

**Town of Leicester Planning Board
Meeting Minutes**

MEMBERS PRESENT: Jason Grimshaw, Chair; David Wright, Sharon Nist, Alaa AbuSalah

ASSOCIATE MEMBER:

MEMBERS ABSENT: Debra Friedman

IN ATTENDANCE: Michelle Buck, Town Planner; Barbara Knox, Board Secretary

MEETING DATE: **January 3, 2017**

MEETING TIME: 7:00PM

AGENDA:

- 7:00PM Application:
 ANR Plan, Pine Street/Parker Street (Matt Schold)
- 7:15PM Application:
 Briarcliff Estates Senior Village Development, Victoria Drive, Request to Extend
 Deadline to Complete Construction (Matthew Bassick)
- 7:30PM Discussion:
 Associate Planning Board Member Vacancy
- 7:45PM Approval of Minutes
 - 11/9/2016
 - 12/6/2016
- 8:00PM Town Planner Report/General Discussion:
 - A. Conflict of Interest Law Training
 - B. Miscellaneous Project Updates

Mr. Grimshaw called the meeting to order at 7:00PM

Application:

ANR Plan, Pine Street/Parker Street (Matt Schold)

This is a plan dividing one large parcel into three, two will be buildable lots showing frontage on Pine Street, and remaining land has frontage on Parker Street.

MOTION: Ms. Nist moved to approve the ANR Plan for Pine Street/Parker Street

SECONDED: Mr. Wright – VOTE: All in Favor

Application:

Briarcliff Estates Senior Village Development, Victoria Drive, Request to Extend Deadline to Complete Construction (Matthew Bassick)

Matthew Bassick in attendance. Mr. Bassick acquired the project in 2013 and made the first request for extension in January 2015. He explained progress at the site was slow, because of the unit design being too large and the declining housing market. In 2015, the Planning Board approved minor changes to the project, which was a design modification to the buildings. The plan now shows removal on the build-out of the second floor.

Mr. Bassick continued. They had an inventory of 4 units, plus the model unit when he took the project over. His plan was to sell at least 2 of the 4 units before starting any new units. In 2016, 2 units were sold and they were working on breaking ground on two new single detached units. The development is continuously maintained and the condominium agreement was restructured and brought back online this year. He explained in spite of the project not

having much activity going on, he was there every day working on and clearing up any issues there were.

He felt the project is a worthwhile prospect and would like the opportunity to continue. He understood there would be an increase with the surety amount to secure the performance agreement. He has been in communication with Ms. Buck and Quinn Engineering regarding the surety amount and expects to hear something from his bank soon.

Mr. Wright asked how long was the extension request. Mr. Bassick said the maximum allowed, which was 2 years.

Ms. Nist asked if he was staying with the original plan. Mr. Bassick said yes. Ms. Nist asked if he felt 2 years was enough time. Mr. Bassick wasn't sure, but his intention was to build 5 units this year and hopes with the design change, it will attract buyers.

Ms. Buck noted receiving a copy of the surety application sent to the bank regarding the increased amount. The draft decision notes a condition that approval would be contingent upon receiving confirmation of surety.

She reviewed the streetlight plan and felt because this project started in 2004, streetlights should be discussed. The applicant submitted a cleaner plan that showed where the streetlights would be placed. The one at the entrance was already installed and there were 4 more proposed around the circle. She noted the applicant considering changing the streetlight type. Mr. Bassick agreed and said he would submit pictures on the type of streetlight before installing.

Ms. Buck said that people have been living in this development for a while without streetlights, and asked when streetlights were anticipated to be installed. Mr. Bassick said the streetlight proposed at the beginning of the road would be installed before summer and he wasn't sure when the remaining streetlights would be installed.

Mr. Grimshaw asked if the office had received any complaints from any of the residents. Ms. Buck said no, but she wanted to raise the question because people have been living there for a long time without streetlights.

Mr. Grimshaw asked if it was unreasonable to require all streetlights be in by the end of the extension period. Mr. Bassick agreed it wasn't unreasonable. Ms. Buck suggested a condition stating the first streetlight be installed by June 30, 2017 and the remaining streetlights installed by January 15, 2019. All agreed.

Ms. Buck noted another concern regarding the street trees. The original plan only included a notation referencing the subdivision regulations and she felt the applicant needed to submit information regarding the type of tree that would be put in there. Mr. Bassick said he was in process of putting that plan together and would submit the plan to the Board once completed. He wanted to start planting the trees as the units were being built.

Mr. Grimshaw suggested a street tree plan be submitted within 6 months and because there have been no resident complaints received, felt the tree planting should be completed by the end of the extension period.

Ms. Buck suggested the condition stating the streetlight plan be submitted to the Board and the first streetlight be installed by June 30, 2017, with the remaining three by January 15, 2019.

Mr. Grimshaw asked for any further comments, questions or concerns, hearing none, asked for a motion.

MOTION: Ms. Nist – moved to set the amount of required security for Briarcliff Estates at \$249,352; and extend the deadline to complete work in Briarcliff Estates to January 15, 2019, as conditioned in the Board's written decision dated January 3, 2017.

SECONDED: Ms. AbuSalah – Discussion: None – VOTE: All in Favor

Discussion:

Associate Planning Board Member Vacancy

Andrew Kularski of 45 Parker Street, Leicester applied for the Associate Member position.

MOTION: Mr. Wright moved to appoint Andrew Kularski as Associate Planning Board Member

SECONDED: Ms. Nist – Discussion: None – VOTE: All in Favor

Approval of Minutes

11/9/2016

MOTION: Mr. Wright moved to approve the minutes of November 9, 2016

SECONDED: Ms. Nist – Discussion: None – VOTE: 3-In Favor / 1-Abstained (Ms. AbuSalah)

12/6/2016

MOTION: Ms. Nist moved to approve the minutes of December 6, 2016 noting a minor typo.

SECONDED: Mr. Wright – Discussion: None – VOTE: All in Favor

Town Planner Report/General Discussion

Conflict of Interest Law Training

Conflict of Interest training forms distributed to each Planning Board member with instructions on how to take the online quiz and submitting their confirmation form to the Town Clerk.

Miscellaneous Project Updates

- ANR Plan

A new ANR submittal is anticipated soon, therefore a second January meeting may need to be scheduled. After some discussion, all agreed to schedule the meeting for Tuesday, January 17th.

- 1603-1605 Main Street.

The applicant contacted office, after expiration, asking about reapplying.

- 30 Huntoon Highway/Verizon Appeal.
The court decision is still pending. The Planning Board's permit is due to expire this month, but is automatically extended because of the length of the appeal.
- AA transportation
The work there is complete, but it was found they were short one bus parking spot. Ms. Buck did sign off on occupancy, but noted in the memo to the building inspector that only 13 buses and not 14, were allowed to be parked on the site at one time.
- Eastern Pearl
The permit expired December 1, 2016.
- Hammond Street Subdivision
In 2008, the Planning Board approved a 2-lot subdivision at the end of Hammond Street. It was a hammerhead extension to an existing road. There has been some work done over the years, but there has been nothing heard from the applicant in a couple of years. Attempts were made requesting progress reports, but a response was never received. The Permit Extension Act puts the expiration date on this project to 2/17/2017 to complete. Ms. Buck asked how the Board wanted to proceed. Mr. Grimshaw suggested making one more attempt on contacting the applicant. All Agreed.
- LaFlash Boutilier Solar
One of the conditions of approval was the solar company request to rescind the subdivision approval. Information was sent to the applicant on how to do that and a response has not been received. Ms. Buck noted the Planning Board has the authority to rescind a subdivision on their own initiative and asked how the Board wanted to proceed. Mr. Grimshaw suggested sending a letter to the applicant stating that if they don't request a rescission of the subdivision within an X amount of time, the Board will move forward and rescind. All agreed 3 months was a reasonable timeframe.
- McNeil Solar
The applicant contacted the office, after expiration, asking for an extension. This request is scheduled for the February 7th meeting.
- Mike's Donuts
They started doing the underground work and will start the above-ground work in the spring.
- Mulberry Solar
This project has sold again. The original permit expired in August 2016 and a second company came in and applied for an extension in October. The second company flipped it to a third company and didn't provide the new company with any documentation on what was approved, the plans, stormwater report, etc.
- Shaping Zone
The issues with building and fire have been cleared up. The owners applied for a sign permit to have a pole sign instead of a wall sign, which required a Special Permit from the ZBA.
- American Canine
The special permit is due to expire February 2017.

- Library expansion project
The architect working on this project contacted the office regarding impervious coverage requirements. It was determined a variance for impervious coverage will be required.
- E-permitting
Ms. Buck is investigating options for e-permitting. She has scheduled product demonstrations next week for three e-permitting providers.
- GIS Mapping
Mr. Wright asked about GIS mapping. Ms. Buck noted that for now GIS services are provided through an annual contract with CMRPC.

Board Member Resignation

At this point, Mr. Wright notified Board he will be unable to finish out his term due to work relocation. Ms. Buck noted that he would have to submit his resignation in writing.

Hearing no further questions or comments, Mr. Grimshaw asked for a motion to adjourn.

MOTION: Ms. Nist moved to adjourn meeting

SECONDED: Mr. Wright – Discussion: None – VOTE: All in Favor

Meeting adjourned at 8:00PM

Respectfully submitted:

Barbara Knox

Barbara Knox

Documents included in the meeting packet:

- Agenda
- Memo to the Board from Michelle Buck, Town Planner regarding January 3, 2017 Planning Board Meeting
- Summary of Briarcliff Estates Decisions/Actions, 5/4/2004-12/20/2016
- Letter to Matthew Bassick, Briarcliff Estates SV, LLC from Michelle Buck, Town Planner regarding Surety Amount
- Letter from Matthew Bassick to Michelle Buck regarding Briarcliff Estates Extension Application Request
- Email memo to Matthew Bassick from Michelle Buck regarding status update/extension request for Briarcliff Estates
- Letter from Matthew Bassick regarding 2016 Status Report, Briarcliff Estates Senior Village-Victoria Drive
- Copy of draft Decision regarding Briarcliff Estates SV, LLC
- Planning Board Minutes of November 9, 2016 & December 6, 2016

Documents submitted at meeting:

- Suggested Motion for Briarcliff Estates, 1-3-2017
- Copy of build out plan for Briarcliff Estates dated 10/25/2016