

**Planning Board Meeting Minutes
July 21, 2015**

MEMBERS PRESENT: Jason Grimshaw, David Wright, Sharon Nist, Adam Menard

ASSOCIATE MEMBER: Alaa AbuSalah

MEMBERS ABSENT: Debra Friedman

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

MEETING DATE: July 21, 2015

MEETING TIME: 7:00PM

AGENDA:

7:00PM	Public Application: Site Plan Review – Mulberry Street Solar Farm
7:15PM	Public Application Site Plan Review, Cumberland Farms
7:45PM	Approval of Minutes 6/2/2015
7:50PM	Town Planner Report/General Discussion A. Miscellaneous Project Updates B. Registry of Deeds form (David Wright)

Mr. Grimshaw called the meeting to order at 7pm

Public Application

Site Plan Review – Mulberry Street Solar Farm

Mr. Mike Loin, Bertin Engineering made the presentation.

Ms. Buck passed out copies of the applicants' responses to Quinn Engineering comments of July 17th. The responses were to where the gravel access road in some areas sloped at 10% and the plan was revised to show crushed stone. They responded to the concern regarding the Emergency Response Plan and the concern with the Decommissioning Plan. They revised the plan in response to Kevin Quinn's comments. Ms. Buck noted just receiving the applicant's response on the decommissioning bond yesterday, which didn't give enough time for review.

Mr. Loin understood and explained the document submitted tonight, compared neighboring Towns calculations on decommissioning bonds. They decided to go with the middle number of 4 cents for the Mulberry Solar and that is how they came up with an estimated Bond amount of \$240,000.

Ms. Buck said the Bond estimate would need to be reviewed by the Town Engineer and can be voted on the next meeting. It's noted in the draft decision that the amount has to be set by the Board prior to the issuance of a building permit, and the bond has to be submitted prior to seeking occupancy. So, the Board can vote on the amount of the Bond at their next meeting. Mr. Loin agreed and felt comfortable having the Town Engineer review the proposal and agreed for the Board, at the next Board meeting, set the Bond amount.

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

MOTION: Ms. Nist moved to approve Site Plan & Stormwater Permit for Mulberry Street Solar Farm, located on Mulberry Street, Cherry Valley; Assessors Map 14, Parcels 4.0, 4.2 & 4.3; with the condition that a Decommissioning Bond is submitted prior to occupancy.

SECONDED: Mr. Menard – Discussion: Ms. Buck noted that condition already being noted in the Order of Conditions under #25. Ms. Nist agreed to remove that condition from the motion.

VOTE: All in Favor

Public Application

Site Plan Review – Cumberland Farms

Mr. Mark Belanger, Bohler Engineering made the presentation. This project is located at the corner of South Main Street (Route 9) and Pleasant Street (Route 56) and includes the existing Cumberland Farms on South Main Street and vacant lot next door that previously was the Exxon Station. The proposal is to knock down the Exxon building, remove the debris and construct a new driveway on that site with access to Pleasant Street, as well as install new landscaping and a new sign on Pleasant Street. There will be no other changes made to that site. With this proposal, it will decrease the impervious area, which will decrease the stormwater runoff. They are proposing 4 additional parking spaces, a new driveway and new signage. Mr. Belanger noted receiving Quinn Engineering's comments of July 2nd.

Ms. Buck felt Quinn Engineering's concerns were addressed and asked for clarification regarding the trees adjacent to the Town of Leicester's side of the property and the sign on Town property. Mr. Belanger said a lot of work will be down right at the property line, but the trees will not be coming down.

Mr. Grimshaw asked about comment #3 in Kevin Quinn's letter noting about a walkway or striped path for pedestrian traffic be provided from the proposed parking spaces to the existing building. He understood the additional spaces were for employees.

Mr. Wright agreed and felt comment #3 contradicted itself. The comment was deferred back to the Board, but it was his understanding that the parking spaces were not expected to serve the existing Cumberland Farms but a potential future use on parcel A.

Ms. Buck explained that she met with a Cumberland representative [John Marth] and another representative from Bohler Engineering [Lucien DiStefano] and it was indicated having those parking spaces reserved for the parcel being donated to the Town; for example; for a Memorial site. However, the Town doesn't need spaces for this purpose. Cumberland decided to leave the parking spaces.

Mr. Grimshaw asked comment #9 under Site Plan Review Rules & Regulations was regarding information related to the proposed sign being provided. Ms. Buck explained that comment refers to sign detail, but the Planning Board typically does not require a sign detail and instead includes the standard language in the decision that says all signs be constructed in accordance to the Zoning Bylaw.

Mr. Grimshaw asked about #15 under Parking Regulations, requiring a 25 foot wide driveway. Ms. Buck explained that the applicant requested a waiver to allow 24 feet, because this property was located in the Watershed Overlay District, it would help reduce the impervious surface.

Mr. Grimshaw asked comment #16 under General comments regarding the proposed driveway configuration becoming a cut-through and providing signage of other traffic control maybe warranted.

Mr. Wright felt comment #16 refers back to comment #2 under Zoning Bylaw regarding the concern on the proposed access to Pleasant Street.

Mr. Grimshaw read the comments from the Police Department asking about a stop sign at the exit to Pleasant Street, a sign warning about pedestrians in the area, placing a stop sign or yield sign between new and old parking lot. He asked what would be the best way to address these concerns. He suggested having a sign-restricting left hand turns during certain times of the day.

After discussion, all agreed on a sign restricting left hand turns with limited time periods.

Mr. Harry Brooks suggested either making the driveway a one-way (enter only) or prohibiting left-turns on exit. Mr. Grimshaw understood the concern, but felt it would limit access to the business and felt the property owner would be looking for an increase to the business.

Mr. Grimshaw asked what Cumberland's preference would be. Mr. Belanger agreed to provide a sign showing a limited time period on left hand turns.

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

MOTION: Ms. Nist moved to approve the Site Plan and Stormwater Permit Order of Conditions for Cumberland Farms located at 6 & 10 South Main Street, Leicester, with the following additional condition: Left-hand turns exiting the site on Pleasant Street are prohibited between the hours of 6AM and 10 AM, and between the hours of 2PM and 4PM. The Applicant shall post a sign at the exit indicating this prohibition of left-hand turns. Also to approve the waiver required that the proposed access drive is 24 feet (25 feet required).

SECONDED: Mr. Menard – Discussion: None

VOTE: All in Favor

Approval of Minutes

6/2/2015

Ms. Nist noted Debra Friedman being present, but not listed.

MOTION: Mr. Wright moved to approve the June 2, 2015 Minutes as corrected.

SECONDED: Mr. Menard – Discussion: None

VOTE: All in Favor

Town Planner Report/General Discussion:

A. Miscellaneous Project Updates

Goals & Objectives

Ms. Buck has been working with the Town Administrator regarding goals & objectives for FY2016. It's her understanding that Department Heads will each have 2-3 specific goals that will be tied to their contract. She said her two goals at this point would include revising the Subdivision Regulations and working on administrative improvements to the Development & Inspection Services department.

There's a third project that the Town Administrator has asked her to assist him on, which is a WPI Study. This is a comprehensive study done on drinking water and wastewater use for the

Town. It will start in the fall and will be a yearlong study with WPI students working full-time for the Town.

E permitting

David Wright asked about the status of e-permitting. Ms. Buck noted that the Town was working with a company a couple of years ago. The software was installed and staff attended training. However, the Town never proceeded implementing it primarily because there were concerns with the quality with the program.

Economic Development Program

Northeastern University has a program called an Economic Development Self-Assessment Tool. This program will assist the Town in a comprehensive analysis on what is being done right and what is being done wrong in relation to economic development. Ms. Buck is looking into more information on the cost and process, and will discuss with the Town Administrator.

Main Street Property across from Wal-Mart

A new for sale sign was noticed on the property and it was noted that the one-year extension date, to start the project, was coming up in October [10/5/2015].

Wal-Mart property

A Wal-Mart representative has been inquiring about dividing the Main Street property and selling them as separate parcels. This will require for them to come before the Planning Board because they want to make the driveway a subdivision road, because the parcels won't have frontage on Route 9 and they want to make the access for the lots off the driveway.

Hearing no further comments or concerns; Mr. Grimshaw asked for a motion to adjourn.

MOTION: Ms. Nist – moved to adjourn meeting

SECONDED: Mr. Menard – Discussion: None

VOTE: All in Favor

Meeting adjourned at 8:00PM

Respectfully submitted:

Barbara Knox

Barbara Knox

Minutes approved by the Planning Board on: August 4, 2015

Documents included in the mailing packet:

- Agenda
- Memo to the Board from Michelle Buck regarding July 21st Planning Board Meeting
- Copy of draft Site Plan Approval & Stormwater permit Order of Conditions for Mulberry Street Solar Farm
- Copy of Cumberland Farms Site Plan Review application.
- Copy of Cumberland Farms project narrative & waiver requests
- Copy of existing conditions drainage map for 6 South Main Street, Cumberland Farms
- Copy of proposed conditions drainage map for 6 South Main Street, Cumberland Farms

- Copy of comments received from: Quinn Engineering, Building Inspector, Board of Health, Historical Commission and Police Department.
- Copy draft Site Plan Approval & Stormwater permit Order of Conditions for Cumberland Farms.
- Copy of Planning Board Minutes of June 2, 2015

Documents submitted at meeting:

- Comments from Quinn Engineering regarding Mulberry Street Solar Farm dated July 17, 2015
- Response comments from Lesley Wilson, Bertin Engineering regarding Mulberry Street Solar Farm dated July 21, 2015