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PLANNING BOARD
TOWN OF NORWELL

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**Norwell Planning Board Meeting Minutes
5/24/2017**

The meeting was called to order at 7:03 P.M. with Chair, Jamie Crystal-Lowry presiding. Also present were Vice Chair, Donald Mauch, Sr., and Board Member Brendan Sullivan. Unable to attend were Patrick Campbell and Scott Fitzgerald. The meeting was held in the Planning Office.

Motion by Mr. Mauch to open the meeting. Duly seconded and unanimously voted.

Agenda

After a motion was duly made and seconded, it was unanimously voted to approve the agenda as submitted.

Minutes

The minutes of the April 12 meeting were distributed and reviewed.

Motion by Mr. Mauch to approve the Minutes of the April 12, 2017 meeting as submitted. Duly seconded and unanimously voted.

Bills

W.B. Mason	Office Supplies	\$ 43.96
Christopher Sullivan	Meeting Minutes, April 12	\$ 150.00
Patriot Ledger	Zoning bylaw legal ads	\$ 2520.96
Patriot Ledger	Scenic Road bylaw legal ad	\$ 430.56
Carl Agostino	Return of unused escrow	\$ 2568.20

Motion by Mr. Mauch to approve the invoices as submitted. Duly seconded and unanimously voted.

Planning Board Reorganization

The PB discussed the distribution of jobs and liaisons to other town entities for 2017-2018. Ms. Crystal-Lowry asked not to be nominated to continue as Chair but was willing to be Vice Chair. She suggested that Mr. Mauch serve as Chair, citing his extra work and assistance in the absence of a planner as well as his expressed interest in the job.

All agreed after discussion that it was to the PB's advantage to retain an independent minute taker so board members could focus on the matters before them.

Mr. Mauch indicated he would prefer to remain liaison to the Bylaw Review Committee, and Ms. Crystal-Lowry would like to remain liaison to the Community Preservation Committee. After a brief discussion as to whether Mr. Sullivan could be the PB liaison to the Pathways Committee while being an at-large member of that committee, it was decided to appoint him liaison and then revisit the matter if there were any conflicts.

Motion by Mr. Mauch to nominate Jamie Crystal-Lowry Planning Board Vice Chair for 2017-2018. Duly seconded and unanimously voted.

Motion by Ms. Crystal-Lowry to nominate Donald Mauch, Sr. Planning Board Chair for 2017-2018. Duly seconded and unanimously voted.

Motion by Mr. Mauch to nominate Brendan Sullivan Alternate Clerk for 2017-2018. Duly seconded and unanimously voted.

Motion by Mr. Mauch to nominate Scott Fitzgerald Clerk for 2017-2018. Duly seconded and unanimously voted.

Motion by Mr. Mauch to appoint Brendan Sullivan PB liaison to Pathways; Jamie Crystal-Lowry PB liaison to CPC; Donald Mauch, Sr. PB liaison to Bylaw Review; Patrick Campbell PB liaison to Economic Development; and Patrick Campbell PB liaison to Complete Streets. Duly seconded and unanimously voted.

Treasurer Discussion Regarding Parson's Walk

This discussion was postponed to the next meeting.

427 Main Street OSRD

Motion by Ms. Crystal-Lowry to open the continued public hearing. Duly seconded and unanimously voted.

Mr. Mauch read a letter to the PB from Brad McKenzie advising that his Client, Russell Campanelli, was withdrawing without prejudice the application for a special permit for an OSRD at 427 Main St.

Mr. Mauch briefly noted that, as OSRDs require a super-majority vote for approval, Mr. Campanelli's options were to submit the project to an up or down vote before Kenneth Cadman left the PB, or to re-start the hearing process with the new Board.

Motion by Ms. Crystal-Lowry to accept Mr. Campanelli's withdrawal without prejudice the application for an OSRD at 427 Main Street. Duly seconded and unanimously voted.

Establishment of Pre-application Technical Review Fee

Mr. Mauch discussed the additional requirements for OSRD pre-applications passed at Town Meeting; these include information as to where proposed structures would go, where the open space is, and a comparison of the proposed OSRD's yield with that for a traditional subdivision.

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Ms. Crystal-Lowry noted that applicants can still change designs but will now have to provide the PB with a conceptual plan. This will provide more information to the PB and will also be helpful to the applicant.

The PB then asked consulting engineer John Chessia for his thoughts as to an appropriate amount for the technical review fee. After discussing what engineers do at this stage of a project, Mr. Chessia recommended an escrow of \$2500, noting that it was easier to return unused funds than chase additional funds if they run short. Mr. Mauch will verify the PB's authority to establish fees.

Motion by Ms. Crystal-Lowry to establish an engineering review escrow at the preapplication stage of \$2500, effective immediately. Duly seconded and unanimously voted.

Wildcat OSRD Punch List Review

Consulting Engineer John Chessia visited the work site on May 8 and observed workers improving the swales and addressing puddling issues.

Ms. Crystal-Lowry asked whether the PB should set a due date for completion of the roadway/drainage punch list. Mr. Mauch added that the town did not want to be put in the position of having to finish the roads in the development. Mr. Chessia noted that the developers were doing the work promised and that the significant funds still in escrow should ensure its proper completion.

Mr. Mauch noted that Mr. Chessia will be sent to review the overall project punch list the next time the developers ask to appear before the PB.

Transfer Request for Bills through Fiscal 2017 Year End

The PB briefly discussed payment for legal notices for town meeting articles not sponsored by the PB. Ms. Crystal-Lowry talked with Town Accountant Donna Mangan, who preferred to transfer funds directly to the PB account and then have the PB pay for these notices.

Town Meeting Discussion

The PB briefly discussed the OSRD bylaw amendments passed at Town Meeting. Mr. Mauch noted that this would just be the beginning of the process to stabilize yields in these developments. The PB will be working with the Bylaw Review Committee and the new planner to further refine the guidelines.

Committee Liaison Discussion/Updates

Ms. Crystal-Lowry indicated there were no updates from CPC, as they hadn't met since before town meeting.

Mr. Mauch advised that the Bylaw Review Committee has received an analysis from General Code, a municipal codification firm working with the Town to clean up the bylaws. This includes a series of department-specific questions which the BRC will be reviewing with the respective departments. The objective is to make the town bylaws more uniform, user-friendly, and possibly searchable online by keyword.

Other Business

Mr. Mauch advised that there will be a hearing regarding a Scenic Road bylaw issue at the next meeting

Adjournment

There being no further business, a motion was made by Ms. Crystal-Lowry to adjourn at 8:25 P.M. Duly seconded and unanimously voted.

I certify that the above minutes were reviewed and approved by a majority vote of the Planning Board on 6/14/17.



Scott Fitzgerald, Clerk

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