wilson Associates requesting a waiver of the slope requirements for the cul de sac on Cardinal Lane in the Rocky Hill subdivision. Nitsch Engineering reviewed the plan and submitted a report dated April 7, 2010.

The Board determined that the minor revision should be treated as a field change and does not require modification of the definitive plan.

The motion was made by Wilson to grant the waiver of Section 381-10E(3) as a field change for the cul de sac on Cardinal Lane (Stations 0+00 to 6+70.97) as shown on the plan entitled, ""Rocky Hill Common Septic System Sewer Plan & Profile for Lots 13, 14, 15 & 16, Cardinal Lane in Groton, Mass.," prepared by R. Wilson Associates, dated January 29, 2007, with revisions through March 8, 2010, with the following conditions:

1. The plan should be revised to show safe stopping distances as recommended by Nitsch Engineering.
2. The title of the plan should be revised to avoid confusion in the future.

The motion was seconded by Giger and passed unanimously.

**REQUEST TO MODIFY MONARCH PATH DEFINITIVE PLAN**

The Board received a request from abutters Russell Broz and Ellen Weber to hold a public hearing to consider modifications to the Monarch Path definitive plan to address serious

flooding problems in their yard. The Board received a chronology of flooding conditions as a basis for the Broz-Weber's request.

Town Planner Michelle Collette noted that modifying the definitive plan at this stage would be more straightforward because the lots have not been released from covenant or sold to date.

The Board determined that the plan should have a peer review by another consulting engineer since Nitsch Engineering reviewed the original submission.

The motion was made by Perkins to schedule a public hearing to consider possible modification of the Monarch Path definitive plan and that the Board request peer review by a professional engineer/hydrologist. The motion was seconded by Burke and passed unanimously.

### **COMPREHENSIVE MASTER PLAN UPDATES**

Board members reported on work by the Master Plan Advisory Groups:

**Housing and Cultural Resources** - Member Perkins reported that the Advisory Group will meet on the first and third Mondays of the month from 5:30 PM to 7:00 PM. The group is working on the cultural resources section first and will address housing issues in the fall as indicated on the Community Opportunities Group schedule.

**Land Use** – Member Burke reported that the next meeting will be held on April 27, 2010. The group reviewed the questions and discussed the importance of policy decisions that will be based upon the Master Plan.

**Community Services and Facilities** – Member Giger reported that the group discussed the questions and will interview the various Town Departments. He said more guidance from Community Opportunities Group is needed on what deliverables are expected. He said the Board should determine if it is looking at projections for 10, 20 or 30 years. The next meeting will be held on April 16, 2010.

**Sustainability** – Member Wilson reported that the group has not met yet. The first meeting will be held on April 12, 2010 at 7:30 PM.

**Transportation** – Chairman Capes said the group met twice with full attendance. The group will meet with Gary Hebert of Fay, Spofford and Thorndike on April 21, 2010.

Chairman Capes summarized the tasks of the Advisory Groups including:

1. Assist with outreach for the May 13, 2010 public forum;
2. Review the Goals and Objectives of the 2002 master plan to determine if the objectives have been accomplished or whether they are still relevant;
3. Respond to questions prepared by Community Opportunities Group (COG);
4. Review draft text of the various elements prepared by the consultants.

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The Board will request that COG spell out the deliverables for each group to keep everyone focused.

Member Burke suggested that the Advisory Groups wait until after the discussion at the May 13<sup>th</sup> public forum to review the goals and objectives from 2002.

The Board discussed methods for public outreach to promote the May 13, 2010 forum including:

- Personal contact – everyone should bring a friend or two
- Post flyers at public buildings and local businesses
- Place an advertisement or flyer in the newspaper
- Letters to the editors
- Notice in Community Events section of the newspapers
- Announce at Selectmen's meetings and the "Around Town" cable access show
- List on Cable TV Channel 40 notices
- E-mail distribution and other electronic media such as "The Groton Line."
- Distribute flyers at events
- Place sandwich boards in strategic locations

Action items:

Member Wilson offered to print 50 color flyers for posting. Grey tone flyers will be copied in Town Hall.

Member Wilson will call the newspaper to inquire about placing an advertisement or flyer in the newspaper

Chairman Capes will ask Jane Bouvier about "Around Town" and will follow up with Art Campbell about electronic distribution.

Member Giger will embed flyer in an e-mail message for easier distribution.

All members will ask their Advisory Groups to draft letters to the editors.

Town Planner Michelle Collette will prepare a list of upcoming events where flyers could be distributed.

Meeting adjourned at 9:15 PM.

Respectfully submitted,

Michelle Collette  
Land use Director/Town Planner