

TOWN OF NORWELL
 Planning Department
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Office of the Planning Board

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Norwell Planning Board Meeting Minutes 12/13/2017

The meeting was called to order at 6:35 P.M. with Chair, Donald Mauch, Sr., presiding. Also present were Town Planner Kenneth Kirkland, and Board Members Patrick Campbell and Brendan Sullivan. Scott Fitzgerald and Jamie Crystal-Lowry were unable to attend. The meeting was held in the Planning Dept. Office.

CALL TO ORDER / AGENDA

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

APPROVAL OF MINUTES

The minutes of the November 8, 2017 meeting were distributed and reviewed.

Motion by Mr. Campbell to approve the Minutes of the November 8, 2017 meeting as submitted. Duly seconded and unanimously voted.

BILLS

The following invoices were presented for approval:

Christopher Sullivan	Meeting Minutes	\$150.00
Chessia Consulting	Wildcat As-Built Plans	\$612.00
Chessia Consulting	Forest Ridge	\$669.00
Chessia Consulting	103 Washington Site Plan Review	\$1155.00
Chessia Consulting	Barrel Lane Drainage Review	\$452.00

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

Budget Presentation

Town Planner Kirkland presented his proposed FY 2019 budget and advised he was requesting increases in two areas. The increase in the Dues & Meetings line item reflects \$344 in membership dues to the American Planning Association; Mr. Kirkland noted that in addition to the professional benefits of continuing membership, achieving and maintaining the Association's AICP credential was part of his job description.

The increase in the Professional Services line item of \$4060 reflects the \$60 Massachusetts notary fee and the annual cost of a recording clerk to take meeting minutes. Mr. Kirkland pointed out that maintaining notary status was another part of his job description, and eliminates the need for Planning-related notarizations to be done in the Town Clerk's Office. He also noted the need for detailed meeting minutes to maintain an accurate record of votes and discussion in the event of litigation.

Mr. Mauch noted that although there was no funding for meeting minutes in the previous budget, a \$4000 Reserve Fund Transfer was approved to cover the expense, and so the actual cost was level to last year. Mr. Kirkland concurred, and added that only about \$2000 of these reserve funds had been expended so far. Mr. Mauch also pointed out that there had been significant savings in salary cost in the period between previous planner Chris Dilorio's departure and his arrival.

After some further discussion regarding salary and benefit costs for office staff, the proposed budget was signed by the Board members present and returned to Mr. Kirkland.

Motion by Mr. Campbell to approve the increased services FY'19 budget as submitted by the Town Planner. Duly seconded and unanimously voted.

SURETY

Mr. Kirkland talked to Town Treasurer-Collector Darlene Sullivan, who advised that the Board had to vote to release the surety and other remaining funds, and then the funds will be held for two Board cycles to account for back taxes and / or late invoices. She will then print and hand-deliver the checks to Mr. Kirkland, who will send them certified mail to the developers.

Wildcat Hills II - Release of Surety

Mr. Mauch advised that it appeared that the developers had completed the remaining work according to plan; Mr. Kirkland advised that there were about \$36,000 in funds remaining in the Surety, Review Fee, and Various accounts for this subdivision, and recommended their final release.

Motion by Mr. Campbell to issue the final release of surety, review fee, and various amounts for the Wildcat Hills II subdivision. Duly seconded and unanimously voted.

Forest Ridge - Release of Surety

Mr. Kirkland advised that there were about \$21,000 in funds remaining in the Surety and Review Fee accounts for this subdivision, and recommended their release.

Motion by Mr. Campbell to release the remaining surety and review fee amounts for the Forest Ridge subdivision. Duly seconded and unanimously voted.

SUBDIVISIONS AND LAND DEVELOPMENT PROJECTS

49 Green Street - Three Lot Residential Land Development Project (ANR)

Applicant Sean Donovan present. Mr. Kirkland advised that this ANR involved the splitting of one corner lot on River and Green Streets into three lots and one non-buildable parcel that did

not have the required zoning setback. The three buildable lots included one corner and two interior lots. The plans were date stamped by the Town Clerk on November 28, 2017. He noted that the purpose of the ANR process was simply to create lots of record and, as these lots met the necessary frontage and access requirements, he recommended endorsement.

Motion by Mr. Campbell to accept the ANR Application for 49 Green Street. Duly seconded and unanimously voted.

Mr. Sullivan asked Mr. Donovan whether the resource area delineation on the plan had been certified by the Conservation Commission. Mr. Donovan advised that an ANRAD is on file with the Commission.

Motion by Mr. Sullivan to endorse the ANR submitted by EMET Holdings for 49 Green Street dated 11/21/2017. Duly seconded and unanimously voted.

Norwell Estates - Stormwater Basin Restoration Plan

Mr. Mauch advised the Board that they needed to formally request that the Conservation Commission provide comments as to Toll Brothers' proposed basin restoration plan for Lot 4 of Norwell Estates.

Motion by Mr. Sullivan to request that the Conservation Commission provide comments regarding the basin restoration plan for Lot 4, Norwell Estates. Duly seconded and unanimously voted.

Old Oaken Bucket Estates - 27 Lot Residential Subdivision

Mr. Kirkland briefly advised that the plans and materials for the proposed definitive subdivision were date-stamped by the Town Clerk and received in the Planning Dept. the day before Thanksgiving (November 22). He has circulated the submittals to the usual Town departments and boards for comments. The comment period will end on December 29, after which he will schedule the public hearing.

MISCELLANEOUS

2018 Planning Board Meeting Schedule

The Board discussed the preliminary meeting schedule for 2018. Mr. Campbell pointed out that the proposed dates for February, March, April, May, and October were on the first and third Wednesdays instead of the customary second and fourth Wednesdays. Mr. Mauch asked Mr. Kirkland to amend the meeting schedule so that the meetings fall on the second and fourth Wednesdays of each month.

Motion by Mr. Sullivan to accept the 2018 Planning Board meeting schedule as amended, to reflect meeting dates on the second and fourth Wednesdays of each month. Duly seconded and unanimously voted.

Committee Liaison Reports

Mr. Mauch advised that, as no other Board member has expressed interest in taking over as liaison to the Bylaw Review Committee, he would continue in this capacity. Mr. Kirkland has been attending the meetings but does not have a vote. Mr. Mauch requested a vote of confirmation.

Motion by Mr. Campbell to reconfirm Mr. Mauch's appointment as Planning Board liaison to the Bylaw Review Committee as of 5/24/2017. Duly seconded and unanimously voted.

Mr. Campbell advised that MassDOT had approved a \$200,000 sidewalk grant to the Complete Streets Committee. Mr. Mauch asked whether the Committee planned to do the project in phases or go to Town Meeting for additional funds to do the full project at once. Mr. Campbell would prefer to go to Town Meeting for funds if needed, and would like the sidewalk to at least run from South Street to the middle school, and ideally cross over to Town Hall and extend to Circuit Street. They are meeting Friday with Highway Surveyor Glenn Ferguson to discuss whether they can find the funds to do the entire project at once.

Former Selectman Rick Merritt recently met with MAPC representatives regarding economic development consulting, and gave a presentation to the Board of Selectmen. MAPC consulting contracts typically last 6-9 months, but they think they can generate a report for Norwell in 3-6 months because a lot of the work has already been completed. They will study branding and repositioning strategies for the Assinippi and Accord Parks, as well as Queen Anne's Corner and make recommendations. The goal is to have their final report in hand for Town Meeting.

Mr. Sullivan noted that the Pathway Committee meeting regarding the Wompatuck State Park parking lot and access road project was going on down the hall.


Town Planner's Report

Mr. Kirkland advised that Mr. Sullivan and consulting engineer John Chessia had reviewed the proposed requested level of detail regarding As-Built Plan requirements; both indicated that the updates were understandable and made sense. He is also looking at copy requirements and digital submission to ensure applicants are not submitting more paper than necessary. He will try to schedule the public hearing for all form changes on same date as the public hearing for Old Oaken Bucket Estates.

Adjournment

There being no further business, motion was made by Mr. Campbell to adjourn at 7:25 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 January 24, 2018.



- Scott Fitzgerald, Clerk

Brendan Sullivan

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