

**PLANNING BOARD MINUTES**  
**Wednesday, December 11, 2019 at 7:30 p.m.**  
**Town Hall – Board of Selectmen's Room**  
**663 Main Street**

*Erik Neyland* 1/22/20  
*DS* 1/22/20  
*James Barr*

**Members Present:** Erik Neyland (Chair), Danielle Spicer, Mark Sprague, Michael Gorr, and Peter Driscoll

**Members Absent:** James Barr (Associate)

**Also Present:** Erica Uriarte (Town Planner)

**PUBLIC HEARINGS**

None.

**BUSINESS**

*Houghton Farm Subdivision, Planting Plan*

- The Planning Board will approve a revised Planting Plan at a future meeting when the Tree Warden has weighed in regarding the developer's request to reduce the number of plantings and the plan has been finalized.

*Jonathan Mechlin, 339, 345 and 369 Long Hill Road Common Driveway*

- The Planning Board reviewed the As-Built Plan for the common driveway. Paving of the driveway was completed prior to November 15<sup>th</sup> under Fred Hamwey's review. The directional signs were installed and most of the drainage/grading has been completed. A portion of the gravel shoulders remain.
- Mr. Mechlin requested a bond reduction for recent construction items completed. Fred Hamwey prepared a bond estimate requiring \$7,600 to remain. \$35,850 is being held in bond. Mr. Mechlin sought a reduction of \$24,450 ( $\$35,850 - (\$7,600 \times 1.5)$ ).
- \$11,400 will remain in cash bond.
- **Mark Sprague motioned to release \$24,450 from cash bond being held for 339, 345 and 369 Common Driveway. 2<sup>nd</sup> by Danielle Spicer. All in favor 5/0/0.**

*Andrew Bendetson, Century Mill Estates (CME)*

- Planning Board discussed finishing roads in Phases 2 and 4 towards future partial road acceptance with Andrew Bendetson and residents from CME. Paving the roads in fall 2019 did not occur since a paving contractor was not secured within the paving season. Additional funds for construction oversight were never submitted either.
- The Board asked that Mr. Bendetson coordinate with Aggregate (or some other qualified company) to obtain a contract to complete the work in the spring. The Town will work with Mr. Bendetson if a joint check agreement is required. The Board anticipates that a contract and joint check agreement be finalized for their meeting on January 22, 2020.

- The Board also required that \$10K to be posted with the Town to cover construction oversight costs to be rendered by Fred Hamwey.
- The Board will look into steps moving forward if they choose to pull the bond to complete the roads. The extended road completion date according to the covenant will be confirmed. They may need to support a warrant article in time for their public hearing in February since a town meeting vote would be required.
- It was noted that if the Town pulls the bond, the Board of Selectmen will need to decide whether or not to support an article for town meeting for road acceptance if Mr. Bendetson's back taxes are not paid.

#### *Andrew Everleigh, Environmental Pools*

- The Planning Board held an informal meeting with Environmental Pools to discuss their Special Permit application to operate business at 357 Main Street. Andrew Everleigh (senior and junior) and their architect, Dennis Wilson, were present. The Board reviewed a rendering of the existing building with minor improvements as well as floor plans and a site plan showing additional paved areas, outside storage areas and a proposed garage.
- The Everleighs seek to move into the existing building at 357 Main Street in the near future. Their business requires more property and space. The existing structure is 22,000 sf (2,000 sf of it on second floor). The parking lot contains 60 parking spaces.
- The Everleighs seek to make cosmetic improvements to the existing building. Long term, they hope to have two tenants that share the space.
- The Board opined that a full set of site plans stamped by an engineer would be required to show the proposed garage and additional pavement. The Board would need to see stormwater improvements, utilities, etc. This would not be required if the project only included the existing building.
- The Everleighs decided that they would phase their project into two (2) phases to expedite permitting. They will come back to the Planning Board at a future date to permit the garage and revised site layout. The initial special permit application will be to conduct Environmental Pools out of the existing building. Allowed tenant uses will likely be permitted under the second phase as well.
- The Board opined that the Design Review Board would be triggered in both phases. The Everleighs will need to submit building elevations and renderings with materials specified for the cosmetic improvements to the existing building as well as the garage.

#### Draft Articles for ATM 2020

- Planning Board discussed potential articles for Annual Town Meeting (May 2020). These articles include:
  - Amend Limited Business, Business and Industrial zoning district boundary lines to actual property lines.
    - The Board will develop a campaign and meet with residents that previously were against this article at ATM 19.
  - Bed & Breakfast Use in Residential Zone

- The Board will consider Bed and Breakfast Establishments up to 10 rooms allowed by special permit.
  - Incentive includes local room tax up to 6%.
- Bed & Breakfast Homes in Residential Zone.
  - The Board will consider Bed & Breakfast Homes as an accessory use to single-family homes allowed by special permit.
  - Bed & Breakfast Homes are not required to pay local room tax.
- Short-Term Rentals in Residential Zone – Removed from list
  - The Board discussed other communities that have short-term rental bylaws. Most communities are larger cities with inspection services departments that can oversee the rentals. The Board determined that this use is not currently the right fit for Bolton.
- Revise Fee in Lieu as part of Inclusionary Housing Bylaw
  - The Board is considering placing a lien on lots to ensure developers pay fees-in-lieu of affordable units. The intent is to prevent lots from being conveyed prior to payments being submitted. If not a lien, the Board will consider other options (bond, covenant, etc.).

## ADMINISTRATION

- Set Planning Board meeting schedule for January 2020 through June 2020.
  - The Board will meet the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays from January to June except for April. The Board will meet on April 29<sup>th</sup> in lieu of April 22<sup>nd</sup> due to school vacation week.
  - **Mark Sprague moved to accept meeting dates with the addition of April 29<sup>th</sup> in lieu of April 22<sup>nd</sup> and change the start time of meetings to 7 p.m. 2<sup>nd</sup> by Danielle Spicer. 5/0/0.**
- Approval of meeting minutes.
  - **Danielle Spicer moved to approve minutes for October 23, 2019, November 7, 2019 and November 13, 2019. 2<sup>nd</sup> by Mark Sprague. All in favor 5/0/0.**

**Mike Gorr motioned to adjourn the meeting at 9:29 pm. 2<sup>nd</sup> by Mark Sprague. All in favor 5/0/0.**

