

Planning Board Meeting Minutes
February 20, 2013

Present: Chairman John P. McGrath, Vice-Chairman Keith Cloutier

Members: Patricia Rydlak, Trish Gill and Jean Vincent

Planning Board Alternate: Peter D. Starkus

Staff: Planning Director Alan Gordon and Administrative Assistant Jayne Garney

Chairman John McGrath opened the meeting at 7:00 p.m.

Mr. McGrath reviewed bills

Member Keith Cloutier made a motion to approve payments for bills. Member Jean Vincent seconded the motion. All members were in favor.

Planning Board Mail and Correspondences

Chairman McGrath reviewed other communities' correspondences.

Mr. McGrath read a letter from Tree City USA stating that Charlton has been approved for 2012 Tree City USA designation.

American Tower Corporation-Telecommunications Tower Performance Guarantee Renewal

Member Keith Cloutier made a motion to approve the J. Hammond Road annual performance guarantee increase by 3% to \$30,281. Member Trish Gill seconded the motion. All members were in favor.

Approval-Not-Required

Stafford Street-Carlson

Member Trish Gill made a motion to approve the Stafford Street ANR to transfer land from applicant Mr. Carlson to an abutter.

Member Keith Cloutier seconded the motion. All members were in favor.

Gunter Estates Definitive Subdivision and Flexible Open Space Special Permit Subdivision Application Public Hearing-(Continued)

Member Trish Gill made a motion to continue per the applicant's request the Gunter Estates Definitive Subdivision and Flexible Open-Space Permit Application public hearing to March 6, 2013. Member Patricia Rydlak seconded the motion. All members were in favor.

Member Trish Gill made a motion to extend the review period to March 31, 2013, per the applicant's written request.

Member Patricia Rydlak seconded the motion. All members were in favor.

Zoning By-Law Revision Project

Member Keith Cloutier made a motion to submit to the warrant the proposed sign by-law revision for the May Annual Town Meeting for approval. Member Trish Gill seconded the motion. All members were in favor.

Planning Board Discussion

Chairman McGrath honored Mr. Keith Cloutier for his many years he served on the Planning Board. His letter of resignation is effective February 28, 2013.

Appointment of Board Members

The Board discussed reorganization with the resignation of Keith Cloutier.

Member Keith Cloutier made a motion to approve Patricia Rydlak as Vice-Chair of the Board. Member Trish Gill seconded the motion. All members were in favor.

Member Trish Gill made a motion to approve Member Jean Vincent as the Secretary of the Board. Member Pete Starkus seconded the motion. All members were in favor.

Planning Board Discussion

The Town Planner stated that The Citizens Planners Training Conference is on March 16th at Holy Cross College. The Town Planner and member Patricia Rydlak will both be attending.

Member Jean Vincent made a motion to adjourn. Member Patricia Rydlak seconded the motion. All members were in favor.

Motion to adjourn at 8:00 p.m.