

Minutes of Meeting  
Grafton Planning Board  
September 14, 2015

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GRAFTON, MA

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A regular meeting of the Grafton Planning Board was held on September 14, 2015 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, David Robbins, and Linda Hassinger. 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.

**1: PUBLIC INPUT**

No Public input at this time.

**ACTION ITEM 2A: "BRIGHAM HILL ESTATES" – RECOMMENDATION TO BOARD OF SELECTMEN; PUBLIC NOTICE**

Mr. Laydon updated the Board on the process of releasing surety for a completed subdivision. Correspondence from Jeff Walsh of Graves Engineering, Inc. (GEI) indicated satisfactory completion of final work items. The Board is waiting for the letter of completion from Department of Public Works in order to make recommendation to the Board of Selectman for acceptance.

**MOTION** by Mr. Hassinger, **SECOND** by Mr. Robbins, to table the discussion to the next Open Meeting on September 21, 2015. **MOTION** carried unanimously 5 to 0.

**ACTION ITEM 2B: DRAFT DECISION: MRSP 2015 – 12: 53 PROVIDENCE ROAD ACCESSORY APARTMENT**

**MOTION** by Mr. Robbins, **SECOND** by Mr. Hassinger to find favorably the findings F1-F25. **MOTION** carried unanimously 5 to 0.

**MOTION** by Mr. Robbins, **SECOND** by Mr. Hassinger to find favorably waiver W1 and grant the waiver. **MOTION** carried unanimously 5 to 0.

**MOTION** by Mr. Robbins, **SECOND** by Mr. Hassinger to find favorably conditions C1-C9, and grant the special permit. **MOTION** carried unanimously 5 to 0.

**ACTION ITEM 2C: DRAFT DECISION: SP 2015-9: 218 WORCESTER STREET; SIGNAGE**

In order to allow for processing of staff comments for the draft decision, along with ample time for the Board to finalize its decision, the discussion of this decision will be tabled to the next meeting. Staff will send out an updated version of the draft to the Board.

**MOTION** by Mr. Hassinger, **SECOND** by Mr. Robbins, to table the discussion of the decision to the next meeting. **MOTION** carried unanimously 5 to 0.

**ACTION ITEM 2D: REQUEST FOR DETERMINATION OF MINOR MODIFICATION: SP2009-10.2; 244 WORCESTER ST.**

Mr. Laydon gave the Board a summary of the work previously completed at the site and overview of the antenna array currently in place. The Board also discussed the roll of the Spectrum Act of 2012, which determines how the Planning Board is able to regulate and approve alterations to existing facilities in order to create an expedited process for wireless communities to update equipment. The Board then discussed dates of previous work and alterations to the tower. Present for the discussion was Amber Debole from T-Mobile, who then confirmed with the Board that the proposed replacement antenna modules and wire cabinet would not change the size or structure of the existing equipment.

**MOTION** by Mr. Robbins, **SECOND** by Mr. Hassinger, to find that the requested modification as a minor modification and approve the minor modification as requested. **MOTION** carried unanimously 5 to 0.

**ACTION ITEM 2E: LOT RELEASE REQUEST – “HERITAGE MEADOWS”  
SUBDIVISION: LOT 3 (11 ESEKS CIRCLE) & LOT 4 (17 ESEKS CIRCLE)**

After a request from a local community member performing a deed search, it came to the staff’s attention that the final 2 lots (referred to as lots 3 and 4) of Heritage Meadows were not released along with the remaining lots in the subdivision, likely due to the fact that the ownership of the final lots was transferred to the Bank prior to building, due to the Developer defaulting on the loan.

**MOTION** by Mr. Hassinger, **SECOND** by Mr. Robbins, to vote to confirm the action and release lots 3 and 4 of Heritage Meadows. **MOTION** carried unanimously 5 to 0.

**PUBLIC HEARING 10B: (7:30 P.M.) ZBL WSPOD – SP (2015-10 & 2015-11) – ZONING  
MAP REVISION**

Present for the discussion was Raymond Talkington from Geosphere Environmental Management Inc. Mr. Talkington spoke to the Board specifically in reference to the area of the district that creates a finger-like portion of the district located over the Axtell Brook of the Water Supply Protection Overlay District (WSPOD). The region was originally included in the WSPOD during studies conducted in 1988, which utilized what we now know to be outdated testing methods. As a result of the recent topographical land mapping along with surface and subsurface drilling, the US Geological Survey’s hydrogeological data indicates that this particular area is not found to contain the subsurface drift and glacial materials affable to large ground water withdrawals needed to contribute to the nearby aquifer system. Mr. Hanna noted that by removing this area from the WSPOD, the affiliated zoning restrictions would consequentially be removed, which would benefit the encompassed area, specifically the Tufts and Discovery Drive community. The Board discussed its intention to more closely examine the outline of the WSPOD boundary in the future in order to contract and expand the boundary lines to revise the borders of the WSPOD, based on the updated testing methods currently available. Mr. Talkington also confirmed that he will be present at the Fall Town Meeting.

The Board then confirmed that the language reviewed for the proposed sign by-law amendment is as previously discussed and ready for Town Meeting.

**MOTION** by Mr. Hassinger, **SECOND** by Mr. Robbins, to close the Public Hearing. **MOTION** carried unanimously 5 to 0.

**MOTION** by Mr. Hassinger, **SECOND** by Mr. Robbins, to recommend both of the drafted by-law articles discussed, and recommend staff to prepare appropriate reports for review and approval for Town Meeting. **MOTION** carried unanimously 5 to 0.

**PUBLIC HEARING 10A: (7:30 P.M.) SPECIAL PERMIT (SP 2015-11) – HOMEFIELD CREDIT UNION – HOMEFIELD CREDIT UNION (APPLICANT/OWNER) – 207 PROVIDENCE ROAD**

Present for the hearing was Mr. Antonellis representing Homefield Credit Union as well as Lloyd Hamm, of Homefield Credit Union. Mr. Antonellis handed out color copies of the 4 proposed signage and their respective locations. He also discussed the reasoning for each of the signs and the applicant's intent to improve the clarity of the bank's location by adding an identical sign on the south side of the building as currently present on the street facing side of the building. He then presented the reasoning for the proposed road side banners and the 2 drive through directional signs, and informed the Board that the total area of the applicant's request would fall short of the total allowable signage for this location. The Board discussed the waivers involved with each of the sign locations and considered the details of the application, deliberating on how each request related to other recent requests for signage in the community. Mr. Hamm spoke to the board pertaining to the uniqueness of the building set so far back from the road creates a need for clearer signage as well as more guidance for directing drivers to the drive-thru area. The Board then discussed the existing entrance and exit signs which will need to be replaced due to a small logo present on each. Planning Department staff was instructed to gather credentials from the recent Dunkin Donuts application for Special Permit in relation to what was allowed in order to provide a comparison for this application.

**MOTION** by Mr. Robbins, **SECOND** by Mr. Hassinger, to close the Public Hearing and instruct staff to draft a decision considering the points discussed. **MOTION** carried unanimously 5 to 0.

**PUBLIC HEARING 10C: (7:30 P.M.) SPECIAL PERMIT AND SITE PLAN APPROVAL FOR SOLAR FACILITY (2015-13) – 207 PROVIDENCE ROAD – CEC SOLAR #1056 LLC (APPLICANT) / ROBERT AND KAREN KELL (OWNERS)**

Present for the hearing was Jay Murdo, Rich Richeo and Greg Carey of Clean Energy Collective. Mr. Richeo distributed 11" X 17" color images of the site and gave a brief overview on the details of the solar site and installation specifics. The applicant has completed two site studies, one from the fairway, and another from Silver Spruce Drive in order to gather proper information on adequate screening from the surrounding areas. A third site study will be conducted from the residence of 207 Providence Road. Mr. Hanna questioned the topography of the site noting that there would need to be less than a 10% slope in order for the plan to stay within the permitted allowance. The applicant confirmed that an Erosion and Sediment Control Plan is in place, with suitable parking on site, located at the entrance as well as at the end of the proposed cul-de-sac. Mr. Hassinger requested an engineering cross-sectional view of the property and the Board agreed that a site walk before the fall would be beneficial. Mr. Laydon suggested postponing a continuation for this hearing until October 12, 2015 due to anticipated upcoming Board member absences.

**MOTION** by Mr. Hassinger, **SECOND** by Mr. Robbins, to continue the hearing until October 26, 2015. **MOTION** carried unanimously 5 to 0.

**PUBLIC HEARING 10D: (7:30 P.M.) MAJOR RESIDENTIAL SPECIAL PERMIT  
(MRSP 2014-10) - "VILLAGE AT INSTTUTE ROAD" SUBDIVISION - D. & F.  
AFONSO BUILDERS (APPLICANT/OWNER)**

Present for the hearing was Normand Gamache who gave a brief update on the revised plan and road way layout with consideration to the nearby vernal pool and Department of Youth Services (DYS) facility. Mr. Laydon and Mr. Ganache met with local authorities to discuss the details involved in this proposal. The next step is to meet with the Department of Capital Asset Management and Maintenance (DCAMM) in the upcoming weeks to discuss the surplus label for property along Westboro Road and Pine Street.

The internal side walk paths proposed are well outside the area restricted by Conservation and will not be changed. The roadway is currently positioned as well as it can be in relation to the wetlands in order to have as little impact on the vernal pool as possible. The Board reiterated that the required right of way for a Major Subdivision is 60 feet and getting as close to that as possible for the length of the road way is preferable. Due to the applicant owning one half of the road way and DCAMM owning the other half, this project is at a standstill until the right of way for the road way is determined by the State. Moving forward the plan which is approved by the Board will be the plan that the State will use to determine the work to be done with the road. The DYS will also be looking at this proposal in order maintain a desirable right of way positioning in respect to their adjacent property.

**MOTION** by Mrs. Hassinger, **SECOND** by Mr. Robbins to continue the meeting beyond 10:00 P.M. **MOTION** carried unanimously 5 to 0.

Mr. Laydon noted that the 20 acres of Office Light Industrial zoned land along the northern part of Westboro Road, to the east, could potentially become deemed as surplus land in the future, with up to 1,600 feet of frontage with Tufts and Town owned property as resulting abutters. Mr. Laydon suggested that the applicant make revisions to the plan as discussed and continue the hearing on October 26, 2015, when all members of the Board will be present. Mr. Scully confirmed with the applicant that the final proposal would include an egress easement for the nearby school also adjacent to the property.

**MOTION** by Mr. Scully, **SECOND** by Mr. Hassinger, to accept the applicant's written request to continue the hearing at the October 26, 2016 meeting. **MOTION** carried unanimously 5 to 0.

**DISCUSSION ITEM 3A: "OAKMONT FARMS" SUBDIVISION; TOWN MEETING  
ACCEPTANCE RECOMMENDATION**

All previously outstanding work items have been cleared by Brian Szcyrko with the Department of Public Works and Mr. Laydon was able to confirm that the past Planning Board had previously approved the road way for recommendation to the Town for release. Jeff Walsh from Graves Engineering has also submitted a letter of completion upon review of said work items. The Board agrees to continue this discussion at the meeting on September 28<sup>th</sup>, 2015 for review prior to Town Meeting.

**4. STAFF REPORT**

Mr. Laydon has been working with Conservation and other Departments on several applications concerning projects involving Sewer and Water Departments as well as other potential subdivision

projects in the community. Mr. Laydon has been getting Articles in place with the Town Administrator for Fall Town Meeting and also informed the Board that the signs at Dunkin Donuts on Worcester Street have been replaced and is now in compliance with the Boards requirements. CMRPC will be visiting next week to work with the Town Planner and the Conservation Agent on the upcoming workshop for Low Impact Development techniques and the available grant program application. Staff have also submitted inquiries for Grafton Science Park.

**5: BILLS**

The bills were circulated and signed.

**ITEM 6A: OPEN SESSION MINUTES OF AUGUST 10, 2015**

The Board discussed the minutes and several nits that were noticed.

**MOTION** by Mr. Robbins, **SECOND** by Mrs. Hassinger, to approve the minutes as amended. **MOTION** carried unanimously 5 to 0.

**ITEM 6B: OPEN SESSION MINUTES OF AUGUST 17, 2015**

**MOTION** by Mrs. Hassinger, **SECOND** by Mr. Robbins, to accept the minutes with any suggested corrections. **MOTION** carried unanimously 5 to 0.

**ITEM 6C: OPEN SESSION MINUTES OF AUGUST 24, 2015**

**MOTION** by Mr. Robbins, **SECOND** by Mr. Scully, to approve the minutes as amended. **MOTION** carried unanimously 5 to 0.

**7. CORRESPONDENCE**

The Board was distributed a flier for the free workshop on Greening Your Community.

The Board then discussed the agenda for next week's meeting.

**MOTION** by Mr. Hassinger, **SECONDED** by Mr. Robbins, to alter next week's meeting start time to 7:30pm. **MOTION** carried unanimously 5 to 0.

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

Mr. Hassinger discussed the notice he received on Growth Development and local transportation.

**ITEM 11: ANY OTHER ITEMS WHICH MAY LAWFULLY COME BEFORE THE BOARD**

No items at this time.

**ITEM 12: VOTE TO EXTEND DURATION OF MEETING BEYOND 10:00 P.M. (IF NECESSARY)**

**ADJOURNMENT**

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

The meeting was adjourned at 10:23 p.m.

Robert Hassinger, Clerk

**EXHIBITS**

- Action Item 2A: "Brigham Hill Estates" – Recommendation for Acceptance; includes the following:
  - Correspondence; Scott P. Miccile; Re: Request for Final Inspection and Bond Release; Brigham Hill Estates/North Grafton Preserve Subdivision; dated September 04, 2015; received September 04, 2015; 1 page.
  - Correspondence; Re: Brigham Hill Estates; submitted by Brian Szczurko; dated September 15, 2015; received on September 15, 2015; 1 page.
  - Correspondence; Subject: Brigham Hill Estates, Construction Completion Review; submitted by Jeffrey Walsh, Graves Engineering, Inc.; dated September 10, 2015; received September 14, 2015; 4 pages.
- Draft Decision; Special Permit (SP 2015-12) & Site Plan Approval; no received date; no received date; 8 pages.
- Draft Decision; Special Permit (SP 2015-9) & Site Plan Approval; dated September 11, 2015; no received date; 10 pages
- Draft Decision with Town Planner Comments; Special Permit (SP 2015-9) & Site Plan Approval; dated September 14, 2015; no received date; 11 pages.
- Action Item 2D: Request For Minor Modification To SP 2009-10.1 – 244 Worcester Street – Cell Tower; Submitted by Amber Debole; Includes the following
  - Project Narrative; Re: Request for Minor Modification at 244 Worcester, Grafton, MA (T-Mobile Site #4WLI903B); written by Amber Debole, Site Acquisition Specialist; dated July 17, 2015; received July 20, 2015; 1 page.
  - Ericsson Data-Sheet for AIR 21, 1.3 M, B2A B4P; 8 ½" X 11", black and white; no date; received on July 20, 2015; 3 pages.
  - Commscope Product Specifications; 8 ½" X 11", black and white; no date; received on July 20, 2015; 2 pages.

- Plan Set; WL903/Wyman Gordon RT; dated May 22, 2015; prepared by Advanced Engineering Group, P. C.; 11" X 17", black and white; received July 20, 2015; includes the following:
  - T-1.....Title Sheet
  - GN-1.....General Notes
  - A-1.....Roof Plan & Equipment Plan
  - A-2.....Elevation & Antenna Plan
  - A-3.....Details
  - G-1.....Grounding, One-Line Diagram & Details
- Email Correspondence; Ann Morgan, 2 Bruce Street; Subject: Request for Minor Modification – 244 Worcester Street; dated July 23, 2015; 1 page
- Wireless Facility – Permitting History, 244 Worcester Street; dated July 23, 2015; 8 ½" X 11", color; 2 pages.
- Project Narrative; Re: Request for Minor Modification at 244 Worcester, Grafton, MA (T-Mobile Site #4WLI903B); written by Amber Debole, Site Acquisition Specialist; dated August 8, 2015; received August 11, 2015; 1 page.
- Correspondence; Amber Debole, Site Acquisition Specialist; Re: Eligible Facilities Request to Modify Transmission Equipment at an Existing Base Station located at 244 Worcester Street Grafton, MA 01536; dated August 8, 2015; received August 11, 2015; 3 pages.
- Ericsson Data-Sheet for AIR 21, 1.3 M, B2A B4P; 8 ½" X 11", black and white; no date; received August 11, 2015; 3 pages.
- Commscope Product Specifications; 8 ½" X 11", black and white, no date; received August 11, 2015; 2 pages.
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  - A-2.....Elevation & Antenna Plan
  - A-3.....Details
  - G-1.....Grounding, One-Line Diagram & Details
- Action Item 2E: Lot Release Request – “Heritage Meadows” Subdivision: Lot 3 (11 Eseks Circle) & Lot 4 (17 Eseks Circle); includes the following:
  - Performance Security Summary Sheet; updated September 8, 2015; no received date; 1 page.
  - Correspondence; Carol A. Pleau, Law Offices of Melai & Osol; Re: 11 Eseks Circle, Grafton, MA, Owners: William D. James, Jr. and Renee M. James; dated September 8, 2015; received September 9, 2015; 5 pages.
  - Draft Request for Release of Lots; Heritage Meadows, Provision of Surety; no date; no received date; 1 page.
- Public Hearing 9A: (7:30 P.M.) ZBL WSPOD – SP (2015-10 & 2015-11) – Proposed Amendment to the Grafton Zoning By-Law, 2015 Fall Annual Town Meeting; 8 ½" X 11"; color; no date; no received date; 3 pages.

- Public Hearing 9A: (7:30 P.M.) Special Permit (SP 2015-11) – Homefield Credit Union – Homefield Credit Union (Applicant/Owner) – 207 Providence Road; includes the following:
  - Application Packet; dated June 24, 2015; received on July 23, 2015; includes the following:
    - Application for Special Permit; 1 page.
    - Narrative from Applicant with Waiver Requests; 2 pages.
    - Abutter's List; Signed by Tammy Kalinowski; 1 page.
    - Abutters Map; color; 8 1/2" X 11"; 1 page.
    - Certificate of Good Standing; stamped by the Treasurer / Collector Office on June 12, 2015; dated June 12, 2015; received on July 23, 2015; 1 page.
    - Site Photos; color; 8 1/2" X 11"; no date; received on July 23, 2015; 5 pages.
    - Email Correspondence; Re: Special Sign Permit App; submitted by Joe Laydon; dated July 29, 2015; no received date; 3 pages.
    - Site Photos; Existing Signs; color; 8 1/2" X 11"; no date; received on July 31, 2015; 4 pages
    - Site Photos; Proposed Signs; color; 8 1/2" X 11"; no date; received on July 31, 2015; 3 pages
    - Site Plan; color; 8 1/2" X 11; dated July 31, 2015; received July 31, 2015; 1 page
    - Departmental Comment Form; Maria Mast, Conservation Agent; dated August 20, 2015; received August 20, 2015; 1 page
    - Departmental Comment Form; Nancy Connors, Board of Health; dated August 20, 2015; received August 20, 2015; 1 page.
    - Departmental Comment Form; Samantha Lubke, Treasurer/Collector's Office; dated August 21, 2015; received August 21, 2015; 1 page.
    - Site Photos; color; 8 1/2" X 11"; no date; received September 14, 2015 at 7:55 p.m.; 6 pages.
    - Site Photos; Exterior Signage; color; 8 1/2" X 11"; no date; received September 14, 2015 at 7:55 p.m.; 7 pages.
  - Public Hearing 9C: Special Permit And Site Plan Approval For Solar Facility (2015-13) – 207 Providence Road – CEC Solar #1056 LLC (Applicant) / Robert And Karen Kell (Owners); includes the following:
    - Application Packet; Special Permit & Site Plan Approval Application Package; prepared by Field Engineering Co., Inc.; 8 1/2" X 11"; color; dated August 12, 2015; received August 14, 2015; includes the following:
      - Part I....Town of Gratton Special Permit and Site Plan Approval Applications
      - Part II....Certified Abutters List
      - Part III....Certificate of Good Standing
      - Part IV....Project Narrative
      - Part V....Project Proponent Information
      - Part VI....Operation and Maintenance Plan
      - Part VII....Proposed Site Development Plans (Reduced Scale)
    - Site Drawings; Proposed Site Development; prepared by Field Engineering Co., Inc.; black and white; 11" X 17"; includes the following:
      - Sheet 1 of 12....Title Sheet
      - N-1.....Notes & Legends
      - EC-1.....Existing Conditions

- SL-1.....Site Layout
- SGD-1.....Solar Array Grading & Drainage
- PP-1.....Access Road Plan & Profile
- PP-2.....Access Road Plan & Profile
- EROS-1...Erosion Control
- LAND-1...Landscape Plan
- VS-1.....View Study From Adjacent Fairway
- VS-2.....View Study from Silver Spruce Dr.
- DET-1.....Site Details
- Departmental Comment Form; Samantha Lubke, Treasurer & Collector's Office; dated August 21, 2015; received August 21, 2015; 1 page
- Departmental Comment Form; Maria Mast, Conservation Agent; dated August 24, 2015; received August 24, 2015; 1 page.
- Departmental Comment Form; Chief Normand Crepeau, Police Department; dated August 24, 2015; received August 24, 2015; 1 page.
- Departmental Comment Form; Drew Manlove, Assessor; dated September 3, 2015; received September 3, 2015; 1 page.
- Correspondence letter; Reference: 207 Providence Rd Special Permit 2015-13 CEC Solar #1056; prepared by Stephen Charest, Grafton Fire Department; dated September 8, 2015; received September 9, 2015; 1 page.
- Correspondence: Subject: Proposed Site Development , CEC Solar # 1056 LLC, 207 Providence Road, Special Permit and Site Plan Review; prepared by Jeffrey Walsh; dated September 10, 2015; received on September 10, 2015; 5 pages.
- Memorandum; Subject: Review of Site Plan/Special Permit Submission of CEC Solar; submitted by Joseph Schow; dated September 28, 2015; no received date; 2 pages.
- Site Plan; SL-1: Site Layout; prepared by Field Engineering Co., Inc.; color; 11" X 17"; date August 12, 2015; 1 page.
- Site Photos; submitted by CEC Solar #1056 LLC; color; 11" X 17"; no date; received on September 14, 2015 at 9:15 p.m.; 4 pages.
- Draft Meeting Minutes; Open Meeting August 10, 2015; dated September 01, 2015; no received date; 11 pages.
- Draft Meeting Minutes; Open Meeting August 17, 2015; no date; no received date; 3 pages.
- Draft Meeting Minutes: Open Meeting August 24, 2015; dated September 01, 2015; no received date; 8 pages.

