**TOWN OF GROTON PLANNING BOARD**

**June 12, 2025**

**Meeting Minutes**

A regular meeting of the Planning Board was held on Thursday, June 12, 2025, at 7:00 p.m., in the Town Hall, 2nd Floor Meeting Room.

**Members Present:**

Mr. George Barringer, Acting Chair (Pro Tem)

Mr. Russell Burke, Board Member

Mr. Phil Francisco, Board Member

Mr. Paul Hathaway, Board Member

Mr. Matthew Killam, Board Member

**Members Not Present:** Ms. Lorayne Black, Acting Chair (Excused)

Mr. David Bonnett, Board Member (Excused)

**Also Present:**

Mr. Takashi Tada, Land Use Director/Town Planner

***Discussion – Approval Not Required (ANR) Plan, 28 Station Avenue & 39 Court Street, Assessors Map 113, Parcels 57 & 75 (Buckingham)***

Attorney Bob Collins represented the applicants/landowners, Kim & Marcia Buckingham. He said Dillis & Roy Civil Design Group prepared the Plan of Land on April 28, 2025. Attorney Collins also said the plan had been revised with the correct zoning designation in the notes. He said the proposed plan would combine the five contiguous deeded parcels owned by the Buckingham’s into a more sensible two-lot configuration, which will rectify the existing lot line irregularities. Currently, there is a property line running through the middle of the house at 28 Station Avenue.

Attorney Collins mentioned that James Brook crossed through his client's property in a culvert that someone had put in many years ago. He said he thought that the town might want an easement someday for maintaining the culvert. The proposed easement is also shown on the plan.

Mr. Burke asked if Court Street was a public way. Attorney Collins replied that it was.

**MOTION:** Mr. Burke made a motion to endorse the Plan of Land for 28 Station Avenue and 39 Court Street, Assessors Map 113, Parcels 57 & 75 by Dillis & Roy Civil Design Group, dated April 28, 2025. Mr. Francisco seconded the motion.

**MOTION CARRIED: 5 – 0 – 0.**

***Public Hearing (Continuation) – Special Permit Application for Shared Driveway, 10 Worthen Drive, Assessors Map 221, Parcels 14, 14.2, & 14.3 (J. Gilson)***

Mr. Barringer stated that the applicant had requested to continue the public hearing to the July 17, 2025, meeting.

**MOTION:** Mr. Burke made a motion to continue the public hearing regarding the Special Permit for a shared driveway to July 17, 2025. Mr. Francisco seconded the motion.

**MOTION CARRIED: 5 – 0 – 0.**

***Discussion – Master Plan Implementation***

* Phil Francisco – Planning Board Liaison to the Select Board

Mr. Francisco presented a summary of the action items from the Master Plan. Each of the action items has been assigned certain ratings with respect to complexity, timetable for completion, and cost/resource requirements. He said his initial focus was on those items with relatively lower complexity, lower cost, and shorter timetables. From there, he grouped the action items into three categories:

* Already Completed or Not Applicable Items (5 total)
	+ These items have been completed and/or require no further action by the Town.
* On-Going, Business-As-Usual Items (24 total)
	+ These items involve actions already underway as part of the operation of the Town.
	+ The board should periodically monitor the progress of these items.
* Suggested New Work Items for FY2026 (14 total)
	+ These are the potential items for the Planning Board to focus on this year.

Mr. Francisco then focused on the Land Use-related items from the third category, for the board to consider adopting as priorities this year. The Land Use items include:

* LU1.1 – Updating and expanding the scope of the Town Center Design Guidelines to include other parts of Groton such as the Four Corners, West Groton Village, Mill Run Plaza, and Boston Road/Lovers Lane, to foster town cohesion.
* LU1.4 – Amending the Age-Restricted Development provisions of the Zoning Bylaw with affordability requirements that are more feasible for developers and age restriction guidelines that are consistent with current state and federal housing policies.

Mr. Burke said a zoning amendment is more complex than it might seem, especially with political considerations in mind. He suggested it might be better to start with design guidelines.

Mr. Barringer said it is important to consider the interests of other neighborhoods, beyond the Town Center, in order to achieve the broad support needed to adopt new design guidelines and/or zoning.

Mr. Killam asked about the end goal of this effort. Mr. Francisco said the goal is to work with the Select Board to provide periodic updates to the Town (for example, every six months) on the progress being made to implement the Master Plan.

The Planning Board directed Mr. Tada to request time on a Select Board meeting agenda in July.

***Discussion: Planning Board Reorganization***

The Planning Board voted to reorganize for FY2026 as follows:

**Chair: Lorayne Black**

**MOTION:** Mr. Francisco made a motion to nominate Lorayne Black as Chair of the Planning Board.

Mr. Burke seconded the motion. Mr. Burke commented that Ms. Black had previously agreed to accept the nomination.

**MOTION CARRIED: 5 – 0 – 0.**

**Vice-Chair: Paul Hathaway**

**MOTION:** Mr. Francisco made a motion to nominate Paul Hathaway as the Vice-Chair of the Planning Board. Mr. Burke seconded the motion.

**MOTION CARRIED: 5 – 0 – 0.**

**Clerk: Matthew Killam**

**MOTION**: Mr. Burke made a motion to nominate Matthew Killam as Clerk of the Planning Board. Mr. Francisco seconded the motion.

**MOTION CARRIED: 5 – 0 – 0.**

***Project Updates***

* Groton Hill Music Center

Recorder’s Note: Prior to the discussion, Mr. Francisco recused himself.

The board received a letter from Lisa Fiorentino, CEO of Groton Hill Music Center, dated June 11, 2025. The letter explained Groton Hill Music’s lighting operations.

Mr. Hathaway commented that he felt Ms. Fiorentino should be invited to a future Planning Board meeting to discuss the site lighting issues.

* Gratuity Brook Farm Estates
	+ Special Permit and Definitive Plan Approval decisions were filed with the Town Clerk.
	+ 20-day appeals period ends on June 26, 2025.
* Village at Shepley Hill – There were no new updates.
* Kilbourn Place, 240 Main Street – There were no new updates.
* Village Meadows (Bluebird Lane) – An as-built plan is being prepared by the developer’s engineer.
* Groton Farms, 500 Main Street – There were no new updates.
* Monarch Path Subdivision – There were no new updates.

***Committee Updates***

* Complete Streets Committee – There were no updates.
* Community Preservation Committee – There were no updates.
* Conductorlab Oversight Committee
	+ Received latest monitoring report and PFAS sampling plan from Honeywell; both items posted on the town website.
* ZBA Updates
	+ ZBA hearing held on June 11, 2025, re: 409 Martins Pond Road; no decision; next hearing date is July 16, 2025.
* Sign Committee
	+ 9 West Main Street (Sign permit approved)

***General Business***

* Meeting Minutes
	+ Minutes from the February 27, 2025, meeting.

**MOTION:** Mr. Hathaway made a motion to approve the minutes from the February 27, 2025, meeting, as presented. Mr. Burke seconded the motion.

**MOTION CARRIED: 4 – 0 – 1. (Abstained- Mr. Killam)**

* Minutes from March 13, 2025, meeting.

**MOTION:** Mr. Burke made a motion to approve the minutes from the March 13, 2025, meeting, as presented. Mr. Hathaway seconded the motion.

**MOTION CARRIED: 4 – 0 – 1. (Abstained- Mr. Killam)**

* Minutes from the March 27, 2025, meeting, as presented.

**MOTION:** Mr. Hathaway made a motion to approve the minutes from the March 27, 2025, meeting, as presented. Mr. Francisco seconded the motion.

**MOTION CARRIED: 4 – 0 – 1. (Abstained- Mr. Killam)**

***Planning Board Meeting Schedule***

* June 26, 2025 (Via Zoom)
* July 17, 2025 (Via Zoom)
* August 14, 2025
* August 28, 2025

***Adjournment***

**MOTION:** At approximately 9:05 p.m., Mr. Burke made a motion to adjourn. Mr. Francisco seconded the motion.

**MOTION CARRIED: 5 – 0 – 0.**

Respectfully submitted:

Trish Gedziun

Recording Secretary

*Approved 9/11/2025*