

**Minutes of Meeting**  
**Planning Department – Technical Review**  
**May 10, 2016**

A technical review meeting was held on March 10, 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, Superintendent of Sewers Paul Cournoyer, Assistant Chief of Fire Stephen Charest and Planning Department Office Manager Nicole Larson. Assistant Town Engineer Brian Szczurko joined the meeting late. Board of Health Office Manager Nancy Connors was not present but submitted comments for the meeting.

Mr. Laydon began the meeting at 2:02 p.m.

**Project Plan Review (PPR 2016-1): Tufts University – Equine Sports Medical Center:**

**Building Department:** No comments at this time.

**Fire Department:** Hydrant on Tufts property needs to be moved to street, away from parking area.

**Sewer Department:** No comments at this time.

**Board of Health:** No comments at this time.

**Conservation:** Any disturbance more than 40,000 or 1000 cubic yards will need a storm water permit though the Conservation Commission.

**Special Permit (2016-7) & Site Plan Review – Accessory Apartment - 8 Powerline Drive:**

**Board of Health:** The following written comments were read aloud by the Town Planner: “they are on town sewer so the additional bedroom would not be an issue”.

**Building Department:** This addition constitutes the definition verbiage which states: “Substantially contained within the structure” since the structure incorporates an addition to accommodate the accessory apartment (wherein) the common vertical walls must abut habitable space on the accessory apartment side of new construction as defined by CMR 780 of the State Building Code. Conservation and Engineering will need to provide a calculation on impervious services. Lot should be surveyed to be sure surface area of final building does not exceed 25% of lot area. Applicants shed is also in the power company easement.

**Conservation Agent:** No comments at this time.

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

**Fire Department:** No comments at this time.

**Sewer Department:** No comments at this time.

**Modification of Special Permit (SP 2014-9.1) – Borrego Solar – 79 Old Upton Road:**

**Building Department:** No comments at this time.

**Conservation Agent:** No comments at this time.

**Sewer Department:** No comments at this time.

**Fire Department:** No comments at this time.

**Special Permit (2016-8) & Site Plan Approval - Construction of a Building Addition – 88 Westboro Road – R.P. Masielo, Inc.:**

**Conservation Agent:** Site Plan does not depict the proper zoning.

**Building Department:** Needs clarification on easement that goes along the property edge.

**Board of Health:** The following written comments were read aloud by the Town Planner: “They are on Town Sewer.”

**Sewer Department:** This project is beneficial to the Community and will be an improvement to the process on site.

**Conservation Agent:** Noted that the applicant will need to complete the following:

- Show limit of disturbance line on plan
- Show snow storage location
- Provide more information on proposed containment area and include need for profile plan.

**Planning Department:** The applicant will need to provide performance standards for Water Supply Protection Overlay District (WSPOD), per Section 7.4.H Zoning By-Law requirements. As part of the Special Permit Review Requirements applicant should also provide an overall narrative for the site, inside and outside as it relates to the WSPOD.

Brian Szczurko arrived to the meeting at 2:30 PM.

**Request for Determination of Completeness – “Brookmeadow Village” Subdivision:** Mr. Laydon gave a review of the plan and application.

**Conservation Agent:** The applicant has only been issued a partial Certificate of Compliance (COC) due to unfinished work with upper part of development, which is tied into the same stormwater system as area below for current request.

**Department of Public Works/Engineering:** Will not issue a letter of approval until Conservation issues a complete COC.

**121 North Street:**

**Board of Health:** The following written comments were read aloud by the Town Planner: “Soil testing has been performed – no plans submitted as of yet. Also, I believe there is an existing well on site and town water is also available. They will have to have the well water tested if they are keeping the well for drinking water purposes. If they are hooking up to town water they have to abandon the well – you cannot have both.”

**Engineering:** Cannot use existing well and will need to tie into on-street Town Water.

**Building Department:** No comments at this time.

**Grafton Hill Subdivision – Clearview Street:**

**Building Department:** concerned with building setbacks on existing lots. See Planning Department Comments online.

**General Business: Review Meeting Minutes:** Meeting Minutes from the previous meeting on March 22, 2016 were discussed. No edits were suggested.

The Technical Review Meeting ended at 3:00 PM.