

**Minutes of Meeting
Grafton Planning Board
May 16, 2016**

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A regular meeting of the Grafton Planning Board was held on May 16, 2016 in Conference Room A at the Grafton Municipal Center, 30 Providence Road, Grafton, MA. Present for the meeting were Chairman Sargon Hanna, Vice-Chair Michael Scully, Clerk Robert Hassinger, and Linda Hassinger. Absent from the meeting: Dave Robbins. Staff present was Town Planner Joseph Laydon and Assistant Planner Ann Morgan and Office Manager Nicole Larson.

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

PUBLIC INPUT

No public input at the time.

PRESENTATION: INNOVATION LAND USE TECHNIQUES – CMRPC AND MASS AUDUBON: ANALYSIS OF GRAFTON LAND USE REGULATION AND BY-LAWS

Stephanie Covino from Mass Audubon presented a slideshow on innovation and land use techniques for improving Grafton's Water quality standards. Stormwater, By-Law, Subdivision Rules and Regulations, Site Plan review and zoning regulations were all analyzed in order to determine how Low Impact Development (LID) and Green Infrastructure could be utilized to improve Grafton's water quality. The project's objectives were based on an LID approval which incorporates "nature to manage stormwater as close to its source as possible". Due to the massive sprawl taking place in the Massachusetts area, the use of stormwater as a resource is instead of a waste product can increasingly help to avoid environmental degradation and resulting economic impacts. Ms. Covino explained how clustering homes together and leaving more natural landscape creates less negative environmental impacts with in subdivisions. Ms. Covino shared strategies with the Board on how to conserve green infrastructure with in the community, incorporate LID in new development and restoring the resiliency in existing urban landscapes through LID and redevelopment. She then went through the best practices concerning Grafton By-Laws and discussed areas of improvement and how to take steps to improve LID by way of best practices.

Daniel Mucciarone from CMRPC was also present for the presentation.

Mr. Hassinger requested clarification on making Open Space Residential Design (OSRD) mandatory by way of permit type, which he indicated, is not how our By-Laws currently operate. Mr. Laydon clarified the legality behind the 2008 Westford Case and noted the need for early analysis of the land presented for a subdivision upon proposal, and noted the necessity of streamlining our Planning Board processes with our Conservation Commission process. Board Members and staff also discussed the feasibility of how to implicate flexible development or OSRD with by way of Grafton By-Law.

Donna Williams 50 North Street, former Chair of the Conservation Commission spoke to the Board about how Mass Audubon and CMRPC have had a positive impact on the community and that this technical assistance is helpful and beneficial to the Town.

Mr. Scully requested recommendations specifically for our community. Ms. Covino will send resources for surrounding towns and planning departments.

PUBLIC MEETING: (7:30 P.M.) PROJECT PLAN REVIEW (PPR 2016-1) – EQUINE SPORTS MEDICINE CENTER – TUFTS UNIVERSITY / CUMMINGS SCHOOL OF VETERINARY MEDICINE (APPLICANT) / TRUSTEES OF TUFTS COLLEGE (OWNER)

Eric Vangsness, Jack McDonald and Jean Poteete were all present for the hearing. Ms. Poteete gave a brief preview of the key design components of the project and the plan layout. Mr. Vangsness reviewed the Project Plan and spoke to the Board about the changes to the drainage and stormwater management plan. He discussed the slope and soil present at the site. He noted there will be a new separate drain line that will join the drainage outlet system and discussed the plan's improvements in detail. This plan will improve the existing site and remove the water from the proposed project on site. Mr. Vangsness discussed the slope and maintenance of the drainage berm. Mr. Laydon noted he will check in with the Engineering Department and suggested that the Planning Board can, while drafting a decision, require site visits for the first several years if so desired. Mrs. Poteete noted that annual drainage reports are currently completed and information from this project will also be gathered as part of that report in the future. Mr. Laydon noted Department Technical Review feedback on the relocation of a hydrant and instructed the applicant to check in with Conservation to file a stormwater report.

MOTION by Mr. Hassinger, **SECOND** by Mr. Scully, to instruct staff to draft a decision. **MOTION** carried unanimously 4 to 0.

PUBLIC HEARING: (7:30 P.M.) SPECIAL PERMIT (SP 2016-7) & SITE PLAN APPROVAL – ACCESSORY APARTMENT – GEORGIA & GEORGE HARALAMBOUS (APPLICANT/OWNER) – 8 POWERLINE DRIVE

Georgia Haralambous and her daughter Alexandra Kulkounis of 8 Powerline Drive were both present for the hearing. Mrs. Kulkounis gave a brief review on the proposed accessory apartment and Mr. Laydon helped clarify the relative size of the accessory apartment in comparison to the existing home. Mr. Hassinger noted that the typical permit indicates specific family members only and would not be transferred with the sale of the home. Mr. Laydon reviewed the feedback from the Technical Review Meeting. The Applicant agreed to have their surveyor look into the legality of the location of existing shed on the property and its proximity to the electric easement along the back of the property.

MOTION by Mr. Hassinger, **SECOND** by Mr. Scully, to close the hearing and direct staff to draft a decision. **MOTION** carried unanimously 4 to 0.

PUBLIC HEARING: (7:30 P.M.) SPECIAL PERMIT (SP 2016-5) & SITE PLAN APPROVAL – TRINITY AVE PUMP STATION – GRAFTON WATER DISTRICT (APPLICANT/OWNER) – 25R TRINITY AVE (CONT. FROM 4/11/16)

Matt Barry, of Tata & Howard and Matt Pearson of the Grafton Water District were present for the hearing. Mr. Barry discussed the changes in the plans. Mr. Pearson noted that the generators are on timers and will be run at a time when noise pollution would be least noxious. Mr. Barry discussed the snow removal with the Board as discussed with the abutters.

Scott Lamont, of 25 Trinity Avenue spoke to the Board and expressed his satisfaction with the compliance with the Water District on this project, as long as funds were set aside for screening and fencing to be determined once the road was installed. Mr. Hassinger noted details of Graves

Review from 5/12/16. Mr. Laydon noted that we will need to wait to hear back from Conservation until the Commission has finalized their review of the application in order to close the Planning Board public hearing. Mr. Laydon noted specifics on the decibels of the generator.

MOTION by Mr. Scully, **SECOND** by Mr. Hassinger, to accept the applicant’s request to continue the hearing to June 13, 2016. **MOTION** carried unanimously 4 to 0.

PUBLIC HEARING: (7:30 P.M.) SPECIAL PERMIT (SP 2016-3) & SITE PLAN APPROVAL AND CONSIDERATION OF DRAFT DECISION – “SUPER PARK” RECREATIONAL FACILITIES - TOWN OF GRAFTON (APPLICANT/OWNER) – 4-6 UPTON STREET (CONT. FROM 4/11/16)

MOTION by Mr. Scully, **SECOND** by Mr. Hassinger, to accept the applicant’s request to continue the public hearing to June 13, 2016. **MOTION** carried unanimously 4 to 0.

PUBLIC HEARING: (7:30 P.M.) SITE PLAN APPROVAL (SPA 2016-2) – THEROUX DENTAL – MARC & TINA THEROUX (APPLICANT) / HELEN BULGER (OWNER) – 103 WORCESTER STREET (CONT. FROM 4/11/16)

MOTION by Mr. Scully, **SECOND** by Mr. Hassinger, to accept the applicant’s request to continue the public hearing to June 13, 2016. **MOTION** carried unanimously 4 to 0.

DRAFT DECISION: SPECIAL PERMIT (SP 2016-6) & SITE PLAN APPROVAL – ACCESSORY APARTMENT – PETER HALBROOKS (APPLICANT/OWNER – 18 TAFT MILL ROAD

The Board did not find any edits on the draft.

MOTION by Mr. Scully, **SECOND** by Mrs. Hassinger, to make favorable findings on Findings F1-F23, grant Waivers W1-W4, and grant the Special Permit with Conditions C1-C8. **MOTION** carried unanimously 4 to 0.

“GRISTMILL VILLAGE” SUBDIVISION: ENDORSEMENT OF DEFINITIVE SUBDIVISION PLANS

Board will sign the Mylar for the plans directly following the meeting. Mr. Laydon noted that a signature of the Boards is needed on the request for the restricted covenant for the property. Mr. Laydon noted the process which will be followed until ownership is transferred to applicant next week. Signed restrictive covenant would be held in escrow by applicant’s attorney until transfer is complete, which indicates no lot be sold until the transfer of ownership.

MOTION by Mr. Scully, **SECOND** by Mrs. Hassinger, to sign the restrictive covenant. **MOTION** carried unanimously 4 to 0.

Mr. Scully thanked Mr. Hanna for his service with the Planning Department. Mr. Hanna thanked the other Board Members and staff.

BILLS

The bills were circulated and signed.

STAFF REPORT

Mr. Laydon gave the Board members an updated on the following:

- Staff is recovering from Town Meeting.
- Staff would like to take time at the second meeting in June in order to talk about upcoming projects for Fall Town Meeting.
- Staff would like to make sure that priorities are streamlined in order to attain success. Mr. Scully suggested that town wide projects be backlogged in order to keep the Board on track.
- Mrs. Morgan announced that bricks for the Fisherville Mill Site are now available.
- Sign up for the Planning Board and Planning Department updates in order to stay at the forefront of upcoming projects before the Board.

REPORTS FROM PLANNING BOARD REPRESENTATIVES ON TOWN COMMITTEES AND CMRPC

No reports at this time.

OPEN SESSION MINUTES FROM MARCH 14, 2016, MARCH 28, 2016 AND APRIL 11, 2016

No discussion on the drafts.

MOTION by Mr. Hassinger, **SECOND** by Mr. Scully, to accept the three sets of minutes as drafted. **MOTION** carried unanimously 4 to 0.

CORRESPONDENCE

No correspondence at this time.

ANY OTHER ITEMS WHICH MAY LAWFULLY COME BEFORE THE BOARD

No other items came before the Board at this time.

ADJOURNMENT

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

The meeting was adjourned at 8:44 p.m.

EXHIBITS

- Presentation: Innovation Land Use Techniques; Analysis of Local Land Use Regulations in Relation to LID; prepared by Mass Audubon & Central Massachusetts Regional Planning Commission; submitted May 12, 2016; no received dated; 19 pages.
- Draft Decision: Special Permit (SP 2016-6) & Site Plan Approval, Accessory Apartment, 18 Taft Mill Road, South Grafton, MA; dated May 13, 2016; no received date; 7 pages.
- Draft Meeting Minutes of Planning Board Meeting – March 14, 2016; no date; no received date; 6 pages.
- Draft Meeting Minutes of Planning Board Meeting – March 28, 2016; no date; no received date; 9 pages.
- Draft Meeting Minutes of Planning Board Meeting – April 11, 2016; no date; no received date; 11 pages.

- Correspondence: Site Visit Report: Dendee Acres; prepared by Graves Engineering, Inc.; dated April 28, 2016; received May 9, 2016; 1 page.
- Correspondence: Site Visit Report: Dendee Acres; prepared by Graves Engineering, Inc.; dated May 04, 2016; received May 9, 2016; 1 page.
- Correspondence: Site Visit Report: The Village at Institute Road; prepared by Graves Engineering, Inc.; dated April 1, 2016, 2016; received May 9, 2016; 2 pages.
- Correspondence: Site Visit Report: The Village at Institute Road; prepared by Graves Engineering, Inc.; dated March 30, 2016; received May 9, 2016; 5 page.
- Correspondence; Notice of Intent to Prepare an Environmental impact Statement for the Planned Access Northeast Project, Request for Comments on Environmental Issues, and Notice of Public Scoping Meeting; prepared by United States of America Federal Energy Regulatory Commission; dated April 29, 2016; received May 9, 2016; 16 pages.
- Project Plan Review (PPR 2016-1) – Equine Sports Medicine Center – Tufts University / Cummings School Of Veterinary Medicine; includes the following:
 - Letter of Correspondence: Equine Arena & Shared Parking Facility; submitted by Michael Scott, PE of Waterman Design Associates, Inc.; dated May 6, 2016; received May 6, 2016; 2 pages.
 - Plan Set for Project Plan Review; prepared by Waterman Design Associates, Inc.; revised date May 6, 2016; received May 6, 2016; 11”X17”; color; 18 pages.
 - Letter of Peer Review; Subject: Tufts University – Equine Arena, Project Plan Review; submitted by Jeffery M. Walsh, P.E.; dated May 12, 2016; received May 12, 2016; 3 pages.
- Special Permit (SP 2016-7) & Site Plan Approval – Accessory Apartment – Georgia & George Haralambous (Applicant/Owner) – 8 Powerline Drive; includes the following:
 - Application for Special Permit; dated March 22, 2016; received April 11, 2016; 1 page.
 - Application for Site Plan Approval; dated March 22, 2015; received April 11, 2016; 1 page.
 - Certificate of Good Standing; signed by Treasurer/Collector’s Office on March 22, 2016; received April 11, 2016; 1 page.
 - Certified Abutters list; dated April 5, 2016; received April 11, 2016; 1 page.
 - Project Narrative; Re: 8 Powerline Drive, Grafton, MA 01519; submitted by George & Georgia Haralambous; no date; received April 11, 2016; 1 page.
 - Exhibit/List of Waivers; no date, received April 11, 2016; 1 page.
 - Plot Plan; Prepared by Jarvis Land Survey, Inc.; 11”X17”; black and white; dated October 29, 2015; received April 11, 2016; 2 pages.
 - GIS Map; 8”X11”; color; dated September 24, 2016; received April 11, 2016; 2 pages.
 - Compliance Certificate; prepared by John Marro III; report date March 01, 2016; received 11, 2016; 1 page.
 - Plan Set; prepared by John Marro III; 11” X 17”; black and white; dated February 24, 2016; April 11, 2016; 4 page.
 - Email Correspondence; Subject: SP 2016-7 – 8 Powerline Drive; Departmental Comments; submitted by Nancy Connors, Board of Health; dated April 21, 2016; received April 21, 2016; 1 page.

- Email Correspondence; Subject: SP 2016-7 – 8 Powerline Drive; Departmental Comments; submitted by Katrina Koshivos, Zoning Board of Appeals; dated April 21, 2016; received April 21, 2016; 1 page.
- Special Permit (SP 2016-5) & Site Plan Approval – Trinity Ave Pump Station – Grafton Water District (Applicant/Owner) – 25r Trinity Ave; includes the following:
 - Peer Review Correspondence; Subject: Trinity Avenue Pump Station – 25R Trinity Avenue Special Permit and Site Plan Review; submitted by Jeff Walsh, P.E. of Graves Engineering, Inc.; dated April 15, 2016; received April 15, 2016; 5 pages.
 - Email Correspondence; Subject: Re: Trinity Avenue; from Matt Pearson; dated April 26, 2016; received April 27, 2016; 1 page.
 - Letter of Correspondence; Subject: Trinity Avenue Pump Station – 25 R Trinity Avenue, Special Permit and Site Plan Review, Town of Grafton, Massachusetts; submitted by Karen Gracey, P.E. of Tata & Howard, Inc.; dated May 12, 2016; received May 12, 2016; 7 pages.
 - Letter of Correspondence; Subject: Trinity Avenue Pump Station – 25 R Trinity Avenue, Special Permit and Site Plan Review, Town of Grafton, Massachusetts; submitted by Karen Gracey, P.E. of Tata & Howard, Inc.; dated May 12, 2016; received May 12, 2016; 11 pages.
 - Peer Review Correspondence; Subject: Trinity Avenue Pump Station – 25R Trinity Avenue Special Permit and Site Plan Review; submitted by Jeff Walsh, P.E. of Graves Engineering, Inc.; dated May 12, 2016; received May 12, 2016; 6 pages.
 - Plan Set; prepared by Tata & Howard; 11” X 17”; black and white; dated May 2015; received May 12, 2016; 7 pages.
- Special Permit And Site Plan Approval (SP 2016-3) – “Super Park” Recreational Facilities - Town Of Grafton (Applicant/Owner) – 4-6 Upton Street; includes the following:
 - Email Correspondence; Subject: Continuance; submitted by Jennifer Thomas; dated May 16, 2016; received May 16, 2016; 1 page.
- Site Plan Approval (Spa 2016-2) – Theroux Dental – Marc & Tina Theroux (Applicant) / Helen Bulger (Owner) – 103 Worcester Street; includes the following:
 - Email Correspondence; Subject: Theroux - Continuance; submitted by Marc Theroux; dated May 13, 2016; received May 13, 2016; 1 page.
 - Email Correspondence; Subject: SPA 2016-2: Dental & Medical Offices – 103 Worcester Street; submitted by Gillian Hubley of 4 Bernard Road; dated April 26, 2016; received April 26, 2016; 1 page.
 - Email Correspondence; Subject: SPA 2016-2: Dental & Medical Offices – 103 Worcester Street; submitted by Ray Connolly of 10 Bernard Road; dated April 27, 2016; received April 27, 2016; 1 page.
 - Peer Review Correspondence; Subject: Proposed Site Development, Theroux Dental Complex, 103 Worcester Street, Site Plan and Conservation Commission Review; submitted by Jeff Walsh, P.E. of Graves Engineering, Inc.; dated April 29, 2016; received April 29, 2016; 4 pages.

The Planning Board Approved these Meeting Minutes on June 13, 2016.