

PLANNING BOARD MINUTES

Wednesday, June 9, 2021, at 7:00 p.m.

Remote Public Meeting

Members Present: Danielle Spicer (Chair), Michael Gorr (Vice Chair), Peter Driscoll, Erik Neyland, Mark Sprague, James Barr (Associate)
Also Present: Valerie Oorthuys (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: Michael Gorr (Vice Chair) - yes, Erik Neyland- Yes, Peter Driscoll – Yes, Danielle Spicer (Chair)- Yes, Mark Sprague- Yes, James Barr (Associate)- Yes.

ADMINISTRATION

Correspondence

- The Planning Board reviewed correspondence related to the Sign Bylaw. The Board agreed that review of the bylaw should be included in their workplan.
- Planner's Report

Making The Connections Pilot Program

MAGIC, a sub-regional planning group is coordinating a pilot program called 'Making the Connections' to develop local transportation options with technical support and funding through the Metropolitan Area Planning Council (MAPC). The intent of the pilot program is to fill gaps in the region's transit network. The program focuses on connecting seniors, people with disabilities, financially vulnerable residents, and veterans to health services, community resources, and economic opportunities. Towns wishing to participate are asked to have their Select Board sign an intermunicipal agreement (IMA) to allow each town to create its own pilot program with assistance from consultants at Nelson/Nygaard. The Planning Department and Council on Aging will work together to create a pilot for Bolton and join the IMA.

Massachusetts Downtown Initiative

The Planning Department submitted an application to the Massachusetts Downtown Initiative for a grant that would fund a Business District Assessment and Market Analysis. The State would pair the town with a consultant to conduct the analysis and administer surveys to residents and business owners. If awarded, the project would create a final report providing an analysis of the existing business mix in the Business, Limited Business, and Mixed-Use Overlay Districts, coupled with an assessment of the market segments and trade area to indicate what business uses may be feasible in Bolton. The report would also indicate whether the Town needs to right-size its Business District by either extending the Overlay District or by encouraging infill development and focusing on decreasing vacancies.

Master Plan Public Forum

The Master Plan Steering Committee will hold its first public forum on Saturday, July 17th at the Town Commons. The forum will provide participants a chance to share their thoughts on draft community aspirations, opinions on their vision for the town, and to better understand the Master Plan process.

Approval of Minutes from May 26, 2021

- **Danielle Spicer motioned to approve the minutes of May 26, 2021 as written. 2nd by Erik Neyland. All in favor by roll call: Peter Driscoll – yes, Michael Gorr (Vice Chair)- yes, Erik Neyland- yes, Danielle Spicer (Chair) – yes Mark Sprague- Yes; (5/0/0).**

Reorganization of the Planning Board

- **Danielle Spicer motioned to appoint Mark Sprague as Planning Board Chair for a one-year term. 2nd by Michael Gorr. All in favor by roll call: Peter Driscoll – yes, Michael Gorr (Vice Chair)- yes, Erik Neyland- yes, Danielle Spicer (Chair) – yes Mark Sprague- Yes; (5/0/0).**
- **Danielle Spicer motioned to appoint Peter Driscoll as Planning Board Vice Chair for a one-year term. 2nd by Michael Gorr. All in favor by roll call: Peter Driscoll – yes, Michael Gorr (Vice Chair)- yes, Erik Neyland- yes, Danielle Spicer (Chair) – yes Mark Sprague- Yes; (5/0/0).**

Appointments

- **Erik Neyland motioned to appoint Michelle Tuck, Danielle Spicer, and Natalie Gabrielle to the Design Review Board for one-year terms. 2nd by Michael Gorr. All in favor by roll call: Peter Driscoll – yes, Michael Gorr (Vice Chair)- yes, Erik Neyland- yes, Danielle Spicer (Chair) – yes Mark Sprague- Yes; (5/0/0).**
- **Danielle Spicer motioned to appoint Valerie Oorthuys as a Bolton representative for the Metropolitan Area Planning Council's Minuteman Advisory Group on Interlocal Coordination (MAGIC) for a one-year term. 2nd by Danielle Spicer. All in favor by roll call: Peter Driscoll – yes, Michael Gorr (Vice Chair)- yes, Erik Neyland- yes, Danielle Spicer (Chair) – yes Mark Sprague- Yes; (5/0/0).**

HEARINGS

The Planning Board held a public hearing to hear and act upon the application of Environmental Pools, 184R Riverneck Road, Chelmsford, MA 01824. The applicant seeks a Special Permit for an office and sales facility for the design and installation of swimming pools (other retail, wholesale or service) at 357 Main Street identified on Assessor's Map 4.D as Parcel 21 in Bolton's Limited Business Zoning District pursuant to Sections 250-12.D and 250-23 of the Code of the Town of Bolton. The existing building will be modified and a new storage barn will be constructed along with storage areas.

- **Danielle Spicer moved to continue the Public Hearing on the application of Environmental Pools to June 23, 2021 at 7:30pm. 2nd by Erik Neyland. All in favor by roll call: Peter Driscoll – yes, Erik Neyland- yes, Michael Gorr (Vice Chair) – yes, Danielle Spicer- yes; Mark Sprague- yes (5/0/0).**

BUSINESS

- *Wendy Harrop, 5 Harvard Road*
 - Discussion and determination of whether proposed uses are in conformance with existing Special Permit.
 - Wendy Harrop stated that she would like to increase the frequency of events permitted through her existing Special Permit, though the size of events and time of day will not change.
 - The Planning Board agreed that increasing frequency would require a modification of the Special Permit. The Board noted that the language in the Special Permit should be broader to allow flexibility in business planning. The Board noted that during the public hearing process it will be helpful to have input from Public Safety regarding traffic patterns.
- *Keyes Farm Subdivision, Moderator Way: Work Plan Update and Discussion of Enforcement*
 - The Planning Board reviewed a site inspection report from consulting engineers at Nitsch Engineering. The report detailed 6 items needed to be addressed on site, related to erosion control.
 - Valerie Oorthuys stated concern that Stormwater Pollution Prevention Plan (SWPPP) reports have not been provided to the Planning Board and the developer has not provided a work plan as requested at the Planning Board's meeting of April 28, 2021.
 - The Planning Board agreed to proceed with enforcement action in order to compel the developer to maintain erosion control on site as has been previously reiterated and not acted upon. The Board noted the history of noncompliance on site

relative to stormwater management. The Planning Board directed the Town Planner to issue a letter of violation to the developer and to request the Zoning Enforcement Officer issue fines based on Nitsch's report of items that need to be immediately addressed.

Danielle Spicer motioned to adjourn the meeting at 8:50 pm. 2nd by Erik Neyland. All in favor by roll call: Peter Driscoll – yes, Michael Gorr (Vice Chair)- yes, Erik Neyland- yes, Danielle Spicer (Chair) – yes; Mark Sprague- yes; (5/0/0).