

Office of Planning Board &  
Town Planner

**TOWN OF NORWELL**  
Norwell Town Offices, Room 112  
345 Main Street  
Norwell, Massachusetts 02061  
(781) 659-8021

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**Norwell Planning Board Meeting Minutes  
4/11/2018**

The meeting was called to order at 7:20 P.M. with Vice-Chair Jamie Crystal-Lowry presiding. Also present were Board Members Scott Fitzgerald, Patrick Campbell, and Brendan Sullivan; and Town Planner Kenneth Kirkland. Unable to attend was Chair Donald Mauch, Sr. Scott Fitzgerald arrived at 7:50 PM. The meeting was held in the Planning Office.

**CALL TO ORDER/AGENDA**

*Motion by Member Campbell to open the meeting. Duly seconded and unanimously voted.*

**APPROVAL OF MINUTES**

The minutes of the March 28, 2018 meeting were distributed and reviewed.

*Motion by Member Campbell to approve the minutes of the March 28, 2018 meeting as revised. Duly seconded and unanimously voted.*

**BILLS**

*Motion by Mr. Campbell to review invoices at the end of the meeting. Duly seconded and unanimously voted.*

The following invoices were presented for approval:

W.B. Mason	Office Supplies	\$43.19
Weston Graphics	Map printout, Main Street Phase II	\$108.00
Christopher Sullivan	Meeting Minutes	\$150.00

*Motion by Member Fitzgerald to approve the invoices as submitted. Duly seconded and unanimously voted.*

**SUBDIVISIONS AND LAND DEVELOPMENTS**

**221 Grove Street - Residential (ANR)**

Assessor's Map 6C, Block 14, Lot 13

Town Planner Kirkland advised that Norwell Water Department was the Applicant for this matter and that the proposal involved the Owners of 221 Grove selling about 3 acres of the rear wetland portion of their property to the Department. This would allow the Department to maintain the integrity of the Aquifer Protection District alongside a neighboring Department property.

Mr. Kirkland indicated that the plan met the standards for required findings of fact, conforms to the Master Plan in terms of preserving environmentally sensitive lands, and does not affect frontage or zoning conformance. He also noted that the plan had been timely received and date-stamped by Town Clerk.

*Motion by Mr. Campbell to endorse the ANR for 221 Grove Street. Duly seconded and unanimously voted.*

**224 Main Street - Residential (ANR)**

Assessor's Map 19B, Block 54, Lot 27

Doug Bailey, Grady Consulting, present.

Mr. Kirkland advised that the plan involved the creation of one (1) buildable lot out of the existing parcel. The remaining parcel will be unbuildable due to wetlands and zoning inadequacy; the Owners may transfer this parcel to the Town in the future.

Mr. Kirkland indicated that the plan met the standards for required findings of fact, and confirmed that the plan had been timely received and date-stamped by Town Clerk.

*Motion by Member Sullivan to endorse the ANR for 224 Main Street. Duly seconded and unanimously voted.*

**PERFORMANCE GUARANTEES**

**Cowings Cove - 7 Lot Residential Subdivision**

Assessor's Map 3D, Block 10, Lot 25

Mr. Kirkland indicated that the performance guarantee via Lender's Agreement for this development had expired in 2014. He had spoken to the developer's attorney, and they were requesting that it be extended until January 31, 2021 in order to give them time to obtain a demolition permit from the Historical Commission for the existing house on Lot 1, build on this lot, and complete the remaining items on the punchlist.

Mr. Kirkland also advised that Lot 5 had been sold to a different developer who would build at their own pace, and that he had received anonymous calls from residents in the development asking when the subdivision would be completed.

Mr. Campbell asked whether the Cowings Cove developer could topcoat the road before the house on Lot 5 was built and, if so, what would happen if the road were damaged during that house's construction. Mr. Kirkland advised that the road is currently a private way, so any repairs for road damage caused by the Lot 5 developer would be billed by Cowings Cove HOA to that developer. If Lot 5 had not been built when the residents petition for street acceptance, he would recommend against the acceptance until the lot had been developed.

Ms. Crystal-Lowry cautioned that it could cause problems for the Board if the Cowings Cove HOA was unable to collect from the Lot 5 developer for road damage. She also indicated due to past resident concerns, she would like to see a more definitive schedule for completion of the remaining punchlist items. Mr. Fitzgerald arrived during this discussion and pointed out that certain items, such as the installation of lights and landscaping, did not depend on the development of the remaining lots and could be done right away.

Mr. Kirkland will send a list of outstanding items to the developer and their attorney with a request for a specific schedule of completion of outstanding items, prioritized by items not dependent upon roadway surfacing. The extension of the performance guarantee will be dependent upon submission and Board approval of said schedule.

*Motion by Mr. Sullivan to reject the proposed agreement extending the Cowings Cove performance guarantee until 2021, and ask Town Planner to work with the developer to draft a new agreement articulating a specific timeline for the completion of identified outstanding items, prioritized by those not dependent upon roadway surfacing. Duly seconded and unanimously voted.*

## **MISCELLANEOUS**

### **Subcommittee Liaison Reports**

#### *Community Preservation Committee*

Vice Chair Crystal-Lowry briefly advised that there had been no recent meeting. In response to a query from Mr. Campbell, she indicated that CPC did not need a statement of support from the PB as to any of its recent votes.

#### *Complete Streets Committee*

Mr. Campbell advised that the next Committee meeting was on Friday. Mr. Kirkland has sent out the abutter notifications for the Main Street sidewalk hearing, scheduled for April 30. Mr. Campbell noted that the Committee had discussed the timing of this hearing, and decided it was best that it be held before Town Meeting.

#### *Pathways Committee*

Mr. Sullivan advised that the Committee met last week, and approved a batch of meeting minutes. The resident who had attended the previous PB meeting also attended the Pathways meeting to ask about the pathway from the Norris Reservation. The Committee is working with Highway Surveyor / Tree Warden Glenn Ferguson to put out bids on this project.

## **TOWN PLANNER'S REPORT**

Mr. Kirkland advised that he has been working on a policy handbook for current and future PB members that would set forth rules and guidelines, member responsibilities, and lines of authority. The Board can review and vote on acceptance once it is completed.

The Board broadly discussed member roles and responsibilities. Ms. Crystal-Lowry reiterated the need for Board members to be clear, when taking positions on issues, as to whether they were doing so in their official capacity or as residents. She also felt it important to clarify that the PB was not the Planner's direct supervisor and that, now there was both a planner and a dedicated administrative assistant in the Planning Office, the day-to-day office functions could be handled by them exclusively. Mr. Kirkland advised he had been told it had been necessary for Board members to assist in the office when the Planner position was vacant, but that this would not continue, and in fact had ceased shortly after he started.

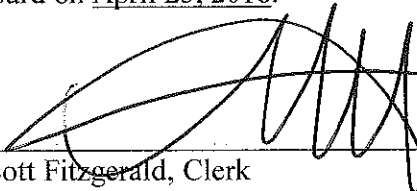
## **NEXT MEETING**

April 25, 2018 – Town Hall, Room 112, 7 pm

## **ADJOURNMENT**

*There being no further business, motion was made by Mr. Campbell to adjourn at 8:41 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 April 25, 2018.

  
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Scott Fitzgerald, Clerk

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