

MERRIMAC PLANNING BOARD, JANUARY 15, 2019
APPROVED MINUTES

ALL TO ORDER: Chairperson Sandra Venner called the meeting to order at 7:02 PM

ATTENDANCE: Attending at the call were the Chair, Members Dennis Brodie, Keith Pollman and Arthur Amirault. Vice Chair Karol Flannery arrived at 7:08 PM.

APPROVAL OF MINUTES: MOTION: To waive the reading of the minutes from the December 11, 2018 meeting and approve as presented. **Vote: 3 Yes / 0 No/ 1 Abstain. Motion approved.**

OLD BUSINESS:

1. Project Updates:

a **BeWell Organic Medicine, 17 Broad Street.** Due to weather conditions, it was decided to hold off on site work and landscaping until the spring and concentrate on the foundation and building construction Both the Building Inspector and Conservation Agent were in agreement with this decision. The sewer connection was made.

b **Regency Village.** The road is to binder and Building 1 should be ready to occupy by summer. The foundation for building 2 has been backfilled. Construction will start shortly on the office building on the front commercial lot.

2. Return of Escrow Balance, Completed Projects: This item will be postponed to the next meeting, pending more information.

3. Poplar Hill Circle, Return of Surety Bond. Dave Trahan has met with the Building Commissioner regarding the items left outstanding after street approval in October. He has requested the amount of \$5,000. (Five thousand) be retained and the remainder be returned. Building Commissioner Sinibaldi agrees that this amount will be sufficient for the outstanding items to be completed, many of which need spring weather to finish. On the Commissioner's recommendation, Member Pollman, seconded by Member Brodie made the following **Motion:** To reduce the Poplar Hill Bond account to a balance \$5,000 (Five Thousand) which will be retained by the town until all outstanding items are completed to the satisfaction of the Building Commissioner. **Vote: 5 Yes / 0 No Motion approved.**

4. Board Budget. Motion: To approve the FY 20 Planning Board Budget, as submitted to the Finance Director. The expense portion of the budget reflects no increase from the FY 19 budget. **Vote: 5 Yes / 0 No. Motion approved.**

5. Alternate for Special Permits: John Thomas, the current Alternate has expressed a desire to no longer serve in this capacity, he will, however, remain the Town of Merrimac Representative to the Merrimac Valley Planning Commission. Thomas Abisalih, 70 River Road, has come forward as a candidate for this position. Mr. Abisalih is a long time resident of the town and has served in the past as the Town Treasurer and on the Finance Committee. **Motion:** To have the board forward the nomination of Thomas Abisalih to the Board of Selectmen for appointment as the Alternate Member for Special Permits on the Planning Board, to replace John Thomas, the current Alternate. **Vote: 5 Yes / 0 No Motion approved.**

6. OSRD BY-LAW AMENDMENT: The OSRD currently has no setbacks, or minimum lot size. This omission has caused several problems in existing OSRD developments, regarding the addition of accessory structures. Commissioner Sinibaldi has proposed, for existing homes the setback of 1-foot greater back from the existing home for accessory structures. A minimum of 10 feet as the setback be established going forward. The Chair also feels that a minimum lot size also be established. The Chair and the Commissioner will meet to work out language for an

amendment and present wording to the board for amending this District in time for Annual Town Meeting.

NEW NBUSINESS:

1. Police Station, SPR Public Project Meeting Date: The date for the Site Plan Review will be February 5, 2019 at 7:15 PM in the Selectmen's Meeting Room, first floor of Town Hall. This municipal complex is a "use by right" in the Highway Services Zone and so will require only Site Plan Review permitting. Building Commissioner Sinibaldi requested the board join with himself and Chief Eric Shears in agreeing that the Horsley Witten Review be limited to the stormwater portion of the plan, to limit the financing of all engineering being paid by the town. Also several site criteria are requested to be waived, for example; the parking, Police vehicles will be parked in the rear separate from public vehicles in the front, for safety considerations, also the front landscaping in order to make the station visible to the public. A traffic study will also not be needed. Extra non departmental parking, for the meeting room for example will located on a non-impervious surfaced grassy area on the site. Because it is possible that other issues may arise outside of the Stormwater Regulations, once the review is in process; the following motion was made by Member Pollman and seconded by Member Brodie: **Motion:** To limit the Horsley Witten Review to Stormwater only; with the option to add more areas of review after opening the SPR Project Meeting if necessary. **Vote: 4 Yes / 1 No.** **Motion approved.**

2. Conceptual Plan/Elderly Housing 114 East Main Street: Joe Higgins, local builder and owner of the property and Attorney Philip Parry presented a conceptual plan for construction of 5 duplex over 55 housing units on the site. The plan does not include 112 East Main Street, the abutting property also owned by Mr. Higgins directly. The structure on 114 East Main would be moved to the 112 parcel, which existing structure would be razed. The applicant will need to seek relief from the ZBA from a number of Zoning By-Law Articles. The applicant has had several discussions with DPW Director Sinibaldi regarding conveying the rear of these properties to the Town of Merrimac for the purpose of expanding and protecting the town's water supply. A portion of which might also be used as a foot path to access the currently restricted access to the Lake Attitash beach area owned by the town. The 112 East Main Street will not be included in the over 55 development, but will be for conveyance only. Mr. Sinibaldi would like the rear portion of the property to be owned by the town rather than using an easement for future protection of the well area. These two rear portions of the parcels would become open space owned and controlled by the town.

CORRESPONDENCE:

1. WARRANTS:

A. Motion: To approve Horsley Witten invoice # 44329 in the amount of \$725.00 for preparation of board decision for 17 Broad Street, BeWell Organics. **Vote 5 Yes / 0 No** **Motion approved.**

B. Motion: To approve Horsley Witten invoice # 44327 in the amount of \$157.56 for construction observation 11/9/18 and report #28 at Abby Road. **Vote: 5 Yes 0 No.** **Motion approved.**

C. Motion: To approve Horsley Witten invoice # 44328 in the amount of \$175.31 for construction observation 11/19/18 at Regency Village. **Vote 5 Yes / 0 No. Motion approved.**

D. Motion: To approve Horsley Witten invoice # 44321 in the amount of \$580.00 for preparation of board decision for Lot 3 Regency Village, Commercial. **Vote 5 Yes / 0 No. Motion approved.**

E. Motion: To approve Horsley Witten invoice # 44374 in the amount of \$177.56 for construction observation & report #1 for 17 Broad Street, Be Well Organics. **Vote 5 Yes / 0 No. Motion approved.**

F. Motion: To approve a bi-weekly payroll warrant in the amount of \$361.64 for Admin. Assist Pat True. **Vote 5 Yes / 0 No. Motion approved.**

2. APPEALS BOARD:

A. Petition: Dimensional Variance for Multi-family Housing at 3A Central Street, Robert Cormier.

B. Decisions: None filed at posting.

3. COMMUNICATIONS, NOTICES & ANNOUNCEMENTS:

A. Surrounding Towns: Two from Haverhill, these notices were transmitted to members as hearings were scheduled prior to this meeting date. No action necessary.

B. Next Meeting Date: February 5, 2019 in the BOS Meeting Room, Town Hall at 7:00 PM., SPR for Police Station to open at 7:15 PM.

ADJOURNMENT: 8:27 PM