

Approved: July 7th, 2021

**MINUTES OF THE PROCEEDINGS OF THE
PLANNING BOARD OF THE TOWN OF LANCASTER
Meeting conducted via ZOOM internet conferencing
Monday June 14th, 2021**

Present: Russell Williston, Chair; Roy Mirabito, Vice Chair; Carol Jackson, Clerk; Tom Christopher

Absent: Peter Christoph

Staff Present: Debra Dennis, Administrative Assistant

List of Documents:

- Proposed New Stormwater Management Regulations, as prepared by Town Planning Consultant Michael Antonellis.
- Subdivision application packet, as submitted for “McGovern Boulevard Phase II: Roadway Construction Review.”
- Site Plan update packet with cover letter, for “Definitive Site Plan Decision Amendment - Perking School Master Plan”
- Landscaping Plan submitted for United Ag & Turf Northeast
- Montachusett Joint Transportation Commission representative nomination form
- Packet of three vouchers for approval
- Draft Minutes for April 12th, 2021

Chair Russell Williston called the meeting to order at 7:00 PM.

Roll Call for Attendance:

Russell Williston: Present

Roy Mirabito: Present

Carol Jackson: Present

Tom Christopher: Present

Peter Christoph: (Not Present)

The chair stated that Peter Christoph relayed that he would join this meeting late if it was still in progress when he arrived home.

Administrative

Public Hearing

“To hear and act upon a proposed amendment to Chapter 305, Stormwater Management Regulations. The proposed amendments to the Stormwater Management Regulations will replace the existing regulations in whole.”

Chair Russ Williston opened the public hearing and read the public hearing notice.

Chair Russ Williston asked for comments from the board:

- Carol Jackson discussed several notes from the Town Planning Consultant. Discussion ensued on whether the board should act to move Stormwater review to the Conservation Commission, and whether the related bylaw needs updates. Carol also asked about the time allowed to act on stormwater.
- Bill Hannigan (attendee) commented on the days allowed to issue a decision in the updated regulations.

Motion by Tom Christopher: Close the Public Hearing. Second by Roy Miratito. Roll Call: Roy Mirabito: Yes, Carol Jackson: Yes, Tom Christopher: Yes, Russ Williston: Yes. Motion approved, 4-0.

Motion by Carol Jackson : approve the proposed stormwater regulations with certain changes. (Subsequent to a comment from Deb Dennis the board desired to change the language regarding notification to abutters, and Carol amended her motion to include that.) **The changes to the draft bylaws included in the approval motion were:**

1. fixed typo: "certain trees" repeated in 305-8(C)
2. 305-6 (H) changed to read “ Public Hearing. The Authority shall hold a public hearing within 21 days of the receipt of a complete application and shall take final action within 21 days from the time of the close of the hearing unless such time is extended by agreement between the applicant and the Authority. The applicant shall provide notice of the public hearing by publication, posting and by first-class mailings at least seven days prior to the hearing to abutters of the subject property listed on a certified abutters list obtained from the assessor’s office. The Authority shall make the application available for inspection by the public during business hours at the Town Hall.”
3. Correct section numbering on page 16. (Section 1 was repeated.)

Second by Roy Miratito. Roll Call: Roy Mirabito: Yes, Carol Jackson: Yes, Tom Christopher: Yes, Russ Williston: Yes. Motion approved, 4-0.

Public Meeting

1. McGovern Boulevard-Phase II: Roadway Construction Review

Tom Christopher announced that he would be recusing himself from this agenda item, and left the meeting at 7:42PM

Present for this agenda item:

Bill Hannigan, Hannigan Engineering, for the applicant

Chris Anderson, for the applicant

Discussion ensued on the hearing notice required for this item.

This subdivision update hearing was not properly advertised and will be advertised and heard at a subsequent meeting.

2. Definitive Site Plan Decision Amendment-Perkins School Masterplan, 971 Main Street

Present for this item:

Paul Avery, Oak Consulting, for the Applicant

Steve Young, Perkins, for the Applicant

Chair Russ Williston reviewed the contents of the packet. The chair noted that the amendments seem straightforward and don't significantly impact any of the site plan review requirements.

The board had no further comments. The chairman requested a motion on the proposed amendments.

Motion by Carol Jackson: accept the proposed amendments to the previous subdivision approval. Second by Roy Miratito. Roll Call: Roy Mirabito: Yes, Carol Jackson: Yes, Tom Christopher: Yes, Russ Williston: Yes. Motion approved, 4-0.

3. Review and approve United Ag & Turf Northeast Landscaping Plan

The chairman noted that he had submitted an amended agenda to clarify the applicant on this agenda item: it is "United Ag & Turf" not "Padula Brothers."

Present for this discussion:

Bill Hannigan, Hannigan Engineering, for the applicant

Chair Russ Williston asked for clarification of the "Red Cloud" shown on the plan around the new trees. Hannigan confirmed that it's just to draw attention to the changes.

Carol Jackson: asked about the proximity of the fence to the property line.

Carol Jackson: asked about the picture included with the plan -- Hannigan clarified that it's just an illustration of the trees being used.

Robert Cloutier: asked how to get a copy of the plan. It's not available on the Planning Board website: Bill Hannigan shared it on-screen.

Motion by Tom Christopher: accept the proposed landscaping plan, pending receipt of an updated plan that will show the fence 25 feet from the property line . Second by Carol Jackson. Roll Call: Roy Mirabito: Yes, Carol Jackson: Yes, Tom Christopher: Yes, Russ Williston: Yes. Motion approved, 4-0.

4. Appointment of Montachusett Joint Transportation Commission (MJTC) representative

The board discussed the requirements of this appointment: the previous rep was Michael Antonellis.

Carol Jackson made herself available for this appointment.

Motion by Tom Christopher: appoint Carol Jackson as the board's MJTC representative. Second by Roy Mirabito. Roll Call: Roy Mirabito: Yes, Carol Jackson: Yes, Tom Christopher: Yes, Russ Williston: Yes. Motion approved, 4-0.

Other Business

1. Correspondence

Russ Williston relayed that he'd been notified that Victoria Petracca asked the Board of Selectmen to endorse the "Inclusionary Zoning" bylaw that will be proposed at the annual town meeting: they voted to do so at their June 11th meeting.

2. Vouchers

Motion by Tom Christopher: approve voucher to pay Haley Ward \$410 for Review of Zero Point development on Old County Road. Second by Roy Mirabito. Roll Call: Roy Mirabito: Yes, Carol Jackson: Yes, Tom Christopher: Yes, Russ Williston: Yes. Motion approved, 4-0.

Motion by Tom Christopher: approve voucher to pay Haley Ward \$352.60 for work done on Poras Realty Trust . Second by Carol Jackson. Roll Call: Roy Mirabito: Yes, Carol Jackson: Yes, Tom Christopher: Yes, Russ Williston: Yes. Motion approved, 4-0.

Motion by Tom Christopher: approve voucher to pay Haley Ward \$1256.55 for work done on plans for United Ag & Turf. Second by Carol Jackson. Roll Call: Roy Mirabito: Yes, Carol Jackson: Yes, Tom Christopher: Yes, Russ Williston: Yes. Motion approved, 4-0.

3. Minutes:

Outstanding minutes at the time of the meeting included:

- a. April 12, 2021
- b. April 26, 2021
- c. May 24, 2021

Draft minutes for April 12, 2021 were available for review.

Tom Christopher and Roy Mirabito identified a number of typographical corrections to the draft minutes.

Motion by Tom Christopher: approve the draft minutes presented for April 12th, 2021 with the typographical correction requests. Second by Roy Mirabito. Roll Call: Roy Mirabito: Yes, Carol Jackson: Yes, Tom Christopher: Yes, Russ Williston: Yes. Motion approved, 4-0.

Adjourn

Chair Williston reminded the board that the next Planning Board Meeting will be on Monday, 6/21/2021 at 1PM: a meeting to hold three zoning change public hearings. Tom Christopher noted that he'll be unavailable.

Roy Mirabito moved to adjourn, Carol Jackson seconded. Roll Call: Roy Mirabito: Yes, Carol Jackson: Yes, Tom Christopher: Yes, Russ Williston: Yes. Motion approved, 4-0.

Meeting adjourned at 8:28 PM.