

**Minutes of Meeting
Grafton Planning Board
May 23, 2011**

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A regular meeting of the Grafton Planning Board was held on Monday, May 23, 2011 in Conference Room A at the Grafton Municipal Center, 30 Providence Road, Grafton, MA. Present for the meeting were Chairman Bruce W. Spinney III, Vice-Chairman, Robert Hassinger, Clerk Stephen Qualey, David Robbins and James Walsh III. Staff present was Town Planner, Stephen Bishop and Assistant Planner Ann Morgan.

Chairman Spinney called the meeting to order at 7:00 p.m.

ACTION ITEM 1-A – REORGANIZATION

1) Election of Officers

Chairman **Nomination** by Mr. Qualey, **SECOND** by Mr. Robbins, for Bruce Spinney as Chairman.

Discussion: Mr. Hassinger noted that typically the Chairman position changes with yearly reorganization. Mr. Spinney stated that he would like to continue as the Chairman. There were no further nominations for Chairman.

Mr. Spinney accepted the nomination.

Voted as follows: for Mr. Spinney: Unanimous 4 to 0.

Mr. Spinney was re-elected Chairman.

Vice-Chairman **Nomination** by Mr. Spinney, **SECOND** by Mr. Robbins, for Stephen Qualey as Vice-Chairman.

Mr. Qualey accepted the nomination.

Voted as follows: for Mr. Qualey: Unanimous 4 to 0.

Mr. Qualey was elected Vice-Chairman.

Clerk **Nomination** by Mr. Robbins, **SECOND** by Mr. Spinney, for James Walsh as Clerk.

Mr. Walsh accepted the nomination.

Voted as follows: for Mr. Walsh: Unanimous 4 to 0.

Mr. Walsh was elected Clerk.

2) Designate delegate to CMRPC

Nomination by Mr. Spinney, **SECOND** by Mr. Qualey, for Robert Hassinger to serve as **Planning Board Delegate** to the **Central Massachusetts Regional Planning Commission** for the upcoming year. **MOTION** carried unanimously 4 to 0.

Discussion: Mr. Hassinger noted that the Town was eligible for an additional delegate to the CMRPC, who would be designated by the Board of Selectmen. Mr. Walsh expressed interest in the appointment. Chairman Spinney suggested members refer their interests in the appointment to him and the Board can then notify the Board of Selectmen who will then appoint a second delegate.

3) Designate member to Town Owned Land Committee

The Board discussed the lapse in time of any meetings of this Committee, noting that the meetings should be resurrected to contribute valuable input and some direction for the Town.

Nomination by Mr. Hassinger, **SECOND** by Mr. Qualey, for Bruce Spinney to serve as **Planning Board Representative** on the **Town Owned Land Committee** for the upcoming year. **MOTION** carried unanimously 4 to 0.

4) Designate member to the Community Preservation Committee

Nomination by Mr. Qualey, **SECOND** by Mr. Walsh, for Bruce Spinney to serve as **Planning Board Representative** on the **Community Preservation Committee** for the upcoming year. **MOTION** carried unanimously 4 to 0.

5) Designate member to Grafton Center Study Committee

Mr. Hassinger wished to note that this is a Planning Board Sub-Committee established for the purpose of Planning Board oversight and input on the plans for the Common. Mr. Hassinger stated the Board needs only decide who will oversee along with other Town Departments involved, what plans are being made with regard to the work/improvements on the Common.

Nomination by Mr. Qualey, **SECOND** by Mr. Robbins, to designate Robert Hassinger as Sub-Committee Chair of the **Grafton Center Study Committee** for the upcoming year, with an open membership for an additional Planning Board member as needed. **MOTION** carried unanimously 4 to 0.

6) Authorize Town Planner to:

- 1) Sign payroll:
- 2) Sign ANR plans:

MOTION by Mr. Hassinger, **SECOND** by Mr. Qualey, to authorize the **Town Planner** to sign the payroll on behalf of Planning Board and to sign ANR plans on behalf of Planning Board after Board approval. **MOTION** carried unanimously 4 to 0.

7) Authorize Planning Board Members to sign ANR plans

MOTION by Mr. Hassinger, **SECOND** by Mr. Robbins, to authorize the Chairman and Vice-Chairman to sign ANR plans on behalf of Planning Board after Board approval. **MOTION** carried unanimously 4 to 0.

Chairman Spinney received unanimous consent to endorse the annual Registry of Deeds signature form.

Chairman Spinney informed the Board that a request had been by the EDC to have a representative designated from the Planning Department/Planning Board to be on the Capital Improvement Committee, also noting that he was interested in filling the position. Mr. Robbins noted that his source had indicated that the EDC desired to work more closely with the Planning Department/Planning Board. Mr. Hassinger expressed concerns of having too much on one's plate with so many committees/meetings and adding that the Board of Selectmen would be responsible for the adding an additional slot and appointment of a candidate to an existing Committee.

Mr. Bishop suggested he draft a letter to the Board of Selectmen on behalf of the Planning Board requesting they consider adding an additional member position to the Capital Improvement Committee. Mr. Bishop also noted that Chairman Spinney should contact the Board of Selectmen Chair to discuss this request.

MOTION by Mr. Qualey, **SECOND** by Mr. Walsh, to direct Staff to draft a letter to the Board of Selectmen requesting their consideration of adding an additional member position from the Planning Board to the Capital Improvement Committee. **MOTION** carried unanimously 5 to 0.

DISCUSSION ITEM 2-B – CORRESPONDENCE FROM BRYANT ASSOCIATES REGARDING MASSDOT REVIEW OF TRAFFIC SIGNAL NEED ANALYSIS FOR BRIGHAM HILL ROAD AND PROVIDENCE ROAD

The Board discussed the Planning Board's position regarding the fulfillment of the traffic signal if the State was unwilling to fulfill this request. Mr. Hassinger recalled that the intersection met all of the necessary warrant requirements for the traffic signal and suggested the Board push back to the Board of Selectmen and request they press the issue with Mass Highway and the State Representatives.

MOTION by Mr. Hassinger, **SECOND** by Mr. Robbins, to have the Planning Board communicate with the Board of Selectmen on the issue of the traffic signal at the intersection of Brigham Hill Road and Providence Road. **MOTION** carried unanimously 5 to 0.

MOTION by Mr. Hassinger, **SECOND** by Mr. Robbins, to direct Staff to draft a letter to the Board of Selectmen requesting their involvement in securing a traffic signal for the Brigham Hill Road and Providence Road intersection. **MOTION** carried unanimously 5 to 0.

Mr. Bishop stated that he will draft a letter to begin a dialogue with the Board of Selectmen which will be of a self-explanatory nature indicating that the only option of continuing to pursue this issue is through the Board of Selectmen. Mr. Robbins reminded the Board that if the State was using funding as part of the criteria, that it was basically a non-issue and that funding was available other than the State.

Mr. Hassinger suggested the Board make plans to have someone from CMRPC here to review the Comprehensive Plan with the Planning Board since Grafton has 20 hours of credit for this year.

“ABBY WOODS” SUBDIVISION – CENTRAL MASSACHUSETTS HOME BUILDERS LLC, (APPLICANT/OWNER) – 18 CARROLL ROAD

Chairman Spinney opened the public hearing. Tony Haghani of H S & T Group, Inc. was present representing the applicant.

Mr. Haghani reviewed the “Abby Woods” Subdivision history and current Definitive plan with the Board, stating that they had responded to the recent Graves Engineering comments and had received back a few minor additional comments to which they will be responding. Mr. Haghani added they will need to go before the Conservation Commission with regard to the wetlands on the site, but would ask the Board to consider closing the public hearing and conditioning approval on receipt of a final review letter from Graves Engineering stating that all comments have been addressed.

Mr. Hassinger noted discrepancies in acknowledging some of the Graves Engineering comments, specifically with the location of the drain line. Mr. Haghani stated there would be no problem moving the drain line as suggested by Graves Engineering.

Mr. Bishop remarked that it is standard procedure to wait for final review comments and sign off from Graves Engineering prior to the Board closing the public hearing.

Brett McInnis of 37 North Street informed the Board that his family owns abutting property and would like the Board to ensure the retention of the easement approved in the earlier plan. Mr. Hassinger explained to Mr. McInnis that once the public hearing is closed, the record is closed to the Board’s consideration of any additionally submitted information; and advised him to be sure to submit any information to be considered to the Board the Friday prior to the next Board meeting.

Mr. Bishop reminded the Board that the Conservation Commission stated they did not support the easement in Town Department correspondence to the Planning Board concerning this application.

Mr. Hassinger noted that the Board is always concerned with making sure abutting parties will not be landlocked. Mr. McInnis stated that he will consult with his attorney and be better prepared to respond at the next meeting.

MOTION by Mr. Qualey, **SECOND** by Mr. Walsh, to grant the applicant's written request to continue the public hearing to June 13, 2011 at 7:30 p.m. **MOTION** carried unanimously 5 to 0.

MINUTES OF PREVIOUS MEETINGS

MOTION by Mr. Qualey, **SECOND** by Mr. Hassinger, to approve the open session minutes of April 25, 2011 as drafted and the special meeting minutes of May 9, 2011 with the correction noted. **MOTION** carried unanimously 5 to 0.

Chairman Spinney reminded members of the CMRPC dinner on Thursday, June 9, 2011. Mr. Bishop noted that the Planning Department will forward payment to CMRPC if anyone is interested in attending.

STAFF REPORT

Mr. Bishop informed the Board that Mill Villages Park is moving forward with some organization around it, and significant changes should be noticed this next month. Mr. Bishop added that they are continuing to coordinate the DEP & EPA in progressing the efforts to clean up the site.

Mr. Bishop noted that there were three more subdivisions accepted at Town Meeting, but problems still exist with "Ferry Ridge Estates" and "Oakmont Farms". Mr. Bishop added that "Wood at Stonegate" is making progress for acceptance in working through Travelers Insurance.

Mr. Bishop remarked that they had a meeting with the contractors for Brielle Road, they have reviewed all of the outstanding items with them, and the contractor will be starting on the drainage.

Mr. Bishop also updated the Board on the progress of the Fisherville Demonstration Grant with regard to the DEP & EPA for butane injection, noting the Invitation For Bids has been placed in the Central Registry, and that he will be meeting with the DEP in early June trying to resolve the issue of recontamination.

Mr. Hassinger reminded the Board of the eligibility of hours from the CMRPC, typically used for transportation & land use work, to be incorporated into a workshop to work with various aspects of updating the Master Plan.

Mr. Walsh wished to announce that the next Super Park meeting will be on May 31, 2011 at 7:00 p.m. upstairs in the Municipal Building.

MOTION by Mr. Qualey, **SECOND** by Mr. Hassinger, to adjourn the meeting. **MOTION** carried unanimously 5 to 0.

The meeting was adjourned at 8:13 p.m.

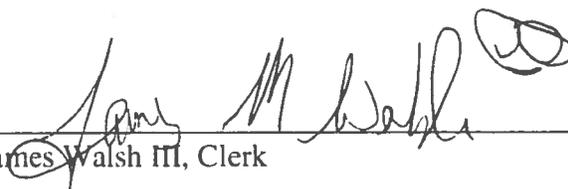
EXHIBITS

- **Item 5: Draft Meeting Minutes**
 - Grafton Planning Board, April 25, 2011, 4 pages.
 - Grafton Planning Board, May 9, 2011, 1 page.

- **Discussion Item 2B – Providence Road / Brigham Hill Road Intersection**
 - Correspondence from Bryant Associates regarding MassDOT review of the traffic signal need analysis for Brigham Hill Road and Providence Road, dated May 6, 2011 and received May 11, 2011, 2 pages.
 - Email Correspondence from Joseph Frawley, MassDOT, regarding Grafton – Providence Rd/Brigham Hill Rd – Signal Needs Analysis, received April 28, 2011, 1 page.

- **Public Hearing 9A: “Abby Woods” Subdivision, Central Massachusetts Home Builders, LLC (Applicant / Owner), Definitive Subdivision Approval**
 - Correspondence from Graves Engineering, Abby Woods Definitive Plan Review, dated and received May 20, 2011, 8 pages.
 - Correspondence from HS&T Group, Abby Woods Definitive Subdivision, dated April 28, 2011, received may 12, 2011, 6 pages.
 - Hydrology & Stormwater Management Report, Abby Woods Definitive Subdivision, prepared by HS&T Group, January 17, 2011, revised April 27, 2011.
 - Plan Set, 24” x 36”, “Abby Woods: A Definitive Subdivision in North Grafton, Massachusetts”, prepared by HS&T Group, Inc., January 17, 2011, no revision date, 13 pages:
 - Sheet 1: Cover Sheet
 - Sheet 2: Lot Layout Plan
 - Sheet 3: Lot Layout Plan
 - Sheet 4: Existing Conditions
 - Sheet 5: Existing Conditions
 - Sheet 6: Grading Scheme
 - Sheet 7: Grading Scheme
 - Sheet 8: Plan / Profile
 - Sheet 9: Detail Sheet
 - Sheet 10: Detail Sheet

- Sheet 11: Detail Sheet
- Sheet 12: Supplemental Information
- Sheet 13: Landscaping / Tree Removal Plan



James Walsh III, Clerk

