

Minutes of Meeting
Grafton Planning Board
April 13, 2015

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A regular meeting of the Grafton Planning Board was held on April 23, 2015 in Conference Room A at the Grafton Municipal Center, 30 Providence Road, Grafton, MA. Present for the meeting were Chairman David Robbins, Vice-Chair Michael Scully, Robert Hassinger and Linda Hassinger. Staff present: Town Planner Joe Laydon and Assistant Town Planner Ann Morgan.

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

1. PUBLIC INPUT

None.

ACTION ITEM 2A: DRAFT DECISION – “DENDEE ACRES” SUBDIVISION – CHARLES KADY BUILDERS (APPLICANT / OWNER) – DESROSIERS LANDING – OFF 61 ELMWOOD AVENUE

The Board reviewed the draft decision. No edits were made.

MOTION by Mr. Hanna, **SECOND** by Mrs. Hassinger to approve the Findings and Conditions. **MOTION** carried unanimously 5 to 0.

MOTION by Mr. Hanna, **SECOND** by Mrs. Hassinger to APPROVE the application for an extension for the period to construct. **MOTION** carried unanimously 5 to 0.

ACTION ITEM 2B: DRAFT DECISION – SECOND MODIFICATION OF SPECIAL PERMIT SP 2000-3 & SITE PLAN APPROVAL – FITZY’S CAR WASH –85 WORCESTER STREET - BRIAN FITZGERALD (APPLICANT / OWNER)

The Board reviewed the draft decision. Minor edits were made to some findings with regards to grammar, punctuation and spelling errors. No substantive changes were made.

MOTION by Mr. Hanna, **SECOND** by Mrs. Hassinger to approve Findings as drafted and modified. **MOTION** carried unanimously 5 to 0.

MOTION by Mr. Hanna, **SECOND** by Mrs. Hassinger to approve the Conditions as drafted and to APPROVE the application for a modification of the Special Permit and Site Plan Approval. **MOTION** carried unanimously 5 to 0.

ACTION ITEM 2C: RECOMMENDATION TO BOARD OF SELECTMEN – REMOVAL OF PORTION OF LAND FROM CHAPTER 61A – 43 ESTABROOK AVENUE – KNOWLTON FROM NOMINEE TRUST (APPLICANT / OWNER)

Mr. Robbins reviewed the background of the request noting that this request would encompass the property related to the second Special Permit & Site Plan Approval for the second phase of the solar

facility located at 43 Estabrook Avenue. The first phase was permitted separately and the request for removal of that portion of the property from Chapter 61A was handled as a separate matter.

Mr. Hassinger noted that this request was less compelling than the previous request. The first phase of the project abutted the Town owned Hennessy property to the west. This portion of the site does not. It is bordered by the Massachusetts Turnpike to the north and surrounded on the east, west and south by land owned by the applicant. The Board could not find a compelling reason to recommend that the Selectmen opt to pursue the purchase of this property.

Mr. Scully clarified that taking the land out of Chapter 61A does not change the zoning. It changes the taxable use restriction from agriculture to non- agricultural. Back taxes will have to be paid once the land is removed from the program. The Board had a brief discussion on the nature and merits of the Chapter 61A program.

MOTION by Mr. Hanna, **SECOND** by Mrs. Hassinger to recommend to the Board of Selectmen that the Town not exercise its option under Chapter 61A to purchase the portion of the lot at 43 Estabrook Avenue. **MOTION** carried unanimously 5 to 0.

ACTION ITEM 2D: ACCEPTANCE OF LANDSCAPING BOND – BLUEWAVE CAPITAL / SUN EDISON – 43 ESTABROOK AVENUE

Mr. Laydon reviewed the newest information regarding the proposed scope of work and bond for landscaping plan for the first permitted phase of the solar farm on the western portion of the lot at 43 Estabrook Avenue. The final iteration reflects comments received from staff and includes a mix of evergreens and shrubs for maximum screening. Graves Engineering was part of the review process to ensure that the proposed plantings did not disrupt the on site stormwater management system. A bond in the amount of \$60,500 for maintenance and replacement surety has been submitted to the Building Department. Staff has deemed that this amount is adequate to protect the Town's interests.

MOTION by Mr. Hassinger, **SECOND** by Mr. Scully to accept the landscaping bond for the first permitted phase of the solar installation on the western portion of the site located at 43 Estabrook Avenue. **MOTION** carried unanimously 5 to 0.

The Board noted that this landscaping plan was well done and that future landscape and screening plans for these types of projects should be as thorough. Mr. Laydon noted that he was working with the new company hired by the Grafton Water District to develop and maintain the landscaping at the Follette Street solar installation.

ACTION ITEM 2E: REQUEST FOR DETERMINATION OF COMPLETENESS – “NORTH GRAFTON PRESERVE (AKA BRIGHAM HILL ESTATES)” SUBDIVISION – WHITE FLOWER LANE, BAY COLONY LANE, AND PATRIOT WAY – OFF BRIGHAM HILL ROAD AND BRIELLE ROAD – TOLL BROTHERS, INC. (APPLICANT / OWNER)

Mr. Laydon presented an overview of the Determination of Completeness process noting that the Board is required to take action in a specified manner once an applicant has made a formal request based on the process set forth by the Town's Subdivision Rules and Regulations. Mr. Robbins observed that request appears to be attempting to accelerate the road acceptance process.

At the request of the Town Planner, Jeff Walsh of Graves Engineering, the Town's peer review engineering consultant, was also present to discuss the process as it relates to best practices in the field. He presented an overview of his 14 years of work with the Town noting that each Town Planner had a different interpretation of how to conduct the Determination of Completeness process. One particular requirement has been open to multiple interpretations – the time frame and benchmarks for determining if a roadway is ready (Section 3.3.12.3 of the Subdivision Rules and Regulations) to be presented to Town Meeting for acceptance, the disposition of the surety and the exposure to risk for the Town if a roadway is accepted too soon and there's no bond money for repairs.

With regards to this particular request, Mr. Walsh presented an overview of his work to date. He stated that he was satisfied with the road work and related infrastructure completed by the contractor, P.J. Hayes. He has submitted peer review comments in three separate letters regarding the As-Built Plan Review, Construction Completeness Review and Acceptance Plan & Legal Descriptions Review. He finds that the as built plans and the acceptance plans are in order. He identified 10 outstanding items related to his construction completeness review that still need to be addressed. Some items, such as the final cleaning of the catch basins and mowing of retention areas, should be completed closer to the end of the process.

Scott Miccile representing Toll Brothers, Inc. was present to discuss the matter with the Board. Mr. Miccile reviewed the application and stated that they had originally hoped to have this matter before the May 2015 Town Meeting. Based on Graves review it is their plan to aim for the Fall 2015 Town Meeting for roadway acceptance. He noted that the top finish course of pavement was put down in the fall of 2014 and that it would have down for a full year at the time of the Fall 2015 Town Meeting. They will continue to work with the Department of Public Works on outstanding items throughout the summer including the ongoing maintenance of the roadway and infrastructure.

Mr. Laydon noted that the Town continues to work with developer and oversee field work. Dave Crouse, Highway Superintendent, has requested that the catch basins be cleaned and the retention areas be mowed no more the one month before Town Meeting. Graves Engineering continues to monitor the progress and maintenance of the project and will continue to provide the necessary review services through the summer to ensure completion of outstanding items.

The Board discussed the fact that the Subdivision Rules and Regulations require a minimum of 18 month period for the completed roadway to be proven before it can be eligible for consideration of completeness. Mr. Scully noted that these subdivision roadways would have only been complete for approximately 12 months at the time of the Fall 2015 Town Meeting. Mr. Hassinger noted that the Town only holds the surety for eighteen months after the Board issues a determination of completeness regardless of when the developer presents the roadways to Town Meeting for acceptance. He expressed concern about the Town's exposure to accepting inadequate roadways if the surety is released too soon. It was noted that the Board can waive the requirements of the Subdivision Rules and Regulations under special or unique circumstances. Mr. Laydon noted that there have been several cases, such as Morgan Drive, where the Board opted to allow for shorter time frame for road acceptance based on unique circumstances. Mr. Hassinger noted that the 18 month time frame wasn't the specific issue but rather ensuring that the subdivision, and specifically the roadways, was truly complete so that the Town doesn't accept an inadequate or faulty product.

Mr. Hassinger asked about the temporary sign issued to identify the subdivision. Mr. Miccile stated that there was one sign. Mr. Hassinger noted that the sign will need to be removed in accordance with the permit issued by the Board. He also stated that during a site visit he took recently he noticed

that the gate to the emergency access roadway was open which is a violation of the Major Residential Special Permit. That gate is to be used only for emergency access and not for general construction operations.

Mr. Robbins noted that at this point in time it doesn't appear that the Board can issue a determination of completeness for this project but that it appears to be very close and likely ready for the fall.

MOTION by Mr. Hassinger, **SECOND** by Mr. Scully to declare that the subdivision is not complete and that the Board will not issue a Determination of Completeness. **MOTION** carried unanimously 5 to 0.

Mr. Laydon noted that he's been researching the history of the "18 month" rule as it relates to best practices for the Town. The intent of this rule is ensure that the finished roadways, including top course, are proven adequate through multiple seasons and their weather conditions. Once a Determination of Completeness has been issued then the time clock starts for 18 months in which the surety is held and the developer can request to have it released. However, if a developer goes to Town Meeting before the 18 months is up (as is their right) and Town Meeting accepts the roadways and infrastructure then the developer can request the release of surety immediately. The rules need to be assessed and adjusted to better protect the Town's interests in making certain that surety is available based on specified series of benchmarks over a reasonable period of time before that surety is released.

There was no public input.

ACTION ITEM 2F: REQUEST FOR DETERMINATION MINOR MODIFICATON - SIGNAGE – "NORTH GRAFTON PRESERVE (AKA BRIGHAM HILL ESTATES)" SUBDIVSION – WHITE FLOWER LANE, BAY COLONY LANE, AND PATRIOT WAY – OFF BRIGHAM HILL ROAD AND BRIELLE ROAD – TOLL BROTHERS, INC. (APPLICANT / OWNER)

Scott Miccile representing Toll Brothers, Inc. was present to discuss the matter with the Board. The approved plan shows a detail for a trail head sign from the neighborhood onto the abutting Grafton Land Trust (GLT) property. The GLT allows a number of activities on their properties which are open to the public. The approved trail head signs did not provide any information about permitted activities. Toll Brothers have been working with the GLT to redesign the sign to provide this information. They would like to modify the approved subdivision plan to specify the new sign. These signs need to be installed as part of completing the subdivision. Mr. Miccile noted that the Grafton Land Trust supports the new proposed signage.

Mr. Scully noted that the new signs were larger than the originally approved signs. He asked if the new information could be put on the same size sign already approved. Mr. Hassinger noted that the approved sign had very little information and that the proposed sign had more content for the sake of public information about permitted activities. It might not be possible to get all the new information on the smaller sign. Mr. Hanna stated that he felt the new signs provided better information which was a benefit to the general public as well as to the residents of the subdivision. Mrs. Hassinger noted that the Grafton Land Trust was starting to use more information based signs for their trails on many of their properties in Town.

There was no public input.

MOTION by Mr. Hanna, **SECOND** by Scully to find that the requested signage change is a minor modification and to approve the minor modification to the Definitive Plan for this subdivision. **MOTION** carried unanimously 5 to 0.

Mr. Robbins asked the Clerk, Mr. Hanna, to read the first legal notice for the first public hearing, “Highfields of Grafton”. Ann Morgan stated that the Applicant’s attorney had notified the office that he would be late arriving to the meeting but is planning on attending. Mr. Robbins asked that the Board proceed with the second public hearing.

PUBLIC HEARING 9B: SPECIAL PERMIT SP 2015-1 & SITE PLAN APPROVAL – NOEL MOTORS – 218 WORCESTER STREET – MICHAEL NOEL (OWNER) – SUNSHINE SIGN (APPLICANT) – SIGN RELIEF

Mr. Hanna read the meeting notice and Chairman Robbins opened the public hearing. Present for the hearing was Mr. Brian Glispin and Mr. David Glispin of Sunshine Sign to discuss the matter with the Board on behalf of the Applicant.

Brian Glispin distributed copies of previously submitted photographs showing the site location and a mock up of the proposed sign. The new sign will replace an existing sign in the same location on the site. He reviewed the waiver request for the new sign noting that it conforms with the Zoning By-law except for the requirement that no portion of the sign shall be located above 2 ½ feet and below 7 feet. The proposed sign has a portion reaching into this area which will be used to display the street number address. Mr. Glispin noted that his client was seeking to better identify the site from the road for the new businesses located on at the rear of the site. Mr. Glispin and his client felt that the new sign would look better with this information displayed in this manner. He further demonstrated that the new sign was set back from the road far from the sight lines of traffic entering or exiting the site. The area of the sign needing relief would not, in his opinion, create a public safety hazard.

Mr. Hassinger reviewed the request with regards to set back calculations with regards to allowed area of the sign and that the proposed sign is larger than the existing sign. He added that the supports were not documented in the application. Mr. Hassinger noted that the Board had to evaluate requests for relief based on hardship or a unique set of circumstances. He stated that, in his opinion, that the Applicant’s request for relief was centered around “because it looks better” did not meet the standard for granting relief. Mr. Laydon noted that Section 4.4.4: Special Cases / Relief provided the Board with the power to grant relief but is not clear on either parameters and standards in which to assess the nature of such a request.

The Board had a general discussion of the By-law requirement about the 2 ½ - 7 foot clearance rule noting that it was designed to ensure a clear line of sight for public safety reasons. However every situation is unique given how far the sign is set back from the street. Mr. Hanna pointed out that the proposed sign is set far enough back and wouldn’t interfere with sight lines. Mr. Robbins noted that the Building Inspector assesses sign applications based on the requirements of the Zoning By-law including size, set back, allowable square footage, etc. Mr. Glispin stated that he thought the Building Inspector could have some leeway in his interpretation and assessment. Mr. Laydon noted that the Building Inspector is required to uphold the Zoning By-law specifically as written.

The Board reviewed the application with regards to site frontage and allowable sign square footage. The site has a 215 foot linear frontage which allows for 54 square feet of signage by right. The proposed sign is 45 square feet. Mr. Robbins reiterated that the proposed sign complies with the By-

law in size, location and setback. The Applicant is only asking for relief for that part of the proposed sign which hangs below the 7 foot rule. Mr. David Glispin stated that the sign was designed this way to provide for better aesthetics in identifying the site's street number. He noted that he understood the rule from a public safety perspective but this sign is set back from the site entrance far enough that, in his opinion, the rule was not necessary as it would not impact traffic. He also added that a number of signs in Town do not comply with this rule. Mr. Robbins stated that the Board is required to conduct its business within the confines of the Zoning By-law. The Board discussed the need to adjust the By-law to better balance the need for public safety against site conditions and to better define the context in to grant relief. Mr. Hanna disagreed stating that the Board does have the power and right to grant relief within the current language of the Zoning By-law.

Mr. Scully asked if Mr. Glispin had prepared or submitted a design that complied with Zoning By-law thereby eliminating the need to request relief. Mr. David Glispin stated that he had not but that it could easily be done. He stated his frustration in the Board's inability to take aesthetics into consideration given the confines of the Zoning By-law. Mrs. Hassinger stated that this issue has been and continues to be a source of concern for the Board as well. Mr. David Glispin noted that it has been a long term problem and that he's been struggling with this for over 10 years. He stated that it was apparent to him that the current application was not likely to meet the standards for granting relief, that problem wouldn't be solved at this time and asked to have the application withdrawn without prejudice.

MOTION by Mr. Hanna, **SECOND** by Mr. Scully to grant the Applicant's request to withdraw the application without prejudice. **MOTION** carried unanimously 5 to 0.

PUBLIC MEETING 9A: MODIFICATION OF DEFINITIVE PLAN APPROVAL – “HIGHFIELDS OF GRAFTON” FLEXIBLE DEVELOPMENT SUBDIVISION – MAGILL ASSOICATES (OWNER / APPLICANT) – MAGILL DRIVE, MANOR HILL DRIVE, FOX POINT DRIVE, SILVER SPRUCE DRIVE – OFF PROVIDENCE ROAD AND OLD UPTON ROAD – EXTEND PERIOD TO CONSTRUCT

Mr. Hanna read the meeting notice and Chairman Robbins opened the public hearing. Present for the hearing was Attorney Joseph Antonellis representing the Applicant / Owner to discuss the matter with the Board.

Attorney Antonellis provided an overview of the work completed since they last appeared before the Board. The water booster pump station is installed and tested. They are working with the Grafton Water District to get a final sign off. The sewer pump chambers have been installed but not the actual pumps. This system is designed to serve the lots on the yet unfinished “loop” portion of Magill Drive. Mr. Antonellis noted that half of these lots need service from the sewer pump station. All the other remaining lots will be gravity fed. Mr. Antonellis noted that the roads, ways, utilities and drainage for the “loop” have been installed. Bounds are being installed and Magill Drive is being prepared for street acceptance. They will be seeking the Board's approval to release lots along the “loop” from the existing Covenant and will also be seeking a bond reduction. Mr. Antonellis stated that it was his client's hope to have all the remaining work items complete within the year.

Mr. Antonellis discussed the status of the conservation restriction. He continues to work with the Conservation Commission regarding some minor wetlands replication issues due to the presence of a vernal pool. Processing of the conservation restriction has been held up due to an incomplete work item relating to a modification previously granted by the Board. The Board had approved a

modification to the Definitive Plan in 2006 to relocate a portion of the roadway due to the presence of a newly identified vernal pool at the time. The modification resulted in the reduction of the total number of approved lots by eight. The reduction of the number of building lots resulted in the increase in amount of open space which would be covered under the conservation restriction. Mr. Antonellis stated that the revised mylars showing this approved modification were never signed by the Board and never filed with the Worcester District Registry of Deeds which was an error on his part. The final draft of the conservation restriction cannot be submitted to the Conservation Commission until the situation has been rectified. Mr. Laydon noted that the request to extend the period to construct and the procedural resolution of the previously approved modification in 2006 were two separate matters. The Applicant will need to present the revised mylars to the Board for review and action based on the previously approved modification in 2006. Once resolved the Applicant will be able to file the revised plans along with a record of Planning Board action at the Worcester District Registry of Deeds. Once filed, the work on the conservation restriction can proceed.

Mr. Hassinger referenced comments received from the Treasurer / Collector's office noting that there were some outstanding back taxes due to the Town. Mr. Antonellis he was notified by the Planning Department staff about the back taxes (\$34.50). He reported that the bill has been paid in full.

Mr. Hassinger asked about the number of lots left to be developed. Mr. Jay Magill noted that there are a total of 56 lots on the "loop" portion of Magill Drive and Fox Pointe Trail remaining to be developed. He's anticipating that all the lots will be developed within the next five years.

MOTION by Mr. Hassinger, **SECOND** by Mr. Hanna to close the public hearing. **MOTION** carried unanimously 5 to 0.

MOTION by Mr. Hassinger, **SECOND** by Mr. Hanna to direct staff to draft a decision taking into account all information received and the Board's deliberations on this matter. **MOTION** carried unanimously 5 to 0.

(NO ITEM 3)

4. BILLS

The bills were circulated and signed.

5. STAFF REPORT

Mr. Laydon presented the staff report on the following items:

- Open Meeting Law – the Board received a copy of an article from the April 2015 publication "The Beacon". There are some changes to the law which may be of interest to the Board. Mr. Hassinger stated that it was a good overview and that the Attorney General's Office has revised guide in March 2015 to include these new changes. The guide can be found on line and staff will print a copy for each Board member.
- Department Staffing – Staff has completed interviews for the Administrative Assistant and two candidates have been recommended to the Town Administrator. He will interview each candidate and an offer will be made hopefully within the week. Both candidates are strong contenders. If the first person chosen does not accept the job then the second candidate would be a good choice as well.

- Work Items – the office continues to be busy with a new influx of applications. The Gristmill Village Definitive Plan application has been received but is awaiting the submission of a Heritage Tree plan and proof plan before staff can begin processing. Mr. Laydon has been busy following up on items related to the recent all boards joint meeting. He's also been working on providing comments to the Massachusetts Office of Business Development. He, along with Sewer Department staff, have been working with Tufts in modeling future site capacity needs at the Grafton Science Park in the advent of another potential site developer.
- Cumberland Farms – Mr. Laydon has received an update from the Applicant regarding the final site work items required by the Special Permit that couldn't be completed during the winter season. They plan to install the final landscaping as well as finish the paving and site striping the week of April 20th. Mr. Laydon will continue to monitor the situation.
- Zoning By-Law – Proposed Amendments – Mr. Laydon will be attending the next Board of Selectmen meeting to review the By-Law articles which will appear on the May 11, 2015 Town Meeting warrant. He will also be attending Finance Committee meetings with regards to the ZBL warrant articles and department budget items.
- Special Meeting – Mr. Laydon stated that the Board will need to schedule a special meeting for the draft zoning by-law and zoning map change warrant articles. In addition the Board will have this option open to finalize the Borrego Solar / 79 Old Upton Road decision if it is not completed at the April 27th meeting. He had polled the Board members and the meeting date has been set for Monday, May 4th. Mr. Robbins requested that the meeting begin at 7:30 p.m. due to a scheduling conflict. The Board agreed to this request. Mr. Hassinger raised concerns about the last minute timing and need for a special meeting for the ZBL warrant articles. The Board had a general discussion about establishing a time line that took into consideration the Finance Committee warrant article hearing timeline to ensure that there is adequate time for the Planning Board to review and hold its public hearings and get their recommendations to the Finance Committee. Mr. Hassinger noted that there used to be a timeline and policy a few years ago and that he'd like to reinstitute this policy. It was noted that the Board has six months in which to hold a public hearing on proposed amendments to the ZBL. Parties submitting articles should not expect that the Board will hastily rush into its public hearing process. The Board needs adequate time to do their job.

6. MINUTES OF PREVIOUS MEETING – APRIL 6, 2015

The Board reviewed the draft meeting minutes and made some grammatical, punctuation, and minor contextual corrections.

MOTION by Mr. Scully, **SECOND** by Mrs. Hassinger approve the draft meeting minutes as corrected. **MOTION** carried unanimously 5 to 0.

7. CORRESPONDENCE

The Board reviewed correspondence from the Finance Committee regarding their upcoming public hearing schedule on the May 11, 2015 Town Meeting warrant articles. The Board will be holding public hearing on all the ZBL and zoning map warrant articles on April 27th except for one which will be held on May 4th. Planning Board recommendations from the April 27th meeting should be available to the Finance Committee prior to the close of their public hearing.

8. REPORTS FROM PLANNING BOARD REPRESENTATIVES ON TOWN COMMITTEES AND CMRPC

Mr. Scully reported that the Economic Development Commission will be meeting this week to clarify language to pursue a specific economic development plan. They are working to determine if the study should just focus on specific areas or if it should be a broader study of all opportunities. Mr. Hassinger expressed his interest in seeing a study of all the specific opportunities in Town and to help set expectations. Mr. Laydon noted that there is ongoing discussion about the merits of a separate economic development plan as opposed to a new master plan that would have an economic development component. The money for both types of plans would likely be around the same amount. Mr. Hassinger noted that any study should look at more than just demand. It should provide a realistic look at real opportunities, how Grafton matches up against surrounding towns and to put things in perspective.

ADJOURNMENT

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

The meeting was adjourned at 9:23 p.m.



Sargon Hanna, Clerk

EXHIBITS

- **Action Item 2A: Draft Decision – “Dendee Acres” Subdivision – Charles Kady Builders (Applicant / Owner) – Desrosiers Landing off 61 Elmwood Avenue – Extend Period to Construct.**
 - Draft Decision; dated April 10, 2015; 3 pages.
- **Action Item 2B: Draft Decision – Fitzzy’s Car Wash – Brian Fitzgerald (Applicant / Owner) - 85 Worcester Street**
 - Draft Decision, dated April 10, 2015; 6 pages.
- **Action Item 2C: Recommendation to the Board of Selectmen – Removal of Portion of Land from Chapter 61A – 43 Estabrook Avenue – Knowlton Farm Nominee Trust (Applicant / Owner)**
 - Correspondence from Patricia Knowlton, Trustee – Notice of Conversion of C.61A Land – Portion of May 49, Lot 1; dated April 8, 2015, received April 9, 2015; 6 pages.
- **Action Item 2D: Acceptance of Landscaping Bond – BlueWave Capital / SunEdison – 43 Estabrook Avenue – Special Permit SP2013-4**

- Landscape Plan – Estabrook Street, Grafton, MA; prepared by Bertin Engineering; revised through April 9, 2015; 11” x 17”, black & white; 1 sheet.
- **Action Item 2E: Request for Determination of Completeness – “North Grafton Preserve (aka Brigham Hill Estates)” Subdivision – White Flower Lane, Bay Colony Lane and Patriot Way – off Brigham Hill Road and Brielle Road – Toll Brothers (Applicant / Owner)**
 - Copy of Correspondence from Grafton Land Trust to Toll Brothers, Inc., North Grafton Preserve (Brigham Hill Estates); dated November 25, 2014; 1 page.
 - Easements and Right of Way Descriptions, prepared by Graz Engineering, LLC; dated February 4, 2015, 10 pages.
 - Correspondence from Graves Engineering, Inc., Brigham Hill Estates (aka North Grafton Preserve) As Built Plan Review; dated December 4, 2015; 2 pages.
 - Correspondence from Town of Grafton Wastewater Treatment Facility, Brigham Hill Estates; dated December 17, 2014; 1 page.
 - Request for Determination of Completeness, Brigham Hill Estates Subdivision, White Flower Lane, Bay Colony Circle, Patriot Way, & the Emergency Access Road; dated February 9, 2015; 1 page.
 - Certificate of Compliance, White Flower Lane, Bay Colony Circle, Patriot Way, & Emergency Access Road; prepared by Graz Engineering; dated January 30, 2015; 1 page.
 - North Grafton Preserve Sewer Easement; prepared by Attorney Mark Kablack; filed with the Worcester District Registry of Deeds on October 14, 2011, Book 47964, Page 379; 3 pages.
 - Copy of Correspondence from the Grafton Conservation Commission; DEP #164-738 and Grafton Wetlands Bylaw Permit #578 – Certificate of Compliance Approval – Brigham Hill Estates/North Grafton Preserve (Map 53, Lots 3 & 113) to Toll Brothers, Inc.; dated December 5, 2014; 11 pages.
 - Correspondence from Graves Engineering, Inc., Brigham Hill Estates Construction Completeness Review; dated January 13, 2015; 2 pages.
 - Plan Set, As-Built utility & Grading Plan for Brigham Hill Estates Definitive Subdivision in Grafton, Massachusetts; prepared by ESE Consultants, Inc.; dated December 2, 2014; 11” x 17”, black & white; 4 sheets.
 - Plan Set, no title, depicts right of ways and easements; stamped by Brian MacEwen; 11” x 17”, black & white; no date; 2 sheets.
 - Correspondence from Graves Engineering, Inc., Brigham Hill Estates Acceptance Plan and Legal Description Review; dated February 26, 2015, received March 2, 2015; 2 pages.
 - Memorandum from the Town Planner to Toll Brothers, Review of Request for Determination of Completeness Submission Package; dated February 27, 2015; 2 pages.
 - Correspondence from Toll Brothers, Registered Mail Notification of Request for Determination of Completeness, Brigham Hill Estates Subdivision, White Flower Lane, Bay Colony Circle, Patriot Way, & the Emergency Access Road; dated February 28, 2015, received March 2, 2015; 6 pages.

- Copy of correspondence from Grafton Fire Department to Graz Engineering, LLC; Determination of Completeness “Brigham Hill Estates”; dated and received March 12, 2015; 1 page.
- Public Notice in accordance with Seciton3.3.11.2, Grafton Planning Board; to be published in the Grafton News; prepared by Toll Brothers, Inc.; no date; 1 page.
- **Action Item 2F: Request for Determination of Minor Modification – Signage - “North Grafton Preserve (aka Brigham Hill Estates)” Subdivision – White Flower Lane, Bay Colony Lane and Patriot Way – off Brigham Hill Road and Brielle Road – Toll Brothers (Applicant / Owner)**
 - Correspondence from Toll Brothers, Inc., Request for Field Change – Trail Signage – Brigham Hill Estates / North Grafton Preserve Subdivision; dated and received March 27, 2015; 4 pages.
- **Item 5: Staff Report**
 - Article from The Beacon, April 2015; “AG Updates Open Meeting Law”; 1 page.
- **Item 6: Minutes of Previous Meeting**
 - Draft Meeting Minutes, April 6, 2015; 3 pages.
- **Item 7: Correspondence**
 - Memorandum from the Finance Committee – Public Hearing Date Schedules for Review of the Articles Prepared for the Special and Annual Town Meeting Warrants, May 11, 2015; dated and received April 8, 2015; 1 page.
- **Public Hearing 9A: Modification of Definitive Plan Approval – “Highfields of Grafton” Subdivision – Magill Drive, Fox Point Drive, Silver Spruce Drive, Manor Hill Drive (off Providence Road and Old Upton Road) – Magill Associates, Inc. (Applicant / Owner) – Extend Period to Construct**
 - Application for Approval of Modified Definitive Plan, dated and received March 18, 2015; 2 pages.
 - Project Review Memorandum, Treasurer / Collector’s Office; 1 page.
 - Project Review Memorandum, Zoning Board of Appeals; received March 26, 2015; 1 page.
 - Project Review Memorandum, Department of Public Works / Highway; received March 26, 2015; 1 page.
 - Project Review Memorandum, Fire Department; received March 31, 2015; 1 page.
 - Project Review Memorandum, Board of Health; received April 7, 2015; 1 page.
- **Public Hearing 7B: Special Permit 2015-1 – Noel Motors – Sign Relief – 218 Worcester Street – Michael Noel (Owner) – Sunshine Sign (Applicant)**
 - Unbound application packet, submitted by the Applicant on March 2, 2015; includes the following
 - Application for Special Permit, dated January 30, 2015; 1 page.
 - Correspondence from Sunshine Sign, Waiver Request – 218 Worcester Street – Signage; dated February 26, 2015; 1 page.

- Certificate of Good Standing, signed by the Treasurer / Collector's Office on January 12, 2015; 1 page.
- Plan, Grafton Tire Sign Alteration Plan located at 218 Worcester Street, Grafton Massachusetts prepared for Noel's Auto Sales, Inc.; prepared by Land Planning, Inc.; dated February 26, 2015; 8 ½ x 11", black & white; 1 sheet.
- Exhibit A – view of traffic unobstructed by proposed sign, Sunshine Sign – Sign Type A; color photograph; 8 ½ x 11"; revised February 9, 2015; 1 page.
- Exhibit B – 218 Worcester Street – Vehicle exiting sign line obstruction; color photograph; 8 ½ x 11"; no date; 1 page.
- Illustration of sign – no title, Sunshine Sign – Sign Type A; 8 ½ x 11", color; revised January 29, 2015; 1 page.
- Illustration of sign showing materials and dimensions– no title, Sunshine Sign – Sign Type A; 8 ½ x 11"; revised January 29, 2015, color; 1 page.
- Photograph of existing sign with hand drawn dimensions; no title, no date; 8 ½ x 11"; 1 page.
- Plan showing sign location with hand drawn notations; no title, no date; 8 ½ x 11", color; 1 page.
- Plan, Site Redevelopment Plan, Layout & Grading Plan for Proposed Garage & Office Units located at 218 Worcester Street, showing location of existing free standing sign to be removed and replaced and location of 2nd free standing sign; prepared by Land Planning, Inc.; revised through September 5, 2013; 11 x 17", black & white; 1 sheet.
- Project Review Memorandum, Department of Public Works / Highway; received March 26, 2015; 1 page.
- Project Review Memorandum, Fire Department; received March 31, 2015; 1 page.
- Project Review Memorandum, Board of Health; received April 7, 2015; 1 page/