

## TOWN OF GROTON PLANNING BOARD

May 31, 2018  
Meeting Minutes

A meeting of the Planning Board was held on Thursday, May 31, 2018, at 7:00 p.m. in the second floor meeting room at Town Hall, 173 Main Street, Groton, MA 01450.

### Members Present:

Mr. Scott Wilson, Chair  
Mr. Timothy M. Svarczkopf, Vice Chair  
Mr. George Barringer, Clerk  
Ms. Carolyn Perkins, Member

### Members Not Present:

Mr. Russell Burke, Member  
Mr. Michael Vega, Member

### Also Present:

Mr. Takashi Tada, Land Use Director/Town Planner

### **Public Hearing**

#### ***Special Permit under §218-26, Flexible Development – 419 Old Ayer Road (Assessor's Parcels 221-19 & 221 & 20)***

Chairman Wilson pointed out that there were a few members missing at the meeting which made it difficult for them to proceed with the first agenda item, which was the public hearing regarding 419 Old Ayer Road. He said they were going to skip ahead to the next few items in the hopes that another member would show up and have the necessary number of members (5) to vote on a special permit.

### **Master Plan Implementation Committee Update**

Ms. Perkins stated that she and Mr. Tada had met regarding the MPIC. She said they were going to schedule a meeting on Thursday, June 21, at 6:30 p.m. She further said that she had sent an e-mail to the people who were appointed to the MPIC, which notified them that they were welcome to attend the meeting if they wanted to remain on the MPIC but they were at a point where they needed to move forward and re-configure the MPIC.

Ms. Perkins stated that she also spoke with Mark Haddad and she asked him to speak at the next Select Board meeting and inquire if someone from the Select Board wanted to participate.

Ms. Perkins also spoke with the Chair of the Conservation Commission, Mr. John Smigelski, and he suggested that she reach out to Conservation Administrator, Nik Gualco, because they were working on updating the Open Space and Recreation Plan (OSRP). She said that Mr. Smigelski suggested that

she speak to Ms. Eileen McHugh, member of the Conservation Commission who is closely involved in the OSRP update.

Ms. Perkins said that the next scheduled meeting was on June 21 and the next step was that she was putting together a list of people that they identified. She said they determined whom they thought should be interviewed and would reach out to them; allowing them an opportunity to answer some of those questions. She also asked if Mr. Tada would like to be a member of the MPIC because he had a lot of information regarding what was going on presently and how that applied to what was happening with the Master Plan.

Mr. Tada replied that he could most likely join the MPIC but the meeting dates and times may be a bit tricky. Ms. Perkins replied that they were going to try to stay with Thursdays.

Ms. Judy Anderson, a resident, asked if that meant that anytime Ms. Perkins would speak with Mr. Tada regarding something like she just did, it would have to be posted. She said as members of a committee, depending on how many people were on it, if it would be an open meeting issue. Ms. Perkins replied that was a very good question and she was not sure she knew the answer.

Chairman Wilson said if the purpose of the discussion was to set up a meeting or to organize the operations only, then it was not subject to the rules surrounding an open meeting. Ms. Perkins said as long as they were not deliberating, that was true.

Chairman Wilson stated that another big issue was helping everyone understand what the Master Plan was and what it meant. He asked if Ms. Perkins thought it would be helpful if they had some sort of executive summary. Ms. Perkins replied there was a summary and that was what they were working from.

Chairman Wilson asked if that summary gave a framework to understand the priorities. Ms. Perkins replied that it did.

Ms. Perkins stated that overall she felt they were moving forward but was open to suggestions or thoughts that anyone had.

### **Public Hearing**

#### ***Special Permit under §218-26, Flexible Development – 419 Old Ayer Road (Assessor's Parcels 221-19 & 221 & 20)***

Chairman Wilson opened the public hearing and Mr. Barringer read aloud from the Public Hearing Notice as summarized below:

In accordance with the provisions of Massachusetts General Laws, Chapter 40A, §9 & §11 of the Code of the Town of Groton, Chapter 218, the Groton Planning Board will hold a public hearing on **Thursday, May 31, 2018, at 7:00 p.m.** in the Town Hall (second floor meeting room) 173 Main Street, to consider the application submitted by Patricia A.

Madigan, Trustee, Patricia A. Madigan, Trust, for a special permit to utilize the provisions of Groton Center by-law, §218-26 – Flexible Development for Division of the property at 419 Old Ayer Road, into five lots as shown on the plan entitled “Special Permit, Lot Layout Plan, Old Ayer Road, Groton, MA, drawing number 5616, prepared by Ducharme & Dillis, Civil Design Group. The proposed sub-division is located on Assessor’s Map 221, parcels 19 & 20 on the easterly side of Old Ayer Road and northerly side Snake Hill Road.

Copies of the application plan are on file in the Planning Board office and the Town Clerk’s office at the Town Hall. The Town of Groton does not discriminate on the basis of disability and further, a signed translation of this public hearing will be provided for the hearing impaired upon request by contacting the Planning Board at 978-448-1105 at least one week prior to the hearing.

Chairman Wilson stated that the Board had opened the public hearing but needed to continue it to the next scheduled meeting of June 14, 2018, because there was a lack of a sufficient amount of members (5) to hear a request for a special permit.

Mr. Barringer made a motion to continue the public hearing to a date certain of June 14, 2018, at 7:00 p.m. Ms. Perkins seconded the motion.

#### **Discussion:**

Ms. Perkins asked if everyone at the table planned on attending at the June 14 meeting.

Mr. Svarczkopf, Mr. Barringer, Ms. Perkins and Chairman Wilson commented that they planned to attend the June 14 meeting.

**VOTE: 4 – 0**

**MOTION CARRIED**

#### **Committee Updates**

- Complete Streets Committee Update

Mr. Barringer said there was an interest in prioritizing the Lowell Road sidewalk, which would be the connection between Main Street/the Groton Inn and Gibbet Hill. He further said that the Complete Streets Committee had not yet met and the first week they could meet would be the week of June 11, 2018.

Mr. Barringer said that he would try to bring the current members together to discuss re-prioritizing the list for the September application.

#### **Board Membership & Recruitment**

Mr. Barringer asked Mr. Tada where they presently advertised for membership and recruitment. Mr. Tada replied that the Select Board had a policy on how to fill a vacancy for an elected official. He said the person who resigned had to submit a signed letter; noting that Mr. John Giger had done that. He also said the remaining members of the Planning Board had to give written notice to the Select Board within one month of said vacancy and that he would send a formal memo to the Town Manager.

Mr. Tada stated that following the written notice to the Select Board, the Planning Board was required to place a legal notice in the local paper advertising the vacancy, which they could do as early as a week from tomorrow. He said it would be noticed in the June 8 edition of the Groton Herald.

Mr. Tada asked if the Board wanted to run the advertisement for one week or multiple weeks. Mr. Barringer replied he felt they should advertise it for at least two weeks. Mr. Tada replied that was fine but the legal notice must specify the date of the joint meeting between the Select Board and the Planning Board to discuss the appointment to that position. He further said that if they advertised for two weeks then the earliest the Select Board and the Planning Board could have a joint meeting would be Monday, June 25.

Mr. Svarczkopf asked if they were thinking of anyone specific to recruit. Mr. Tada replied he felt there was but he had not officially heard back from the person. He further replied that he had sent an e-mail to the prospective member when he received Mr. Giger's official resignation but again, had not heard back.

Mr. Tada said they could also advertise it on the website as well as Groton's Facebook page.

Mr. Barringer made a motion to forward a letter to Mr. Haddad with regard to the vacancy. Mr. Svarczkopf seconded the motion.

**VOTE: 4 – 0**

## **MOTION CARRIED**

### **General Business**

- ***Squannacook Hall – Special Permit Clarification***

Mr. Tada stated that he was alerted by Chris Brown of Platt Builders, owner of Squannacook Hall, that there was a clerical error in their special permit and he had confirmed the error with Michelle Collette. He said that condition #5 of the permit said that "this permit shall lapse in 24 months...and the last sentence of the condition said that the recording of the deed conveying the open space to the Town of Groton Conservation Commission or the conservation restriction for the open space shall constitute commencement of substantial use as long as continued progress is demonstrated." He said that was a holdover from something else because there was no open space. Mr. Tada commented that the bank who was helping to finance the project flagged it.

Ms. Perkins asked what the Planning Board needed to do about it. Mr. Tada replied that Ms. Collette recommended that the Board send a letter specifying that it was an error.

Ms. Perkins made a motion for the Board to compose a letter which stated that there was a clerical error in condition #5 of the permit. Mr. Barringer seconded the motion.

**VOTE: 4 – 0**

**MOTION CARRIED**

- **NESSP Temple Site Walk**

Chairman Wilson stated that there would be a NESSP Temple site walk the following week.

Ms. Perkins asked if the Temple was going to open. Mr. Tada replied that he was contacted by Scott Nelson, the construction supervisor, who conveyed to him that they wanted to get an occupancy permit within the next month. He further replied that he was not sure if they would be ready for one because they had a lot of issues and had to get buy-in from multiple Boards, Committees, Town Officials and ultimately, the Building Commissioner. Mr. Tada stated that Mr. Nelson wanted to arrange for a site walk with the Planning Board members sometime the following week, preferably during business hours but he was flexible. Mr. Barringer, Mr. Svarczkopf and Chairman Wilson all indicated they were available to attend a site walk on Friday, June 8 at 1:00 p.m.

Ms. Perkins asked what they are going to do for sedimentation control. Mr. Tada replied that he reminded Mr. Nelson that he would also need to be in touch with the Stormwater and Conservation Committees. He further replied that the site plan review decision for the Temple specified some requirements that were pretty standard which included providing an as-built plan. Mr. Tada noted that he would provide the Board with a copy of the decision to review.

- **Select Board's Ballot Questions**

Chairman Wilson stated that he would like Mr. Burke to be present for the discussion regarding the meaning of the Select Board's ballot question that followed after the Town Meeting vote on recreational marijuana.

Mr. Barringer asked when the Select Board's next meeting would be with regard to this. Mr. Tada replied the Select Board would meet on Monday, June 4.

**Approval of Meeting Minutes – May 17, 2018**

Mr. Barringer made corrections to the Complete Streets section. Page 5, 1<sup>st</sup> paragraph, last sentence, the word "bond" was deleted. Page 5, 2<sup>nd</sup> paragraph was reworded.

Ms. Perkins made a motion to approve the meeting minutes of the May 17, 2018, meeting, as amended. Mr. Barringer seconded the motion.

**VOTE: 3 – 0 - 1 (Abstained – Svarczkopf)**

**MOTION CARRIED**

**Planning Board Meeting Schedule**

2<sup>nd</sup> & 4<sup>th</sup> Thursday of the Month:

- June 14<sup>th</sup>
- June 25<sup>th</sup> (Joint meeting with the Select Board)

- June 28<sup>th</sup>
- July 12<sup>th</sup>
- July 26<sup>th</sup>
- August 9<sup>th</sup>
- August 23<sup>rd</sup>

### **Adjournment**

Mr. Svarczkopf made a motion to adjourn. Mr. Barringer seconded the motion.

**VOTE: 4 – 0**

The meeting was declared adjourned at 7:45 p.m.

Respectfully submitted,

Trish Gedziun  
Recording Secretary