

**Minutes of Meeting**  
**Planning Department – Technical Review**  
**March 22, 2016**

A technical review meeting was held on March 22, 2016 in Conference Room B at the Grafton Municipal Center, 30 Providence Road, Grafton, MA. Present for the meeting were Town Planner Joseph Laydon, Conservation Agent Maria Mast, Building Inspector Robert Berger, Board of Health Office Manager Nancy Connors, Superintendent of Sewers Paul Cournoyer, Assistant Chief of Fire Stephen Charest, Town Assessor Drew Manlove and Planning Department Office Manager Nicole Larson. Assistant Town Engineer Brian Szczurko joined the meeting late.

Mr. Laydon began the meeting at 2:05 a.m.

Meeting Minutes from the previous meeting on February 23, 2016 were discussed and edits were noted for revision. It was also determined that future Technical Meetings will be held at 2:00PM on the 3<sup>rd</sup> Tuesdays of each month.

**Dental/Medical Offices – 103 Worcester Street:**

**Building Department:** Do the retaining walls (need to) meet their setbacks and will they require a building permit since they are over 4 feet high? The applicant will likely need an earthmoving permit once detailed calculations are received.

**Fire Department:** This plan will likely require an extension of the main water line across Worcester Street and an additional hydrant to be installed at the end of the line on the same side of Worcester Road as the site.

**Sewer Department:** No comment from Sewer Department until revised plan is received.

**Department of Public Works:** DPW will likely need a highway permit.

**The Ridings Subdivision – 88 Adams Road:**

**Board of Health:** The BOH Department has only received results for 34 test lots, not 39. Additional site results need to be submitted by the applicant. Mr. Laydon noted that the Definitive Plan Approval will require soil and drainage tests be completed for each site.

**Building Department:** Mr. Berger expressed his concerns with the grading of the lot due to the large slope present on certain lot parcels. He instructed the Applicant to make sure grading plans for the subdivision comply with the Subdivision Rules and Regulations.

Water availability to the site was discussed. There are no other amenities on site for this subdivision.

Joe will follow up with the applicant on the following:

- Request a scaled down version of the plan set with hydrants per Mr. Charest's request.
- How open space will be managed?
- Where will trail access be on site?

**Conservation Agent:** Conservation will be supporting the Flexible Preliminary Subdivision Plan.

**Department of Public Works:** DPW will be supporting the Flexible Preliminary Subdivision Plan.

**Fire Department:** The Fire Department will prefer the Preliminary Subdivision Plan.

Mr. Manlove excused himself from the meeting at 2:45PM

April 11, 2016

**Trinity Ave. Pump Station – 25R Trinity Ave.:**

**Fire Department:** noted that under National Fire Protection Association Code (NFPA 1) the fire lane access may need to be 20 ft. wide depending on 1) the size of the building and 2) what will be housed in the building itself.

**Building Department:** noted that under Section 3.3.3.4 of our Town By-laws, the site will need no less than a 10 ft. buffer around the perimeter of the site, which may create a conflict particularly at the entrance of the site.

Brian Szczurko arrived to the meeting at 2:55 PM.

It was requested by Mr. Berger and Mr. Laydon that Matt Pearson's presence be requested at Development Team Meeting on the upcoming Thursday to cover access concerns and building concerns for this application. Conservation discussions will be postponed until after that meeting has been held.

**13 West Street – Single Family Home Demo & Reconstruction:**

**Board of Health:** This site will need an asbestos abatement. Currently no documents have been processed as of yet.

**Building Department:** No Comment.

**Department of Public Works:** Mr. Crouse requested that a more detailed plan for drainage be submitted.

The Technical Review Meeting ended at 3:04 PM.