

**WEST NEWBURY PLANNING BOARD
MINUTES OF MEETING
February 19, 2019**

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 February 19, 2019 at 7:00pm in the Planning Office at the West Newbury Town Offices, 381 Main Street. Board Members Ann Bardeen, Richard Bridges, Raymond Cook, Kim Monahan, and Brian Murphey were in attendance. Town Planner Leah Zambenardi was also in attendance.

Bardeen called the regular meeting to order just after 7:00 pm.

Subdivision Approval Not Required Plan (SANR) – 48 Garden Street – C.W. Collins Corp. – 3 building lots

Bridges, as an abutter, recused himself and left the room. Zambenardi had reviewed the plans.

The Board examined the physical plans, noting the frontage measurements and found no issues with access.

Bardeen made a motion to endorse the plan for 48 Garden Street submitted by CW Collins Corp as one not requiring approval under the Subdivision Control Law. Murphey seconded the motion and it carried 4-0.

The Board signed the physical plans.

Developer Tim Collins thanked the Board, took the signed plans and left the room.

Documents Reviewed: ANR Plan, Assessors Map R-1, Lot 58, Dole Place, West Newbury dated February 13, 2019.

Bridges returned to the meeting.

Sullivan's Court Extension, Estate Homes at River Hill (Approved April 2015) - Walker Development- Request for Release of Lot 2 (13 Sullivan's Court) and Lot 3 (11 Sullivan's Court) from the Housing Contribution Payment In Lieu of a Qualifying Fractional Affordable Housing Unit Agreement

Bardeen explained that the Board will vote to release two lots and to accept the contribution payments, which will be delivered to the Planning Office at the closings for Lots 2 and 3. Should the members vote to release and sign the forms, the Town Planner will hold the original form until the time of sale. A copy of the releases will be furnished at the time of sale. The original form will be released to developer Thomas Neve once the payments for Lot 2 and Lot 3 are received by the Town. Neve is required to submit a payment of \$14,750 for Lot 2 and a payment of \$29,500 for Lot 3.

Bardeen made a motion to release lots 2 and 3 from the 'Housing Contribution Payment in Lieu of a Qualifying Fractional Affordable Housing Unit Pursuant to Section 5.F.6. of the West Newbury Bylaw Agreement' in exchange for a payment of \$14,750 for Lot 2 and of \$29,500 for Lot 3, to be furnished to the Town from the proceeds of each sale respectively, pursuant to Part 1. of the "First Amendment to Housing Contribution Payment in Lieu of a Qualifying Fractional Affordable Housing Unit Pursuant to Section 5.F.6.

of the West Newbury Bylaw Agreement". The original signed releases will be held in escrow by the Planning Office and will be released to the Applicant upon receipt of payment for the lots. Copies of the releases will be furnished to the Applicant for the sale. Cook seconded and the motion carried 5-0.

Zambernardi provided two documents for Board signatures. Zambernardi notarized the documents upon receipt.

Bardeen then took the agenda out of order to discuss general business items.

General Business

Correspondence: Bardeen stated that the Personnel Department requested that the Board review its current job description for accuracy, adding any new responsibilities that may have taken effect or are expected to take effect due to new state, local, or federal laws. Bardeen proposed that she and Murphey form a subcommittee to review the descriptions, and that other members provide Zambernardi with their comments by the end of next week. A response is due to the Personnel Committee by March 7, 2019.

Administrative Details: Public Hearings - Bardeen asked Zambernardi for an update on planned public hearings for proposed zoning amendments. Zambernardi stated that she submitted the bylaw amendments to the Solar and Open Space Preservation Development Bylaws on Feb 13. Summaries and background materials were included with the submission and they may prove useful in future public presentations.

Zambernardi noted that a 3rd bylaw amendment, proposed by the Selectmen, has been added. The Town has been working with MVPC to help the Town come into compliance with the MS4 permit. The consultant recommended one change to achieve better compliance with the 2003 permit requiring compliance with storm water standards. Standard language will be used. This covers any project over 1 acre of disturbed area. Zambernardi provided the proposed language in Dropbox for Board review. While the Planning Board will hold the hearing on this article, the Selectmen will bring it forward at Town Meeting.

Bardeen returned to the order of the agenda at 7:30 PM

Meet with Applicant for Associate Member Position, Tim Cronin

The applicant Tim Cronin arrived at 7:24 PM. The Board had reviewed his application. Cronin is a three-year resident of West Newbury and an attorney with Eversource with contract negotiation experience. He had reviewed the responsibilities of the Associate Member. Board members Cook and Bardeen emphasized the importance of the Board's work in crafting bylaws, and the tradition of valuing associate member input. The general meeting time requirements were discussed. The Planning Board will alert the Board of Selectmen of Cronin's nomination. The Selectmen would then consider appointing Cronin for the remainder of FY2019. The next election is in May 2019.

Bardeen moved that the Board forward Timothy Cronin's name to the Board of Selectmen for appointment as an Associate Member of the Planning Board for the remainder of FY19. Bridges seconded and it carried 5-0.

Continued General Business

- FY20 Budget Meeting with the Finance Committee - Bardeen noted the date of the Board's meeting with the Finance Committee is February 26, 2019 at 7:00 PM to discuss the Planning Board's budget and articles.

- Approval of Past Minutes - Bardeen asked the Board to review the minutes of December 4, 2018 meeting. Some clarifications were made. Bardeen moved to accept the minutes as amended. Bridges seconded and the motion carried 5-0.

Bardeen asked the Board to review the minutes of the January 22, 2018 meeting. Some clarifications were made. Bardeen moved to accept the minutes as amended. Murphey seconded and the motion carried 5-0.

Vouchers and other documents - Board Members provided their signatures for the Registry of Deeds records. Board members reviewed and signed the payment vouchers for Meridian Engineering and the Recording Secretary.

Updates

- Cook asked about status of Drake's Landing. Zambenardi noted that construction continues and that a sign will be going up soon. - Public Safety Complex Sign – Zambenardi stated that she and Bardeen sent the letter to the Selectmen as instructed by the Board.

- Budget Meeting with the Finance Committee - Zambenardi noted that the budget and articles are in Dropbox for Planning Board review. Zambenardi will present the articles at Town Meeting. Bardeen would like to highlight the changes from last year. Bridges noted that someone misconstrued a statement he had made on affordable/subsidized housing. Zambenardi has worked on this.

- The Board discussed trails, and the responsibility of residents and Conservation Commission for ensuring upkeep. Cook noted that the Board gets trails in place, but upkeep is not the Planning Board's responsibility. The Conservation Commission and the homeowners associations are typically the entities responsible. Murphey suggested that the Board contact the Conservation Commission noting that their responsibilities regarding Conservation Restrictions and trail easements. Zambenardi had been in touch with Patricia Reeser to explain that if there was a Conservation Restriction on the land, the Conservation Commission is responsible for ensuring upkeep. Bridges suggested that for future CR's, a simplified one-page guideline on responsibility could be provided. Ann noted further education can help.

Adjournment

The meeting was adjourned at 8:30 PM.

Submitted by,

Kathryn C. Carr, Recording Secretary