

**Minutes of Meeting  
Grafton Planning Board  
November 23, 2015**

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A regular meeting of the Grafton Planning Board was held on November 23, 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: Draft Decision: Special Permit And Site Plan Approval For Solar Facility (2015-13) – 207 Providence Road – CEC Solar #1056 LLC (Applicant) / Robert And Karen Kell (Owner)**

The Board decided to postpone this Action Item until a later date.

**ACTION ITEM 2B: Approval Not Required (ANR) 2015-8: 75 Carroll Road – Joseph Stines**

Mr. Laydon gave a review of the proposed ANR, which would result in both lots having sufficient frontage to satisfy area zoning requirements as well as setbacks for the existing structure on the property.

The Board was also in favor of the proposal outcome resulting in the portion of paved driveway for 73 Carroll Street to be solely on 73 Carroll Street property.

**MOTION** by Mr. Robbins, **SECOND** by Mr. Hassinger, that the Board find the proposed plan need no approval and authorize the Town Planner to sign the ANR. **MOTION** carried unanimously 5 to 0.

**ACTION ITEM 2C: Draft Decision: SP 2015-11 – Homefield Credit Union – 86 Worcester Street – Sign Relief**

Due to the high load of work being processed by the Planning Department Staff, no draft was presented for this meeting. The Board postponed the discussion until Monday, November 30, 2015 meeting.

**4: STAFF REPORT**

Mr. Laydon informed the Board of the following:

- The Planning and Conservation staffs have reviewed stormwater along with subdivision rules and regulations and intend to meet jointly in the New Year.
- Possible expansion of the living system lab at Fisherville Mill is being discussed.
- Mr. Laydon is in the process of completing the Economic self-assessment tool through Economic Development Commission (EDC).
- Planning Department Staff is suggesting zoning revisions for Spring Town Meeting
- Website improvements are continuous.

- Planning Staff is reassessing the time line for application submission deadlines and requirements

## **5: BILLS**

No bills were circulated.

## **6A. MINUTES OF PREVIOUS MEETINGS: OPEN SESSION MINUTES FROM OCTOBER 26, 2015**

The Board agreed that the minutes were ready for approval.

MOTION by Mr. Robbins, SECOND by Mr. Scully, to approve the drafted meeting minutes for October 26, 2015.

## **7. CORRESPONDENCE**

No correspondence at this time.

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

EDC is working to better welcome new businesses to the community.

Mr. Hassinger also suggests that EDC should have its own web page with the Town.

### **PUBLIC HEARING 10C: (7:30 P.M.) (7:30 P.M.) Major Residential Special Permit (MRSP 2014-10) – “Village At Institute Road” Subdivision – D. & F. Afonso Builders (Applicant/Owner) –**

Present for the hearing was Normand Gamache of Guerriere & Halnon, Inc., representing the Applicant. Normand informed the Board that all info has been submitted and though the Board has requested the Flexible Subdivision Plan, the applicant has submitted a letter stating the Conventional Subdivision Plan as their preference. The Board discussed the process for proceeding with the preliminary plan and definitive process.

MOTION by Mr. Robbins, SECOND by Mr. Hassinger, to close the Public Hearing and direct staff to draft a decision for the special permit. MOTION carried unanimously 5 to 0.

### **PUBLIC HEARING 10B: (7:30 P.M.) (7:30 P.M.) Modification Of A Definitive Subdivision Plan Application – “Grafton Hill” Subdivision – 12 Clearview Street – Westerly Side Grafton LLC (Applicant/Owner)**

Present for the hearing was Joseph M. Antonellis, of Mayer, Antonellis, Jackowicz & Haranas, LLP. Mr. Antonellis gave a review of the last meeting’s outcome and suggestions received from Town Counsel, Ginny Sinkel-Kramer. It was determined that the Planning Board cannot make any planning amendments and revisions as the plan stands and must request modification from the owner/applicant. Mr. Antonellis noted that it is in the best interest of the applicant that the Board and town be willing to accept the roadways at the time of construction and that every possible effort had

been made by the applicant to comply with Subdivision Rules and Regulations. Ginny Sinkel-Kramer suggested to the applicant that language be added to restrict buildings, fences, pools etc. on the rear area of all lots at the time of sale.

The Board and Mr. Antonellis discussed the details of the design and how to include more modern roadway guidelines to a design that was created so long ago, specifically the effect of frontage lines along the outer-circle of the center of the development cul-de-sac and its right-of-ways proposed for the roadway. Mr. Hassinger requested that the applicant include a turning radius of 30 degrees at the right turn of the cul-de-sac. Mr. Antonellis also added that though there are no curbing and drainage in the subdivision plan, the drainage would comply with Mass Stormwater Rules and Regulations. Sewer Easements will be sent to Mrs. Sinkel-Kramer based on Gravity Plans with response to the concerns posed by Graves Engineering's recent report and the Applicant will provide a checklist with waiver descriptions for the sake of feasibility of the plan.

**MOTION** by Mr. Robbins, **SECOND** by Mr. Hassinger, to accept the written request of the applicant to continue the hearing to December 14, 2015 at 7:30 p.m.

The Board discussed the need for the presence of Town Counsel at the December 14<sup>th</sup> meeting and determined that her presence would not be seen as necessary at the current time.

**MOTION** carried unanimously 5 to 0.

**PUBLIC HEARING 10A: (7:30 P.M.) (7:30 P.M.) Definitive Plan Approval (2015-5) – “Gristmill Village” Subdivision – Casa Builders And Developers Corp. (Applicant) / Maintanis Realty Trust; William J. & Mary J. Maintanis & Stephen A. Wilson (Owners)**

Present for the Hearing was Steven Venincasa of Casa Builders and Developer Corp. The Board discussed the comments received in the peer review report which impacted several conditions which have been reflected in the applicant's most recent plans. Mr. Hassinger noted that the obstructions to the sight line at the intersection of Gristmill Road would need to be removed to increase safety at the subdivision's entrance and the information be put in to the decision as a condition before construction takes place. Mr. Laydon then gave his interpretation of where the Board currently stands with the drafted decision. The Board discussed, in detail, the time line for submission. Mr. Venincasa expressed his willingness to grant a 1 day extension for the deadline to file the decision to December 1, 2015.

**MOTION** by Mr. Hassinger, **SECOND** by Mr. Robbins, to continue the Public Hearing to 7:30 p.m. on November 30, 2015 and extend the deadline for filing the final decision to the following day, December 1, 2015. **MOTION** carried unanimously 5 to 0.

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

No such items at came before the Board.

**9. ONGOING ITEMS:**

No such items at came before the Board.

## ADJOURNMENT

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

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

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Robert Hassinger, Clerk

## EXHIBITS

- Agenda Item 5: Staff Comments for Nov 23<sup>rd</sup> Planning Board Meeting; Submitted by Town Planner Joseph Laydon; dated November 20, 2015; received November 20, 2015; 2 pages.
- Public Hearing 10A: Definitive Plan Approval (2015-5) – “Gristmill Village” Subdivision – Casa Builders And Developers Corp. (Applicant) / Maintanis Realty Trust; William J. & Mary J. Maintanis & Stephen A. Wilson (Owners); includes the following:
  - Grant of Sight Line Clearing Easement; Signed by Stephen A. Wilson; witness date of October 1, 2015; received November 16, 2015; 2 pages.
  - Agreement; Signed by Lee Kaufman, Tracy Kaufman and Steven Venincasa; no date; received date November 16, 2015; 3 pages.
  - Exhibit “A” Grant of Easement; no date; received on November 16, 2015; 1 page.
  - Exhibit “B” Release and Termination of Easement; no date; received date of November 16, 2015; 2 pages.
  - “Gristmill Village” Definitive Plan, Conventional Development; prepared by J.M. Grenier Associates Inc.; Numbered, Grading and Drainage Plan; dated March 13, 2015; received October 29, 2015; 1 page
  - Certificate of No Appeal; MRSP (2013-9); signed by Town Clerk, Donna M. Girourd; dated by Worcester Registry of Deeds on September 18, 2015; received November 18, 2015; 20 pages.
  - “Gristmill Village” Definitive Plan, Conventional Development; prepared by J. M. Grenier Associates Inc.; dated March 13, 2015; received November 18, 2015; 17 pages.
  - Draft Decision: Definitive Subdivision Plan “Gristmill Village” Subdivision; Draft #2; dated November 19, 2015; no received date; 23 pages.
  - Correspondence from Graves Engineering, Inc.; Subject: Gristmill Village Definitive Plan and Stormwater Review; dated November 20, 2015; received November 20, 2015; 4 pages.
  - Email Correspondence; Subject: FW: Gristmill – Traffic Study Condition; from Jeffrey Walsh, Graves Engineering, Inc.; dated November 20, 2015; received November 20, 2015; 2 pages.

- Revised Condition List; Draft #2 of Definitive Subdivision Plan; based on information received from Graves Engineering on 11/20/15; 2 pages.
- Action Item 2B: Approval Not Required (ANR) 2015-8: 75 Carroll Road – Joseph Stines; includes the following:
  - Application form for Endorsement of Plan Believed not to Require Approval (ANR); dated November 10, 2015; received November 10, 2015; 3 pages.
  - Plan of Land; prepared by R. W. Hart Associates Inc.; 8 1/2” X 11”;
  - black and white; dated October 30, 2015; received November 10, 2015; 1 page.
- Agenda Item 6A: Open Session Minutes of October 26, 2015; no date; no received date; 7 pages.
- Public Hearing 10C: Major Residential Special Permit (MRSP 2014-10) – “Village At Institute Road” Subdivision; Correspondence Letter from Guerriere & Halnon, Inc.; Re: The Village at Institute Road Special Permit Application; dated November 12, 2015; received November 13, 2015; 1 page.
- Public Hearing 10B: Modification Of A Definitive Subdivision Plan Application – “Grafton Hill” Subdivision – 12 Clearview Street; includes the following:
  - Correspondence from Town Counsel; RE: Grafton Hill; dated November 20, 2015; received November 20, 2015; 2 pages.
  - Correspondence from Graves Engineering, Inc.; Subject: Grafton Hill – Clearview Street Modified Definitive Subdivision Plan Review; dated November 5, 2015; received on November 9, 2015; 3 pages.
  - Letter of Correspondence; Subject: Grafton Hill Modified Subdivision North Street, Grafton, MA; prepared by Corrorstone Engineering, Inc.; dated November 23, 2015; received November 23, 2015; 11 pages.
  - Plan Set of Grafton Hill in Grafton, MA; prepared by Connorstone Consulting Civil Engineers and Land Surveyors; 11” X 17”;
  - black and white; dated September 30, 2015; revisions 11/23/2015; received November 23, 2015; includes the following:
    - Sheet 1 of 11.....Existing Conditions Plan
    - Sheet 2 of 11.....Topographic Plan
    - Sheet 3 of 11.....Topographic Plan
    - Sheet 4 of 11.....Topographic Plan
    - Sheet 5 of 11.....Topographic Plan
    - Sheet 6 of 11.....Roadway Plan & Profile
    - Sheet 7 of 11.....Roadway Plan & Profile
    - Sheet 8 of 11.....Sewer Plan & Profile
    - Sheet 9 of 11.....Construction Details
    - Sheet 10 of 11.....Construction Details
    - Sheet 11 of 11.....Construction Details
    - Sheet 1 of 5.....Locus Plan / Sheet Index
    - Sheet 2 of 5.....Plan of Land
    - Sheet 3 of 5.....Plan of Land
    - Sheet 4 of 5.....Plan of Land
    - Sheet 5 of 5.....Plan of Land