**TOWN OF GROTON PLANNING BOARD**

**October 10, 2024**

**Town Hall, First Floor Meeting Room**

**Meeting Minutes**

An in-person meeting of the Planning Board was held on Thursday, October 10, 2024, at 7:00 p.m.

**Members Present:**

Mr. Scott Wilson, Chair

Ms. Lorayne Black, Vice-Chair

Mr. Phil Francisco, Clerk

Mr. Russ Burke, Board Member

Mr. David Bonnett, Board Member

Mr. Paul Hathaway, Board Member

**Members Not Present:**

Mr. George Barringer, Board Member

**Also Present:**

Mr. Takashi Tada, Land Use Director/Town Planner

***Discussion – Matthew Killam for Design Review Committee Vacancy***

* Matthew Killam had provided the Board with a copy of his Curriculum Vitae.
* There was one vacancy on the three-member Design Review Committee, of which Lorayne Black and Maureen Giattino were already members.

Mr. Killam noted that he was interested in the position as a way to become more engaged with the community of Groton. He is originally from Chelmsford, and has live in Groton for five years. He also said he was very involved with the development of the Tuscan Village in Salem, NH.

**MOTION:** Mr. Bonnett made a motion to approve the nomination of Matthew Killam to become a member of the Design Review Committee. Mr. Francisco seconded the motion.

**MOTION CARRIED: 6 – 0 – 0.**

***Public Hearing (Continuation) – Definitive Subdivision Plan and Special Permit for Major Residential Development, “Gratuity Brook Farm Estates,” 63 Gratuity Road***

***Assessors’ Parcel 216-47 (Routhier & Roper Gratuity Road, LLC)***

* A letter from Attorney Melissa Robbins was received on 10/8/24 requesting a continuance.

**MOTION:** Mr. Burke made a motion to grant the continuation until the 10/24/24 Planning Board meeting. Mr. Hathaway seconded the motion.

**MOTION CARRIED: 6 – 0 – 0.**

***Pre-Submission Review – 31 Adams Avenue, Physical Therapy Use (added 10/9/24)***

* Narrative provided by Dr. Rachel Lampros, Kinisi Physical Therapy, and Rooted Counseling Services.
* For the potential use of 31 Adams Avenue (Formerly Platt Builders)
* A Special Permit pursuant to the Town Center Overlay District (TCOD) would be required.

Dr. Rachel Lampros, Kinisi Physical Therapy, addressed the Board and said she had no plans to change the outside of the building. There is enough parking to meet their needs.

Kristen Lampros was also present to discuss her proposed Counseling Center in the other side of the building.

Mr. Burke stated that the proposed uses appeared to be compatible with the TCOD. However, he did state that because the application would also be referred to the Design Review Committee for their recommendations.

Mr. Tada suggested that the prospective applicants continue discussions with the Building Commissioner regarding bringing the building up to code.

***Discussion – Master Plan Update***

Ms. Jill Slankas and Mr. Tony Duong, Barrett Planning Group (via Zoom) addressed the Board.

Ms. Slankas said she was happy to hear that the community engagement at GrotonFest turned out so well.

Mr. Hathaway asked if Ms. Slankas had a chance to incorporate the feedback from the paper form that Mr. Francisco had gathered at the booth at GrotonFest. Ms. Slankas replied that she had not but that it would be added to the engagement summary.

Mr. Francisco asked if there would be some time to review the variety of comments that had come in to see if there was anything within those comments that might change or influence some of the things they had in the Master Plan. Ms. Slankas replied that one suggestion was to take the latest implementation plan and comb through it, and the Barrett Planning Group could take a first pass at it and then bring it before the Planning Board.

Mr. Francisco commented that he felt there were a number of people that he had spoken to that expressed a pretty high degree of cynicism regarding the Master Plan. He said those views were regarding follow-through and accountability for action for things that were in the Master Plan. He said he

I would like Ms. Slankas to share some solutions that other municipalities that she worked with had taken to help make that process more accountable.

Ms. Slankas suggested that the departments in the town have an annual retreat so that they could review the action items that they were responsible for. She said the town could create a Master Plan Implementation Committee, but she suggested that the town have an annual retreat to review the implementation plan and update it.

Mr. Francisco asked if the meetings would be open to the public. Ms. Slankas replied that she did not feel the meetings needed to be public but rather a working session and a status report of the implementation plan be made public.

Mr. Duong added that giving the town access to the Story Map would include what actions were completed, in progress, or still to be done.

Mr. Francisco stated that he felt transparency was extremely important.

Mr. Tada suggested that another way to keep communications open would be to put it on the agenda as a permanent item.

Mr. Francisco said he thought an annual retreat was a very good idea.

***Public Hearing – Preliminary Subdivision Plan, 423 Old Ayer Road***

***Assessors’ Parcel 221-20 (Patricia Madigan)***

Mr. Wilson said the public meeting notice was available at the Land Use Office.

Attorney Bob Collins and Mr. Stan Dillis of Dillis & Roy Civil Design Group were present on behalf of the applicant, Patricia Madigan. **(Recorder’s Note: Mr. Dillis participated via Zoom.)**

Mr. Wilson noted that the proposed preliminary plan was to subdivide the 31-acre property into four lots: one lot for the existing house and three new lots – a residential compound.

Mr. Wilson also commented that there was a proposed open space parcel that was approximately 12 acres.

Attorney Collins stated that there was 231 feet of frontage on Old Ayer Road and 559 feet of frontage on Snake Hill Road. He further noted that the proposed new lots would be 1.5 acres, 1.7 acres, and 3.4 acres, and the access driveway was already existing.

**MOTION:** Mr. Burke made a motion to continue the public hearing, date specific, to November 14, 2024, and requested Mr. Tada to draft a Decision for a Preliminary Plan Approval. Mr. Bonnett seconded the motion.

**MOTION CARRIED: 6 – 0 – 0.**

***Public Hearing (Continuation) – Preliminary Subdivision Plan, “Casella Acres,” Wyman Road***

***Assessors’ Parcel 229-58 (J. Casella)***

* Request to continue until 11/14/24 – Letter Received from Attorney Bob Collins

**MOTION:** Mr. Burke made a motion to continue the public hearing, date specific, to the November 14, 2024, meeting. Ms. Black seconded the motion.

**MOTION CARRIED: 6 – 0 – 0.**

***Discussion – Review Draft Approval Decision for Monarch Path Definitive Plan Modification***

***(Added 10/9/24)***

Mr. Tada stated that the Planning Board had approved a draft decision for the Plan Modification Request on 7/25/24. He provided the Board with a copy of the decision and said any remaining work would have to be completed prior to the issuance of an Occupancy Permit.

**MOTION:** Mr. Burke made a motion to approve the Decision dated 10/10/24. Ms. Black seconded the motion.

**MOTION CARRIED: 6 – 0 – 0.**

***Project Updates***

* Groton Hill Music Center – There were no updates.
  + Demolition permit for the Prescott House, 170 Old Ayer Road, will be issued on 11/4/24 (Expiration of Demolition Delay period)
* Village at Shepley Hill – There were no updates.
* Kilbourn Place, 240 Main Street – There were no updates.
* Village Meadows (Bluebird Lane) – There were no updates.
* Groton Farms, 500 Main Street – There were no updates.

***Committee Updates***

* Complete Streets Committee
* Construction of sidewalks on West Main Street and Lowell Road is underway; the contractor is working on West Main Street this week.
* Community Preservation Committee
  + Preliminary proposals for FY 26 funding are due on 10/24/24.
* Conductorlab Oversight Committee – There were no new updates.
* ZBA Updates – There were no new updates.
* Sign Committee – There were no new updates.

***General Business***

* Meeting Minutes

* + September 12, 2024

**MOTION:** Mr. Burke made a motion to approve the minutes from the September 12, 2024, meeting, as presented. Mr. Francisco seconded the motion.

**MOTION CARRIED: 6 – 0 – 0.**

***Planning Board Meeting Schedule***

* October 24, 2024 (Via Zoom)
* November 14, 2024 (In-person)

***Adjournment***

At approximately 8:54 p.m., Mr. Burke made a motion to adjourn. Mr. Hathaway seconded the motion.

**MOTION CARRIED: 6 – 0 – 0.**

Respectfully submitted:

Trish Gedziun

Recording Secretary

*Approved 12/5/2024*