

**GROTON PLANNING BOARD**  
**January 20, 2011**  
**MINUTES**

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

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

Members absent: Barringer and Giger

**SITE PLAN REVIEW – HOLLINGSWORTH & VOSE**

The Board reviewed the site plan submitted by Hollingsworth & Vose for a temporary office trailer. Attorney Robert Collins represented the applicant at the meeting.

Attorney Collins said the Research and Development (R&D) building will be renovated and new offices will be added in the future. The applicant would like to add a temporary trailer (24' x 60') to use as offices when the renovations are underway. No new employees will be hired. No new parking spaces will be added. The trailer will be connected to the existing fire detection and fire suppression systems. The temporary trailer will not be visible from Townsend Road.

Attorney Collins said he spoke with the Fire Chief about his concerns. The trailer will be connected to the existing fire detection and fire suppression systems.

Chairman Capes read the comments from the Fire Chief. Attorney Collins said fire trucks have access around the building. H&V will remove trees, if required by the Fire Chief.

Member Parent asked if the proposed temporary trailer is in addition to the new building for the drying equipment. Attorney Collins said, "yes," another application for Site Plan Review will be submitted for the building with the drying equipment.

Member Burke asked where the temporary trailer would be located on the site. Attorney Collins said it would be on the southerly portion of the site to the left of the knoll.

Member Burke said he hopes mature trees will not have to be removed for construction and access to the trailer. Attorney Collins said there are no mature trees in the area – only shrubs.

Member Burke asked if the trailer would be on a foundation. Attorney Collins said, "no," it will be on blocks.

Chairman Capes asked if the trailer would be connected to the existing building. Attorney Collins said, "no," there will be a one-foot separation between buildings. All utilities will be connected.

Chairman Capes asked about runoff from the roof. Attorney Collins said the runoff will drain into the gravel soils on site.

The motion was made by Perkins, seconded by Wilson, to approve the Level I site plan entitled, "Hollingsworth & Vose, 219 Townsend Road, Temporary Office," as described in the letters from Attorney Robert Collins dated December 22, 2010 and January 19, 2011, including attached sketches, with the following conditions:

1. The fire detection and fire suppression systems must be reviewed and approved by the Fire Chief prior to issuance of a building permit.

2. The Fire Chief must review and approve emergency vehicle access around the proposed temporary office building prior to the issuance of a building permit.
3. The only additional lighting will be at the proposed entrance to the temporary office building. Lighting shall be shielded downward so it does not intrude onto other properties or public ways as required in Section 218-25H(1)(j).
4. The proposed temporary office trailer is subject to a special permit from the Zoning Board of Appeals pursuant to Section 218-33C Temporary Permits.

The motion passed unanimously.

### **COMPREHENSIVE MASTER PLAN UPDATE**

The Board met with Angela Insinger of Community Opportunities Group (COG) to discuss the details about the work session on February 12, 2011 at 9 AM at the Groton Senior Center. The Board received draft goals, dated January 18, 2011, and a memorandum from COG, dated January 19, 2011.

Ms. Insinger said the Board must determine what the overall goal of the work session is. She asked if the Board wants to conduct a process to review, clarify and refine the draft goals. Does the Board want to identify overlapping or conflicting goals. Does the Board want to reach consensus on which goals to include in the plan.

Member Wilson said the work session should accomplish all of the above. Ms. Insinger said that may not be attainable in one forum. She suggested that the work session recommend which goals should be included in the Comprehensive Master Plan. the Board could review the goals in advance and determine where there is overlap. The Board agreed and scheduled discussion of the goals for its meeting on January 27, 2011. The forum should focus on the clarity of the goals and decide which goals should be included and which goals should not.

Member Perkins said it is important to find out what the participants' priorities are. Ms. Insinger said people will be asked to select their top three priorities at the end of the session.

Ms. Insinger asked whether the Advisory Groups and goals would be mixed up or would the groups and goals of each element be kept together.

Member Burke said many of the goals are not really goals. They should be vetted first to be sure they are goals and not objectives. Ms. Insinger noted that the goals will continue to evolve and may change in the future.

Member Perkins said the Advisory Groups spent a long time working on the goals. The forum is an opportunity for other people to review the goals and make recommendations to the Planning Board. She added that the Board must give clear direction to all the participants about what is expected. It is up to the Board to set expectations.

Member Parent asked how the Board will handle conflicting goals and how to reach agreement. He said he would prefer mixing the groups and goals rather than keeping elements together.

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Chairman Capes said the Board must be clear about what it wants to accomplish. He said the participants should be asked to review clarity and content of each goal and a recommendation on whether or not the goal should be included. He said he thinks the goals should be mixed and the tables should be mixed as described in COG's proposal #2 (see January 19, 2011 memo). He stressed that it is important for the Board to receive comments in order to make decisions about the goals. People must understand that the work session will not result in final wording and that the goals will not be ranked. He said the exercise with people selecting three top goals at the end of the work session will show where the priorities are.

The Board agreed that the goals and participants should be mixed. Each table should review the goals and recommend whether to include the goal, include the goal with revisions, or not include the goal (if not, why). The participants will be asked if the goal is clear and if the goal has benefits to the Town, if there are objections to the goal, what the trade offs are, and what issues should be addressed.

Member Burke said the forum should begin with a summary of the work done to date. Ms. Insinger said they do not want to take time away from the work session. The Board agreed that it should be just a brief overview.

Member Wilson stated that the materials must be available in advance and the participants must do their homework and come prepared.

The February 12, 2011 work session will open at 8:30 AM for coffee and registration. The work session will begin at 9:00 AM with a brief overview of work done to date. The schedule will follow the outline in the COG memorandum dated January 19, 2011. COG will draft the invitation letter for the Board's review. Materials will be available for distribution on February 1, 2011. The snow date will be Saturday, February 19, 2011.

Meeting adjourned at 10:00 PM

Respectfully submitted,

Michelle Collette  
Land Use Director/Town Planner