



## **PEMBROKE PLANNING BOARD MINUTES**

**MONDAY, JUNE 5, 2017**

**PRESENT:** Rebecca Coletta (Chairman), Thomas Irving (Clerk), James Noone (Board Member), Paul Whitman (Board Member), Matthew Heins (Planning Board Assistant), Robert DeMarzo, Tyler Nims, Eoghan Kelley and Thomas Pozerski.

Chairman Rebecca Coletta opened the meeting by reading the Chairman's statement.

### **PUBLIC HEARING FOR PROPOSED SITE PLAN #SP2-17 AT 260-280 OAK STREET**

Mr. Whitman made a motion to re-open the public hearing for Site Plan #SP2-17, a proposed project at 260-280 Oak Street for two industrial buildings totaling 20,000 square feet, consisting of fourteen modular units. Mr. Irving seconded the motion, and the board voted unanimously in favor.

Ms. Coletta explained that earlier in the day, the developer Brian Murphy had communicated that the revised set of engineering drawings for the project were not yet ready, and thus had asked for the public hearing to be pushed back another week.

Mr. Noone made a motion to continue the public hearing to June 12, 2017, at 8:00 pm, Mr. Irving seconded the motion, and the board voted unanimously in favor.

### **REVIEW OF ROUTINE ADMINISTRATIVE MATTERS**

The board members discussed the Drainage Commission, and the need to re-appoint Paul Whitman to this commission. Mr. Irving made a motion that the Planning Board appoint Paul Whitman to the Drainage Commission, Mr. Noone seconded the motion, and the board voted unanimously in favor.

Mr. Noone made a motion to accept the minutes of May 22, 2017, Mr. Irving seconded the motion, and the board voted unanimously in favor.

Ms. Coletta explained that the Advisory Committee approved the request to increase the Planning Board's budget for overtime pay. The original amount allocated for overtime was incorrect. This led to a broader discussion about the town's budget and what is allocated to the board.

The board members talked about various parcels owned by Brian Murphy and the possibility of development on them, and more general issues about development.

Mr. Heins explained that a payroll authorization form needed to be signed by the chairman of the board. It is for the Planning Board Assistant (Mr. Heins), because his rate of pay is increasing slightly on July 1 due to the new union contract. Ms. Coletta signed the form.

Mr. Heins explained that a signed request had been submitted by the developer of the proposed Donna Lane subdivision for an extension of the time for completion. This led to a conversation about whether such extensions should be granted as a matter of course, and how the bureaucratic procedure should be handled. Mr. Noone made a motion that the board grant the developer of the Donna Lane subdivision a one-year extension of the time for completion, Mr. Irving seconded the motion, and the board voted unanimously in favor.

Ms. Coletta and Mr. Heins explained that on July 10 the Planning Board, Zoning Board of Appeals, and Board of Selectmen will meet jointly with town counsel to discuss how the Planning Board and Zoning Board of Appeals can better coordinate their work and how they approach projects.

The board and Mr. Heins talked about the waiver originally granted for the Bristol Estates subdivision, for the requirement of sidewalks on both sides of the road. The revised design includes sidewalks on both sides, and so the waiver is no longer necessary. This situation was discussed.

Various procedural and bureaucratic matters relating to the mixed use site plan project at 220 Center Street were discussed. The Brisson Way subdivision was also discussed briefly.

The board members and Mr. Heins talked about the Equestrian Estates street acceptance, and whether the mylar drawings should be signed now or after July 1. The board members looked over the mylar drawings, and Mr. Noone identified a few problems with them. This led to further discussion.

The proposed Macomber Lane subdivision was discussed, and it was agreed that engineering review is not necessary for it.

Mr. Heins and the board talked about the engineering review balances, and how they should be handled during the construction process and/or when the balance gets low.

#### **DISCUSSION ABOUT AND DECISION ON PROPOSED FORM A FOR SITE ON STAGESTOP LANE**

Robert DeMarzo came before the board to discuss his proposed Form A (i.e., Approval Not Required) for a site on Stagestop Lane near Old Washington Street. This would involve a small piece of land (about 4,000 square feet) being shifted from one owner to another adjacent owner.

Mr. Heins noted that the town clerk wished to have a typographical error on the Form A corrected.

Mr. Noone made a motion that the Planning Board direct its clerk to sign the Form A drawings, Mr. Whitman seconded the motion, and the board voted unanimously in favor. Mr. Irving signed the Form A drawings.

Mr. DeMarzo corrected the typographical error on the Form A.

#### **REVIEW OF ROUTINE ADMINISTRATIVE MATTERS**

The board members discussed whether applicants should be required to submit digital files and/or tabloid (11" x 17") sized drawings.

Mr. Whitman explained that the Department of Public Works intends to alter its requirements for roadway surfaces on new roads, to add a mandatory new topping. The proposed new process would make the roadways more durable. The board members talked about this idea, and about road construction in general.

Mr. Heins and the board discussed an upcoming public hearing of the Zoning Board of Appeals for proposed warehouse buildings at 260-280 Oak Street.

#### **DISCUSSION OF BRISTOL ESTATES SUBDIVISION**

The board members discussed the Bristol Estates subdivision, which has already been approved. The board was considering whether to vote on the final conditions for the subdivision.

The waiver originally granted for Bristol Estates and now no longer applicable, for the requirement of sidewalks on both sides of the road, was discussed again, with Tyler Nims, Eoghan Kelley and Thomas Pozerski participating in the conversation.

Mr. Nims explained the final item remaining in his review letter, pertaining to the rain gardens and their easements, and specified that this is mainly directed to the Conservation Commission. Mr. Pozerski also emphasized that this is essentially the concern of the Conservation Commission, and talked further about the easements and rain gardens.

It was noted that Mr. Noone did not attend any of the public hearings for Bristol Estates, and thus could not vote on the final conditions. For this reason, a quorum was lacking as only three board members present could vote. Ms. Coletta and Mr. Heins determined that the vote would take place on June 12 at 8:30 pm, if possible.

#### **REVIEW OF ROUTINE ADMINISTRATIVE MATTERS**

Mr. Kelley and the board members talked about the drawings for the Equestrian Estates street acceptance, and Mr. Noone and Mr. Irving raised a few minor issues with the drawings. Mr. Kelley agreed to have his engineer examine the drawings and make changes as necessary.

Mr. Kelley and the board discussed the remaining amount of the road bond for Equestrian Estates, and when this will be released to the developer.

Mr. Whitman mentioned that the Department of Public Works is considering a revision of how catch basins are installed and set in place. A conversation ensued about the way catch basins are installed during construction.

Mr. Whitman made a motion to adjourn the meeting, Mr. Noone seconded the motion, and the board voted unanimously in favor.

The next regular meeting of the Planning Board will be held on Monday, June 12, 2017 at 7:00 pm.

Respectfully submitted,

Matthew Heins, Planning Board Assistant