

WEST NEWBURY PLANNING BOARD
***WEDNESDAY*, May 22, 2019 7:00 p.m.**
Planning Office

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 May 22, 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, Tim Cronin, and Brian Murphey were present. Town Planner Leah Zambarnardi was also in attendance.

Bardeen called the meeting to order at 7:04 PM.

General Business:

Updates – Sullivan’s Court; Drakes Landing; Town Policy on Chapter Lands; MS4

Sullivan’s Court

Zambarnardi shared that a base plan was to be prepared by Neve, which will allow Wendy Reed of the Open Space Committee and Conservation Commission to work with Jay Smith to locate the trails in relation to wetlands and topography. They will bring the information back to developer Tom Neve, who will put the trails on the plan and return it to Wendy Reed, who will use it to submit a Notice of Intent to the Conservation Commission on behalf of the Open Space Committee. Once the permit is issued, Mr. Neve will commence the work. Ms. Reed said the Conservation Commission had suggested a slight change in the plan, moving the location of the trail toward the river. Cook reviewed the plan and asked for clarifications. Both Murphey and Bridges expressed concern about erosion and water issues on to Lot 3 and suggested allowing a culvert under the driveway. The Board suggested that Zambarnardi ask Meridian Associates to check the grading and drainage.

Documents Reviewed: Site Inspection Report

Continued Public Hearing and Possible Decision on Requested Modification of Definitive Plan for 22 Church St. (formerly 16 Church Street)

Bardeen recessed the meeting at 7:15 pm and opened the continued public hearing for John McGrath’s requested Modification of Definitive Plan. McGrath was not present and had requested the hearing be continued again to June 4.

Bardeen moved that the request be continued to June 4 at 7:15 pm and that the Board return to the regular meeting. Bridges seconded and the motion passed 5-0.

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Drake's Landing

The Board reviewed the Drake's Landing Site Plan Drawings. The Inspection report indicated a wall had been repaired. Bridges had visited the site and noted that silt fencing may be missing on the east side. Zambarnardi will ask Meridian Associates to review grading and erosion issues.

Zambarnardi noted that Town had received an application for a street opening permit for to tie the development into natural gas. National Grid made the application and was not aware that the developer changed the plans to propane. This was a miscommunication between National Grid and developer. The application has been withdrawn.

Documents Reviewed: Site Inspection Report, Site Plan drawings.

Discussion Town Policy on Chapter Lands

Bardeen referred the existing policy and felt that it would be prudent to educate the new Board of Selectmen about it.

MS4

Zambarnardi stated that \$20,000 has been allocated from the DPW budget to engage Horsley Witten in preparing documents to meet the MS4 first year requirements which have a deadline of June 30th. The Planning Office will be involved in reviewing and commenting on the draft stormwater management plan and illicit discharge detection and elimination program. Boiler plate text has recently been released by the EPA, which will be the basis for those drafts. This item may appear on a future agenda for additional discussion.

Informal discussion regarding Development of 519 Main Street

Mike Crow, Michael Crow Construction, 66 Walker Lane, Boxford, MA approached the Board for its guidance on a project contemplated for 519 Main Street. The Board encourages preliminary meetings to identify potential issues. Project plans were distributed to the Board. The plans retain an existing single family house, while adding 6 market-rate single family houses of 2,600-2,800 sq. ft. and a footprint of 40' x 60' with attached garages. Septic systems would be required. Recent perc tests have been inconclusive. The Board discussed frontage, planned open space, access, and the existing power lines on the property with Mr. Crow. Murphey expressed concern about the limitations of the property and how they would contribute to oddly shaped lots. Bridges further asked about open space and trail maintenance. Zambarnardi confirmed it as a grandfathered/non-conforming lot as it has insufficient frontage on Main Street. A new road would have to be constructed meeting zoning and subdivision requirements in order to provide the frontage for any new lots. The developer would need to seek relief from the Board for any waivers needed.

Documents Reviewed: Preliminary Plan for 519 Main Street (plans distributed); Dole Place Open Space

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Preservation Development Plan

Executive Session

Bardeen called for a Roll Call vote to enter Executive Session at 8:39 PM to discuss strategy with respect to litigation, as an open meeting may have a detrimental effect on the litigating position of the public body and so declared. She stated that the Board would return to the regular meeting at the conclusion of the Executive Session. Bridges Second. The Board then took a roll call vote as follows: Bardeen-aye, Bridges-aye, Cook-aye, Cronin-aye, Murphey-aye.

At the conclusion of the Executive Session Bardeen moved to close Executive Session and return to the regular meeting. Cook seconded the motion. A Roll Call vote was taken as follows: Bardeen-aye, Bridges-aye, Cook-aye, Cronin-aye, Murphey-aye.

Administrative Details - Job Description for the Administrative Assistant

Bardeen and Zambarnardi had reviewed the job description discussed by the Board at its previous meeting. Bardeen noted the new document captured what the Board felt needed clarification. Zambarnardi will review the description with the Town Manager. It will be posted internally for 10 days before being run in the newspaper. She invited Board to participate in the interviewing process. Members eschewed. Zambarnardi will ask the Town Manager for hiring guidelines. The discussion continued; the new staffer might use the existing office laptop possibly augmented with a monitor. A required computer upgrade estimated at \$1,000 for Zambarnardi's computer will come from next year's departmental budget.

Documents Reviewed: Job Title: Administrative Assistant to the Town Planner/Planning Board

Work Planning/Prioritization

Bardeen tabled this matter to the June 18th meeting.

Discussion of Associate Member Position

The Board had met with applicant Wendy Reed at the May 7th meeting. Zambarnardi noted a second interested party, Jake Cormier, Indian Hill Street, had requested application, but it has not been received to date. Should he submit an application, he will need to come before the Board, which will then forward all applicant names to the Town Manager. Zambarnardi stated that she received an email from Charlie Bleau, 14 Bridge Street who expressed interest and said he will send an application at the end of the week. The Board may provide its opinion on appropriate candidates if it so chooses.

Summer Schedule

Based on Board member availability, the July meeting dates were changed to July 2 and July 16. August 6 and 20 are scheduled to proceed.

Minutes

The Board chose to review the April 16, 2019 minutes at the next meeting.

Vouchers

The Board reviewed and signed two vouchers for the Recording Secretary services and two vouchers for Meridian Associates.

Correspondence

Zambernardi had sent an email to the Board about a meeting on combined sewer overflows. Zambernardi noted that the Planning Department had received two notifications of grant opportunities, but at present does not have the capacity to apply for and administer these grants. Nor are there any applicable projects.

Updates from the Planner

Buttonwood Farm, 71 Main Street is for sale. Its 13 acres are in Chapter Land.

Adjournment

At 9:26 PM, Bardeen moved to adjourn the meeting, Cook seconded and the motion carried 5-0.

Kate Carr, Recording Secretary