

**West Newbury Planning Board  
Minutes  
Tuesday July 16, 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 July 16, 2019 at 7:00pm in the Planning Office at the West Newbury Town Offices, 381 Main Street. Board Members Ann Bardeen, Richard Bridges, Ray Cook, Tim Cronin, Brian Murphey, and Associate Member Wendy Reed were present. Town Planner Leah Zambarnardi was also in attendance.

**Call to Order**

Murphey called the meeting to order at 7:00 PM.

**Discussion of Work Planning/Prioritization**

Zambarnardi had reviewed and compiled past reports from consultants, including items that had previously been discussed. She will organize and asked the Board to review at a future meeting.

**Review of Planning Board Fees**

Zambarnardi provided an updated Planning Board Fee Study for discussion. It included current fees in neighboring communities, and recommended changes to the West Newbury fee structure. The Board reviewed each section, made some edits and concurred on the fees. Zambarnardi will prepare a series of amendments to the fee schedule for Board approval. Once complete, a public hearing will be held.

*Documents Reviewed: Planning Board Fee Study, July 16, 2019*

**General Business**

**Update: Sullivan's Court**

The definitive plan requires a pre-construction site visit for abutters on to be held July 23. Tom Neve, Zambarnardi and D.P.W. Director Wayne Amaral had met to discuss the plan prior to the public site visit.

Reed noted that construction of the bridge, required by the site plan, had not begun. The builder wants to complete the Lot 6 dwelling. An enforcement order from the Conservation Commission was issued. Lot 3 construction has not begun.

**Update: Drakes Landing**

Zambarnardi had visited the site and noted issues with the catch basins, including one damaged by a landscaper. The Board reviewed her photographs of the site. The contractor will reroute the water temporarily.

James Preventure, 11 Daley Drive addressed the Board noting safety concerns for workers and others as work continued in the development. He provided photos. Cook explained that the code enforcement officer is responsible for the site once construction has begun.

Bridges expressed concern about the frequency of sweeping and raised grating, noting that the health agent had addressed this issue with the developer in the past. Both Developer Chip Hall and Meridian are aware of these issues and will be asked to report on the state of the site.

*Documents Reviewed: Project plans indicating the grading.*

**Update: Energy Advisory Committee Meeting regarding Zoning Section 5.G Large-Scale Ground-Mounted Solar Photovoltaic Overlay District (LGSPD)**

Cook and Cronin suggested changes to LGSPD section 5.G and sought feedback from the Board. The Board reviewed the document and provided comment. Cook explained a suggested change to the first section of the bylaw regarding the purpose, definition and establishment of the district. He stated that the Energy Advisory Committee (EAC) concurred with the proposed changes. Proposed changes, including surface area and setbacks, were discussed at length. Bridges suggested proceeding with part of the plan. Murphey and Bardeen noted their appreciation for the time and expertise expended by Cook and Cronin but did not see how this proposal is different from the existing Bylaw. The EAC wanted to have the Planning Board revisit available sites. Murphey suggested further review and discussion at a Planning Board meeting.

*Documents Reviewed: Proposed Bylaw Amendment Section 5.g. Large Scale Ground-Mounted Solar Photovoltaic Installations Overlay District*

**Minutes**

The minutes of the June 4, 2019 meeting were reviewed. Murphey moved to approve as amended, Bridges second, Cronin abstained, and the motion carried 4-0.

**Vouchers**

Vouchers were signed for computers and payroll.

**Correspondence**

No correspondence was reviewed.

**Administrative Details**

Zambernardi provided her vacation dates to the Board.

The internal posting for the Planning Department Administrative Assistant position was made last week.

Zambernardi noted that the DPW was not planning to move ahead with permitting at this point in time for the G.A.R. Library.

**Adjournment**

Murphey moved to adjourn the meeting at 8:59PM. Bridges seconded and the motion carried 5-0.

Respectfully submitted,

Kathryn C. Carr, Recording Secretary