

## PLANNING BOARD MINUTES

Wednesday, October 28, 2020 at 7:00 p.m.

### Remote Public Meeting

**Members Present:** James Barr (Associate), Peter Driscoll, Michael Gorr (Vice Chair), Danielle Spicer (Chair), and Mark Sprague

**Members Absent:** Erik Neyland

Also Present: Erica Uriarte (Town Planner)

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this public meeting of the Town of Bolton Planning Board was conducted via remote participation. No in-person attendance of members of the public were permitted, but the public can access this meeting while in progress using **Zoom Video Communications, Inc. (Zoom)**. Members of the public attending this meeting virtually were allowed to make comments if they wish to do so, during the portion of the hearing designated for public comment, by telephone, cell phone or personal computer using Zoom.

Directions to connect to the public meeting were provided on the agenda.

A roll call was conducted of all Planning Board members present: James Barr (Associate) – yes, Peter Driscoll – yes, Michael Gorr (Vice Chair) – yes, Danielle Spicer (Chair) – yes, and Mark Sprague – yes.

## BUSINESS

### *649 Main Street Subdivision, Manny Amigo*

- Planning Board approved bond estimate to be posted for the remaining construction of the common driveway at 649 Main Street. Mr. Amigo seeks a building permit for the remaining lot.
- Greg Roy from Ducharme & Dillis Civil Design Group, Inc. was present for discussion. Ducharme & Dillis prepared the bond estimate (dated October 26, 2020) which was reviewed and approved by Fred Hamwey (Planning Board's consultant engineer).
- **Michael Gorr moved to approve bond estimate for 649 Main Street subdivision for \$26,175 plus 1.5 multiplier equaling \$39,262.50. 2<sup>nd</sup> by Mark Sprague. All in favor by roll call: Peter Driscoll – yes, Michael Gorr (Vice Chair) – yes, Danielle Spicer (Chair) – yes, Mark Sprague – yes; (4/0/0).**

*Keyes Farm Subdivision, Robert Pace*

- Planning Board discussed construction of roads and progress made regarding improvements to slope at Lots 4, 2 and 1 as well as driveway modification to Lot 4.
- Greg Roy from Ducharme & Dillis provided an overview of a Drainage Plan with a design for correcting erosion control issues along the rear slope of Lots 4, 2 and 1.
- Prior to the meeting, Nitsch Engineering, the Planning Board's consultant engineer, reviewed the plan and requested additional wattles be added along the slope as a temporary measure prior additional grass growth and stabilization in the spring. Ducharme & Dillis added the wattles.
- The Drainage Plan includes a system of drainage swales (crushed stone trenches) with level spreaders, wattles and erosion control matting to stabilize the slope and prevent further erosion. The drainage swales with level spreaders proposed on Lots 4 and 2 and the drainage swale on Lot 1 were designed to handle up to the 10- and 25-year storm events. Larger storms are intended to overtop the structures.
- The drainage swales will direct runoff from the slope to level spreaders that will discharge the runoff into the woods. Ultimately the runoff will end up infiltrating in the woods or flowing to Stormwater Area 2. The woods will help to dissipate and slow the runoff.
- The erosion control matting proposed for Lot 4 is a semi-permanent matt that will decompose over time (Approx. 18 to 24 months).
- Nitsch Engineering will conduct site inspections during and/or after construction.
- Slope work to be completed prior to November 11<sup>th</sup> (next Planning Board meeting).
- No erosion controls are proposed upgradient of the septic system of Lot 4.
- **Michael Gorr motioned to approve the Drainage Plan with notation added for swale/level spreader on Lot 1. 2<sup>nd</sup> by Mark Sprague. All in favor by roll call: James Barr - yes, Peter Driscoll – yes, Michael Gorr (Vice Chair) – yes, Danielle Spicer (Chair) – yes, Mark Sprague – yes; (5/0/0).**
- Fill and equipment at end of cul-de-sac will be removed.
- Erica Uriarte, Town Planner, will contact Robert Pace for construction schedule of paving of the road.

*ATM 2021 Potential Articles*

- Planning Board discussed potential articles for ATM 2021 including the following:
  - Amend Bolton's Accessory Apartment Bylaw
    - The Planning Board will research updating the Accessory Apartment Bylaw to provide additional flexibility and housing options:
      - Allow for detached accessory apartments
      - Special Permit process
      - Deed restrict apartment to increase affordable housing
      - Clearly define that legal accessory apartments can be rented

- Road acceptance of Mill Pond Road, Cider Circle and Old Stone Circle at Century Mill Estates
  - Developer seeks to complete roads within Phases 2 and 4 by November 2020.
- Road acceptance of Houghton Farm Lane at Houghton Farm
  - Developer seeks to complete road construction by November 2020.
- Road acceptance of Moderator Way at Keyes Farm
  - Developer seeks to complete road construction by November 2020.
- Update Barn Bylaw
  - The Planning Board will research updating the Barn Bylaw to allow more flexibility so that residents can use historical accessory structures as accessory apartments. The Board will consider the following:
    - Deed restrict apartment to increase affordable housing
    - Allow for non-owner-occupied primary residences
    - Clearly define that legal accessory apartments can be rented
    - Eliminate condition that a two-family dwelling must be converted to a single-family dwelling to allow for an accessory apartment
    - Allow for condominiums
    - Eliminate Special Permit process
- Open Space Residential Development (OSRD) Bylaw
  - The Board agreed that an Open Space Residential Bylaw and/or updating Bolton's FOSPRD Bylaw will be considered for ATM 2022. This bylaw and/or amendment will require significant research before bringing it forward as an article.
- Amend Bolton's Driveway Bylaw
  - The Board discussed updating language regarding drainage runoff from single/shared driveways to the public road. The Board will hold off on this article until after a meeting/review with the DPW Director.
- Light Pollution Bylaw
  - A resident in attendance of the meeting asked if the Board could consider a light pollution bylaw to help prevent light pollution from residential houses (e.g., flood lights). He recommended the Board review Stow's Zoning Bylaw.
  - The Board will consider/research whether a light pollution bylaw is warranted.

## ADMINISTRATION

Approval of meeting minutes from August 26, 2020, October 14, 2020 and October 21, 2020.

- **Mark Sprague moved to approve meeting minutes for October 14, 2020 and October 21, 2020 as amended with correct dates. 2<sup>nd</sup> by Michael Gorr. All in favor**

**by roll call: Peter Driscoll – yes, Michael Gorr (Vice Chair) – yes, Danielle Spicer (Chair) – yes, Mark Sprague – yes; (4/0/0).**

- **Michael Gorr moved to approve meeting minutes for August 26, 2020 (site visit at Keyes Farm) with attached Nitsch Field Report. 2nd by James Barr. All in favor by roll call: James Barr – Yes, Peter Driscoll – abstain, Michael Gorr (Vice Chair) – yes, Danielle Spicer (Chair) – yes, Mark Sprague – abstain; (3/0/2).**

Approval of Planning Board Schedule for January 2021 through June 2021

- Planning Board will tentatively meet the following dates at 7 p.m. via Zoom:
  - January 13 & 27, 2021; February 10 & 24, 2021; March 10 & 24, 2021; April 14 & 28, 2021; May 12 & 26, 2021; and June 9 & 23, 2021
- **Michael Gorr motioned to approve Planning Board schedule for January 2021 through June 2021. 2<sup>nd</sup> by Mark Sprague. All in favor by roll call: James Barr – yes, Peter Driscoll – yes, Michael Gorr (Vice Chair) – yes, Danielle Spicer (Chair) – yes, Mark Sprague – yes; (5/0/0).**

Planning Board will meet next on Tuesday, November 10<sup>th</sup>, instead of November 11<sup>th</sup> due to Veteran's Day.

**Michael Gorr motioned to adjourn the meeting at 8:40 pm. 2<sup>nd</sup> by Mark Sprague. All in favor by roll call: James Barr – yes, Peter Driscoll – yes, Michael Gorr (Vice Chair) – yes, Danielle Spicer (Chair) – yes, Mark Sprague – yes; (5/0/0).**

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