

**Planning Board Meeting Minutes**  
**November 6, 2013**

Present: Vice-Chair Patricia Rydlak

Member: Jean Vincent

Planning Board Alternate: Alycia Dzik

Staff: Planning Director Alan Gordon and Administrative Assistant Jayne Garney

Not Present: John McGrath and Peter D. Starkus

**Vice-Chair Patricia Rydlak opened the meeting at 7:00 p.m.**

**Patricia Rydlak reviewed bills**

Member Alycia Dzik made a motion to approve the vouchers for bills. Member Jean Vincent seconded the motion. All members were in favor.

**Patricia Rydlak reviewed mail and correspondences**

**7:10 p.m. Swadia Retail Completion Items**

Town Planner Alan Gordon stated that only two site plan items remain at the Swadia retail site on Main Street. A light still needs to be installed, and the applicant is requesting a waiver on a second light in the back of the building. Per Graves Engineering inspection, the waiver of the light is recommended. There is currently enough lighting at the site. Secondly, the parking lot stop sign needs to be installed. The Board continued this item to the next meeting.

**Approval-Not-Required**

**Stafford Street**

Member Jean Vincent made a motion to approve the ANR to create 1 house lot on Stafford Street from a larger Lot. Member Alycia Dzik made a motion to ratify Town Planner Alan Gordon to sign the Approval Not Required due to a quorum problem. Member Patricia Rydlak seconded the motion. All members were in favor.

**Subdivision/Site Plan Administration:**

**St. Mary's Way Definitive Subdivision Plan Approval Extension Request**

Member Patricia Rydlak made a motion to approve the one-year definitive subdivision plan approval extension request for St. Mary's Way Definitive Subdivision Plan approval to 11-16-2014. Member Jean Vincent seconded the motion. All members were in favor.

**Elly Pond Estates Partial Release of Covenant & Performance Guarantee Acceptance**

Town Planner Alan Gordon stated that the applicant's lawyer did not give the Board the covenant for this meeting. The covenant should be on the next meeting on November 20<sup>th</sup>.

The Board reviewed an advertisement from a local newspaper advertising sales of lots 1, 2, and 3 in the Eleanor Lane subdivision from a local realtor. Mr. Gordon stated that in accordance with state and local subdivision control laws, and the Subdivision Restrictive Covenant, these three lots cannot be conveyed to potential buyers prior to the road being constructed up to base coat and the Planning Board voting to approve a Release Of Covenant.

Member Alycia Dzik made a motion to send applicant Mr. Paul Gass and Realtor Ms. Diane Dabrowki a letter reminding them of the above requirement. Member Jean Vincent seconded the motion. All members were in favor.

**Solar Flair Performance Guarantee Acceptance**

Member Jean Vincent made a motion to accept the Solar Flair performance guarantee in the amount of \$2,000 for the remaining site plan field construction item pertaining to correcting the drainage issue. Member Patricia Rydlak seconded the motion. All members were in favor.

**Mass DCS Urban Forestry Grant Project**

Town Planner Alan Gordon stated that all the trees funded by the grant have been installed by the Highway Department on Meadowview Drive. He stated on November 8<sup>th</sup> Bartlett Tree Experts will be going out to the champion black cherry tree to treat and maintain the tree.

**Growth Management**

The Town Planner reviewed his latest phone conference he had with Charlton Housing authority Director Jean Vincent and Chip Garnier, DHCD.

Town Planner Alan Gordon passed out an e-mail from Chip Garnier discussing their meeting.

The Board discussed continuing the affordable housing planning process that was initiated a few years ago with our DHCD-funded affordable housing study.

The Board directed Alan Gordon to contact that study's consultant, Mr. Bill Scanlon, regarding re-commencing work with the Board and the Housing Authority on this planning project.

**Tree City USA 3013 Annual Designation**

Town Planner Alan Gordon stated he is currently working on this application. The deadline is December 31, 2013.

**October 23, 2013 Minutes**

Member Jean Vincent made a motion to approve the October 23, 2013 minutes as written. Member Alycia Dzik seconded the motion. All members were in favor.

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

**Motion to adjourn at 8:05 p.m.**