

Planning Board Meeting Minutes
December 11, 2013

Present: Chairman John P. McGrath, Vice-Chair Patricia Rydlak

Member: Jean Vincent, Pete Starkus

Planning Board Alternate: Alycia Dzik

Staff: Planning Director Alan Gordon and Administrative Assistant Jayne Garney

Chairman John P. McGrath opened the meeting at 7:05 p.m.

John McGrath reviewed bills and payroll

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

Member Pete Starkus made a motion to approve payments for vouchers for payroll. Member Jean Vincent seconded the motion. All members were in favor.

Member Patricia Rydlak made a motion to approve payment for the semi-annual planning board stipend voucher. Member Pete Starkus seconded the motion. All members were in favor.

John P. McGrath reviewed mail and correspondences

Mr. McGrath reviewed mail and other communities' correspondences.

Site Plan-Administration

Elly Pond Estates Tri-Partite Subdivision Performance Guarantee Acceptance

Member Patricia Rydlak made a motion to accept and sign the Elly Pond Estates Tri-Partite Performance Guarantee. Member Pete Starkus seconded the motion. All members were in favor.

Swadia Retail & Completion Items

The Board reviewed the final Swadia field completion items from the approved site plan.

The Town Planner stated all items from the Graves Engineering, Inc, review items have been addressed except the rear light has not been installed yet.

Yankee Crossing Site Plan Extension Request

Member Patricia Rydlak made a motion to approve a one-year Yankee Crossing site plan approval extension request to January 9, 2015. Member Jean Vincent seconded the motion. All members were in favor.

Subdivision Administration:

The Reserve East Definitive Subdivision Plan Approval Extension

Member Patricia Rydlak made a motion to approve The Reserve East Definitive Subdivision Plan one- year approval extension to 1-3-2015. Member Pete Starkus seconded the motion. All members were in favor.

The Reserve West Definitive Subdivision Plan Approval Extension

Member Jean Vincent made a motion to approve The Reserve West Definitive Subdivision Plan one-year approval extension approval to 2-7-2015. Member Patricia Rydlak seconded the motion. All members were in favor.

7:20 p.m. Willow Tree Subdivision Performance Guarantee Status

The Board reviewed correspondences from Town Counsel Jim Cosgrove on the remaining money still in the tri-partite agreement for the Willow Tree Subdivision that was previously owned by applicant David Gemme. Mr. Cosgrove is representing the Planning Board on the appeal of a creditor of the developer to draw-down on the performance guarantee for outstanding payment.

Member Patricia Rydlak made a motion to approve the written response that Attorney Jim Cosgrove wrote to file on the appeal. Member Pete Starkus seconded the motion. All members were in favor.

VHB, Inc. Peer Review Re-Authorization

Member Pete Starkus made a motion to approve the re-authorization of an additional \$15,000 added to the VHB, Inc. peer review contract. The Board is reimbursed by developers for the peer review at no cost to the Board or Town. Member Patricia Rydlak seconded the motion. All members were in favor.

Housing Authority Project Update

The Board reviewed the e-mail project update from consultant from Chip Gagnier dated 12-5-13.

Town Planner Alan Gordon stated that Consultant Mr. Bill Scanlon will be attending the January 8 Planning Board meeting to discuss family affordable housing planning in Charlton.

Approval-Not-Required

Blood Road

Member Patricia Rydlak made a motion to approve the Blood Road ANR to create 1-lot from a larger lot. Member Jean Vincent seconded the motion. All members were in favor.

Daniels Road

Member Jean Vincent made a motion to approve the Daniels Roads ANR to adjust lot lines from the YMCA property owner to abutter John & Kelle Walker. Member Pete Starkus seconded the motion. All members were in favor.

Carpenter Hill Road-Tikul

The Carpenter Hill Road Approval-Not-Required plan was not submitted to the Planning Board for this meeting. It will be submitted in the near future.

Growth Management

Jennings Recreational Facility

The Town Planner stated he held a meeting with Mr. Russ Jennings, Mike Andrade of Graves Engineering, Inc. Engineer Mike Loin, and Brent Sellew to review and discuss design elements for the upcoming recreational facility site plan application. The proposed Jennings Recreational Facility is such a large project, they are proposing three phases. The applicant stated they are hoping to submit the site plan in February.

Minutes

November 6, 2013

Member Pete Starkus made a motion to approve the November 6, 2013 minutes as amended. Member Jean Vincent seconded the motion. All members were in favor.

November 20, 2013

Member Patricia Rydlak made a motion to approve the November 20, 2013 minutes as amended. Member Pete Starkus seconded the motion. All members were in favor.

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

Motion to adjourn at 8:20 p.m.