

MERRIMAC PLANNING BOARD, MARCH 17, 2020

DRAFT MINUTES

**CALL:** Sandra Venner, Chair called the meeting to order at 7:17 PM.

**ATTENDANCE:** The Chair, Vice chair, Karol Flannery, Members Keith Pollman and Arthur Amirault In attendance. Member Dennis Brodie absent.

**APPROVAL OF MINUTES:**

1. Motion: To waive the reading of the minutes of January 7, 2020 and approve as presented.  
Vote: 3 YES 0 NO **Motion approved.**

**OLD BUSINESS:**

**1. PROJECT UPDATES:**

- a. Abby Rd.
- b. 114 East Main Street
- c. Police Station
- d. Regency Village & Office Park.

After reviewing previously supplied Horsley Witten Field Observation Reports, board members felt no action was needed at this time.

**CONFLICT OF INTEREST TESTING:** Members were reminded to complete this training & Testing required of all members every three years. The link will again be sent to all Members.

**NEW BUSINESS:**

1. **114 EAST MAIN STREET:** The board voted to sign the mylar of the plan for the over-55 Elderly Housing, Special Permit & SPR at 114 East Main Street which was approved on December 5, 2019, and for which the Appeal Period has passed; to allow the plan to be filed at the Salem Registry.
2. **ANR 12 EMERY STREET:** The owner of 12 Emery Street is selling a small triangle piece of land to the abutter at 10 Emery Street in order to make this lot less non-conforming in frontage. At one time a small single-family home was on the parcel at 10 Emery, which was considered as a pre-existing non-conforming lot, but has since been razed, losing its pre-existing status and is currently owned by a bank. The lot currently has proper area but lacks proper frontage. The plan is to approach the ZBA after endorsement of the ANR for a frontage variance, making the lot conforming and allowing a possible future sale as a buildable property. The board voted to endorse the plan. Attorney Philip Parry presented the plan on behalf of the current owner of 10 Emery Street. **Motion:** To endorse the ANR for transfer to a small triangle piece of land from 12 Emery Street to the abutting parcel at 10 Emery Street, noting at this time that the 10 Emery Street is currently a non-buildable lot. **Vote: 4 Yes / 0 No Motion approved.**

**CORRESPONDENCE:**

**1. WARRANTS:**

a. **Payroll: Motion:** To approve a bi-weekly payroll in the amount of \$302.85 for Assistant Pat True. **Vote 4 Yes / 0 No Motion approved.**

b. **Motion:** To approve an invoice in the amount of \$819.11 for Dell Marketing LP for the purchase of a new Latitude 5490 laptop computer for the planning office. Funds for purchase from a Special Article passed at Town Meeting for this purpose. **Vote: 4 Yes / 0 No Motion approved.**

c. **Motion:** To approve an invoice from WC Mason in the amount of \$15.39 for Office Supplies. **Vote: 4 Yes / 0 No Motion approved.**

d. **Motion:** To approve Horsley Whitten Invoice #46907 in the amount of \$145.00 to prepare the revised decision for a Special Permit for Over-55 Elderly Housing project at 114 East Main Street. **Vote: 4 Yes / 0 No Motion approved.**

e. **Motion:** To approve Horsley Whitten Invoice # 46968 in the amount of \$112.50 for construction observation & January report at Abby Rd. Project. **Vote 4 Yes / 0 NO Motion approved.**

f. **Motion:** To approve Horsley Whitten Invoice # 46978 in the amount of \$480.96 For 114 East Main Street for attendance at the pre-construction meeting and site visit of January 15, 2020. **Vote 4 Yes / 0 No Motion approved.**

g. **Motion:** To approve Horsley Whitten Invoice # 46969 in the amount of \$180.00 For construction observation and January report at Regency Village. **Vote 4 Yes / 0 No Motion approved.**

h. **Motion:** To approve Horsley Whitten Invoice # 44119, a lost invoice dated 11/7/2018 in the amount of \$1,377.50. This researched invoice was apparently lost in the Planning Office, for which the Assistant takes full responsibility, which was explained to the Vender, and to which the vender was supplied a copy of the approved minutes from the meeting and a copy of the report received to ensure that the Vender had a record for the charges on the invoice. **Vote 4 Yes / 0 NO Motion approved.**

#### **CORRESPONDENCE:**

##### **2. APPEALS BOARD:**

- a. Petitions: Special Permit for a Radio Antenna, Ladder Style at new Police Station
- b. Decisions: None filed at Posting.

##### **3. COMMUNICATIONS, NOTICES & ANNOUNCEMENTS:**

- a. Surrounding Towns: None filed at Posting
- b. Con firm next meeting date as April 21, 2020.

**ADJOURNMENT: 8:55 PM**