

**WEST NEWBURY PLANNING BOARD
MINUTES OF MEETING**

June 19, 2018

Pursuant to a meeting notice posted by the Town Clerk that was delivered to all Board members, a meeting of the West Newbury Planning Board was held on June 19, 2018 at 7:00pm in the 2nd floor Planning Board Room at the West Newbury Town Offices, 381 Main Street. Board Members John Sarkis, Raymond Cook, Brian Murphey, Ann Bardeen, and Richard Bridges were in attendance. Town Planner Leah Zambenardi and Associate Member Cindy Sauter were also in attendance.

Subdivision Approval Not Required Plan – Middle Street (Map R27, Lot 25) – Susan P. Follansbee c/o Daniel H. Follansbee (Owner) and Middle Street Holdings, LLC (Applicant) – Divide Existing Parcel Into Two Parcels

Richard Bridges is a direct abutter of the property and recused himself from the discussion. The rest of the Board members reviewed the plan with Zambenardi.

Bardeen motioned to accept the plan as one that does not require approval under the subdivision control law. Seconded by Sarkis and it carried 4-0-0.

Site Plan for Brake Hill Water Tower (Approved 2/6/18) – Brake Hill off Main Street and Hilltop Circle – Request to extend hours of construction to include Saturdays from 8:00 am to 5:00 pm – Requested by the West Newbury Water Department

Zambenardi stated that currently, the Conditions of Approval state that the construction hours are Monday – Friday from 7-5. Michael Gootee of the Water Department requested to extend the hours to include Saturdays from 8-5. After reviewing the language of the Certificate of Vote, Members concluded that approval is required from the Town, not the Planning Board. The Board agreed that since it is a Town project that the decision should be determined by Selectmen. Zambenardi will notify Mike Gootee of the Board's decision.

Request to Set Public Hearing Date - Site Plan for New Pump Station to Support New Bedrock Well, Adjacent to Existing Wellfield and Pump Station off Main Street - Requested by the West Newbury Water Department

The Board agreed to have the public hearing on July 17, 2019 at 7:45 p.m...

Review of Large-Scale Ground-Mounted Solar Photovoltaic Overlay District, Section 5.G of Zoning Bylaw

The Board discussed that they will review the Bylaw and create action items and recommendations focusing on setbacks, overall size, and screening. The Board agreed to have at least a setback of 150ft from the installation to the property line. It was noted that the Solar field acreage at the Page School is 1.63 acres, and that the setback is 120 ft. The Board discussed creation of a screening definition and that naturalistic landscaping should be an option, as well as some other options.

The Board also discussed defining guidelines for submission such as requiring aerial visuals, and topography renderings. The Board's goal is to have a draft by the end of the July 17, 2018 meeting so it will be ready to submit for the Fall Town Meeting.

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Review of Open Space Preservation Development Bylaw, Section 6.B of Zoning Bylaw

The Board agreed to consider the ramifications of removing the yield plan provisions in the bylaw. As a test, the Board will apply no yield plan with the past two housing development projects to see how the numbers would work. They also discussed to edit the buffer language and the affordable housing incentive section, which Zambenardi will prepare in time for the next meeting.

General Business –

Updates – Town Center Infrastructure Study, Housing Production Plans

Zambenardi stated that the final draft of the Town Center Infrastructure Study is near completion and the plan is to schedule a public meeting with the Selectmen in August, after the Town Manager has started and can participate if he so chooses.

Zambenardi stated that during the Selectmen's June 11, 2018 meeting, they approved the Housing Production Plan. Zambenardi stated that she plans to post the Town Center Infrastructure Study and Housing Production Plan on website. Bardeen, Murphey and Cook attended that meeting and provided their observations on how the meeting went.

Zambenardi briefly shared her experience at the MAPD conference that she recently attended.

Minutes – April 3, 2018, April 17, 2018, May 1, 2018, May 15, 2018, June 5, 2018

Cook motioned to accept the April 3, 2018 minutes as amended with minor corrections. Seconded by Bridges and it carried 4-0-0.

Cook motioned to accept the April 17, 2018 minutes as amended with minor corrections. Seconded by Murphey and it carried 2-0-0.

Bardeen motioned to accept the May 1, 2018 minutes as amended with minor corrections. Seconded by Murphey and it carried 4-0-0.

Bardeen motioned to accept the May 15, 2018 minutes as amended with minor corrections. Seconded by Bridges and it carried 4-0-0.

Vouchers –

There were vouchers for Payment to Meridian for an Inspection Report, and payroll.

Correspondence –

Zambenardi received a letter from FEMA acknowledging that they have updated the flood insurance maps, as well as the engineering analysis on river reaches in Essex County. They are requesting a Town member to attend a meeting to review the maps. The Board agreed that since the letter was directly addressed to the Selectmen, that one of the Selectmen Board members or someone they designate should attend.

Zambenardi received notice of a street number issuances for the 34 units on Daley Drive, which are the units from Drakes Landing.

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Administrative Details – Recommendation to Selectmen on Association Planning Board Member, Payroll Approval Policy, FY18 Goals

The Board agreed to meet with potential Associate Planning Board members at an executive session on July 19, 2018 at 7:05PM and 7:25PM. Two people, Kim Monahan and Jennifer Reardon have expressed interest in the Associate Member position. The Board briefly discussed the Payroll Approval Policy, FY18 Goals and employee evaluation for FY18. They advised Zambenardi to wait on this until the new Town Manager is available to discuss.

Documentation Reviewed: Email from Selectmen Results to Subject FY18' Objectives 6/13/18, Email from the Selectmen Subject Angus Payroll Approval 6/11/18

Adjournment –

Bardeen motioned to adjourn the meeting at 9:45PM. Seconded by Bridges and it carried 4-0-0. adjourned.

Submitted by,

Lori Dawidowicz
Recording Secretary