**TOWN OF GROTON PLANNING BOARD**

**Thursday, December 15, 2022**

**Meeting Minutes**

A regular (virtual) meeting of the Planning Board was held on Thursday, December 15, 2022, at approximately 7:00 p.m.

**Members Present:**

Mr. Scott Wilson, Chair

Ms. Alyson Bedard, Clerk

Mr. Russell Burke, Board Member

Mr. George Barringer, Board Member

Mr. David Bonnett, Board Member

**Members not Present:**

Ms. Annika Nilsson Ripps, Vice-Chair

Ms. Lorayne Black, Board Member

**Also Present:**

Mr. Takashi Tada, Land Use Director/Town Planner

Per the Massachusetts Attorney General’s guidance regarding the Massachusetts Wiretap Statute, Mr. Wilson stated the meeting was virtual and recorded, and all votes must be taken via roll call. Mr. Wilson also introduced the Planning Board members.

***Discussion – Master Plan Update – Revised Draft Request for Proposals (RFP)***

Mr. Tada explained that he revised a draft RFP with comments from Mr. Bonnett, and others. He reviewed the edits with the Planning Board as summarized below:

* Five hard copies would be available.
* The number of pages would be limited.
* The RFP would be dates and schedule need to be finalized
* Questions and comments would be due on a date TBD
* The adoption would be within eighteen months at a public hearing of the Planning Board.
* The project briefing session would be held via Zoom.
* Interviews with finalists would be held after reviewing proposals.

Mr. John Sopka, 344 Boston Road, asked the board to give consideration to older residents and others who require mobility assistance to get around, as part of the Master Plan update.

***Discussion – Multi-Family Housing for MBTA Communities***

***Action Plan Submittal & Technical Assistance Grant Update***

* The Action Plan was submitted to DHCD (Department of Housing and Community Development) via the online form on 12/7/22.
* Technical assistance grant to continue working with MRPC (Montachusetts Regional Planning Commission)
* Need to identify short-term tasks for MRPC within the next three to four months.

Mr. Tada reviewed a sample of the Deliverables/Consultant Services with the Board.

***Discussion – Lighting Modifications Update***

***Bank of America ATM – 167 Main Street***

Mr. Barringer reviewed a letter he wrote regarding the lighting at the Bank of America ATM. He said the lighting was not in compliance with what the Planning Board had approved.

Mr. Burke said if the Bank of America was not in compliance with the lighting regulations then the Planning Board could revoke the special permit that had been issued.

Ms. Bedard and Mr. Bonnett suggested setting a timetable for compliance with firm deadlines.

Mr. Tada commented that he would send the letter out to the appropriate parties and would notify the Building Inspector that he did so.

***Project Updates***

* Village at Shepley Hill
  + Received paving inspection reports from Nitsch Engineering.
* Groton Hill Music Center
  + Emergency access gate installed (Peabody Street)
  + Referred to Site Plan detail sheet L-3.0 regarding the gate.

Mr. Wilson said he did not feel the access gate met the specifications.

Mr. Barringer said he felt the parking lot at Groton Hill needed wheel stops.

***Committee Updates***

* Complete Streets Committee

There were no updates to share.

* Community Preservation Committee

Mr. Burke commented that an out-of-cycle application had been accepted for the Rail Trail. He said the committee was discussing how to pay for the relocation of the track.

***General Business***

* Planning Board FY24 Budget Update

Mr. Tada stated that he took the existing FY23 budget and was proposing to level-fund the FY24 budget. He said a sum of money was in the budget for training and workshops and encouraged the Planning Board members to take advantage of those opportunities as they become available.

* ZBA Update

Mr. Tada noted that he still had not received the Comprehensive Permit Application from Groton Farms relating to the 40B project.

* Meeting Minutes from December 1, 2022

**MOTION:** Mr. Barringer made a motion to approve the minutes from the December 1, 2022, meeting, as presented. Mr. Burke seconded the motion.

A roll call vote was taken, which resulted as follows:

Yea: Mr. Burke, Mr. Barringer, 5

Mr. Bonnett, Ms. Bedard, & Mr. Wilson

Nay: 0

**MOTION CARRIED: 5 – 0 – 0.**

Mr. Wilson formally accepted the position of Chair of the Planning Board to expire in May of 2023.

***Planning Board Meeting Schedule***

* January 11, 2023 – Select Board Public Hearing, Broadmeadow Road Improvements

(7:00 p.m. to be held at the Senior Center, 163 West Main Street)

* January 12, 2023, & January 26, 2023
* February 9, 2023, & February 23, 2023

***Adjournment***

At approximately 8:25 p.m. Mr. Burke made a motion to adjourn. Ms. Bedard seconded the motion.

A roll call vote was taken, which resulted as follows:

Yea: Mr. Burke, Mr. Barringer, 5

Mr. Bonnett, Ms. Bedard, & Mr. Wilson

Nay: 0

**MOTION CARRIED: 5 – 0 – 0.**

Respectfully submitted:

Trish Gedziun

Recording Secretary

*Approved 1/12/2023*