



TOWN of WILMINGTON
DEPARTMENT OF PLANNING & CONSERVATION

121 GLEN ROAD, WILMINGTON, MA 01887 www.wilmingtonma.gov (978) 658-8238

Planning Board Minutes
May 5, 2020

The Planning Board met on Tuesday May 5, 2020 at 7:30 p.m. via remote participation. The following members were present: Michael Sorrentino, Chair; Randi Holland, Angela Marcolina, Sean Henningan and Terence Boland. Valerie Gingrich, Director of Planning & Conservation, and Sierra Pelletier, Assistant Planner were also present.

M. Sorrentino read the Governor's statement as follows: "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, members of the public who wish to watch and listen to the meeting may do so in the following manner: WCTV (Channel 9 – Comcast Xfinity; Channel 37 Verizon Fios, and live stream wctv.org). This meeting of the Wilmington Planning Board is being conducted via remote participation. **No in-person attendance of members of the public will be permitted**, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. Members of the public who would like to listen to this meeting while in progress may also do so via telephone by dialing 1-646-558-8656 and enter meeting ID 985-9209-0025 then press # and press # again at the next voice prompt. Members of the public attending this meeting virtually will be allowed to make comments if they wish to do so, during the portion of the hearing designated for public comment, by following the steps previously noted then press *9 on their telephone keypad. This will notify the meeting host that the caller wishes to speak. All callers using this feature will be placed in queue in the order they entered the prompt. In the event that despite our best efforts, we are not able to provide for real-time access, we will post a record of this meeting on the Town's website as soon as we are able.

V. Gingrich asked J. O'Neil if members of the public were present and there were none. J. O'Neil confirmed that WCTV was ready to record.

Minutes

There were no minutes to review.

Form A

There were no Form A's to review.

RECEIVED
TOWN CLERK
2020 NOV 24 PM 3:40
TOWN OF WILMINGTON, MA

Matters of Appointment

Continued Public Hearing – Conservation Subdivision Design Special Permit #19-01 for 79 Nichols Street – Map 35 Parcel 29, Attorney Jill Elmstrom Mann for Golden Realty Trust, Applicant

A request to continue the public hearing was received.

PRESENT IN INTEREST: Jill Elmstrom Mann, Mann & Mann, P.C.

MATERIALS CONSIDERED:

E-MAIL from Jill Elmstrom Mann dated April 28, 2020

V. Gingrich told the Board this is a continued public hearing and Attorney J. Mann will address the Board. Attorney J. Mann told the Board she is requesting to continue the public hearing due to her inability to gather information required to present to the Board. She requested that the Board continue the public hearing to July.

Upon motion duly made and seconded, it was unanimously

VOTED: To continue the public hearing for Conservation Subdivision Design Special Permit #19-01 for 79 Nichols Street to July 7, 2020 at 7:30 p.m.

Continued Public Hearing – Site Plan Review #20-02 & Stormwater Management Permit #20-02 for 330 Ballardvale Street – Map R3 Parcel 29 - Edward O'Connor, C.E. Cyr Construction Co., Inc., Applicant

PLANS "330 Ballardvale Street, Wilmington, MA, Prepared for Monogram Gourmet Foods, LLC" dated January 7, 2020 and last revised March 16, 2020

EMAIL from Katie Alaimo dated May 4, 2020

ACTION DEADLINE EXTENSION dated March 17, 2020

V. Gingrich said the applicant requested to continue to the June 2nd meeting. V. Gingrich explained that all applicant extended the action deadlines out through July when COVID started.

Upon motion duly made and seconded, it was unanimously

VOTED: To continue the public hearing for Site Plan Review #20-02 and Stormwater Management Permit #20-02 for 330 Ballardvale Street to June 2, 2020 at 7:40 p.m.

Continued Public Hearing – Definitive Subdivision #19-03 & Stormwater Management Permit #19-13 for Jackie Drive, 635 Main Street - Map 40 Parcel 1 – Art Hayden, Applicant

PRESENT IN INTEREST: Jon Tilton, William & Sparages

Jacqueline Welch, Massachusetts Equity Investors, LLC

MATERIALS CONSIDERED:

PLAN "Definitive Location Plan, Jackie Drive, Wilmington, MA", dated October 30, 2019 and last revised April 20, 2020

100 YEAR STORM GROUNDWATER CALCULATIONS received April 21, 2020

RESPONSE TO ENGINEERING COMMENTS dated April 20, 2020

J. Tilton said this has been before the Board many times. It is a 2-lot subdivision with 150 feet of new roadway and associated infrastructure. Revised plans were submitted April 22nd along with a response letter to the Town Engineers comments. He said mounding calculations for pond 2 were submitted. M. Sorrentino asked if the Town Engineer agreed with all the responses and V. Gingrich said yes. She said one comment was left over and that was added to a draft decision regarding the placement of the street trees. She said the trees are proposed in the grass strip and usually they are outside sidewalks. M. Sorrentino asked if the Board had comments and there were none. M. Sorrentino asked if there was anyone in the audience that wanted to speak and J. O'Neil said there were none.

Upon motion duly made and seconded, it was unanimously

VOTED: To close the public hearing for Definitive Subdivision #19-03 for Jackie Drive, as shown on plan entitled: "Definitive Location Plan, Jackie Drive, Wilmington, MA", Sheets 1 through 8, dated October 30, 2019 and last revised April 20, 2020.

Upon motion duly made and seconded, it was unanimously

VOTED: To approve with conditions and waivers the Definitive Subdivision #19-03 for Jackie Drive, as shown on plan entitled: "Definitive Location Plan, Jackie Drive, Wilmington, MA", Sheets 1 through 8, dated October 30, 2019 and last revised April 20, 2020, prepared by Peter M. Blaisdell, Jr., P.E., Williams & Sparages Engineers, Planners, Surveyors, 189 North Main Street, Suite 101, Middleton, MA 01949, for the property located at 635 Main Street and shown on Assessor's Map 40 Parcel 1. The proposed subdivision is for a new roadway and two (2) lots. Approval is subject to the following standard and special conditions and waivers:

PROCEDURAL HISTORY

1. Application for Definitive Subdivision approval pursuant to M.G.L. Chapter 41, Section 81-L was made by the above-referenced owner and filed with the Planning Board on November 5, 2019. Definitive Subdivision Plan entitled: "Definitive Location Plan, Jackie Drive, Wilmington, MA", Sheets 1 through 8, dated October 30, 2019 and last revised April 20, 2020, prepared by Peter M. Blaisdell, Jr., P.E., Williams & Sparages Engineers, Planners, Surveyors, 189 North Main Street, Suite 101, Middleton, MA 01949 for the property located at 635 Main Street and shown on Assessor's Map 40 Parcel 1 and containing a new roadway and two (2) lots.
2. A public hearing on the Definitive Subdivision application was first held on December 3, 2019. The public hearing was continued to January 7, 2020, February 4, 2020, March 10, 2020, April 7, 2020, and the public hearing closed on May 5, 2020.
3. The plans and other submission material were reviewed by the Planning Board and the departments represented in the Community Development Technical Review Team. Throughout its deliberations, the Planning Board has been mindful of the statements of the applicants and their representatives, and the comments of the general public, all as made at the public hearing.

MATERIALS

The following materials in addition to the Definitive Subdivision Plan were submitted into the public record:

<u>Date submitted</u>	<u>Description</u>
November 5, 2019	Mitigative Drainage Analysis, prepared by Williams & Sparages, 189 North Main Street, Suite 101, Middleton, MA 01949, dated October 30, 2019 and last revised February 10, 2020.
February 14, 2020	Response to Engineering Review #1, prepared by Jon S. Tilton and Peter M. Blaisdell, Jr., Williams & Sparages, dated February 12, 2020.
February 14, 2020	Response to the Department of Planning & Conservation, prepared by Jon S. Tilton, Williams & Sparages, dated February 12, 2020.
April 22, 2020	Response to Engineering Review #2, prepared by Jon S. Tilton, Williams & Sparages, dated April 20, 2020.
April 22, 2020	100 Year Storm Groundwater Mounding Calc and Mounding Graph, prepared by Williams & Sparages, undated.

DECISION

STANDARD CONDITIONS:

1. Subdivision shall be constructed in accordance with the requirements of the Town of Wilmington Rules and Regulations Governing the Subdivision of Land (with the exception of the waivers listed below) and any other applicable regulations of the Town of Wilmington, including:
 - a. State Wetlands Protection Act.
 - b. Title 5 and local regulations of the Board of Health.
 - c. Requirements of the Water and Sewer Department and Fire Department.
2. Any modification to the approved plans must receive the prior approval of the Planning Board.
3. The conditions of approval of this subdivision shall be placed on the original plans prior to endorsement by the Planning Board.
4. Following the statutory 20-day appeal period, the Planning Board will sign the original subdivision plans, which shall be recorded at the Middlesex North Registry of Deeds. Prior to the endorsement of plans, the following items must be submitted for approval by the Planning Board:
 - a. A Covenant or financial surety, in a form and amount acceptable to the Planning Board, to secure the construction of ways and installation of municipal services, including required description of mortgages and assents of mortgages.
 - b. Required Covenant shall reflect a condition that the work under the approved subdivision plan shall be completed within one (1) year from the date of approval of the plan. Failure to complete the work prior to that deadline shall require a new application and Definitive Plan in accordance with the then in effect Subdivision Rules and

Regulations to be filed with and approved by the Board unless an extension of time is requested and granted.

- c. Acceptable form of grants of easements.
5. Within five (5) days of the transfer of ownership of the subdivision, the Planning Board shall be notified in writing of the new property owner's name and address.
6. A financial surety of 10% of the total value of the work within the subdivision shall be held by the Planning Board for eighteen (18) months following completion of streets and municipal services to ensure maintenance of the subdivision infrastructure.
7. At least one (1) week prior to the start of work, a pre-construction meeting shall be scheduled with the Department of Planning & Conservation, Engineering Division, and any other Town Department to review the construction schedule, permitted drawings, and permit conditions.
8. At the time of the pre-construction meeting, the developer may also be required to submit a soil erosion and sedimentation control plan, information on plans for stockpiling of earth materials, and/or any plans for hauling of earth materials (if approved under the Earth Removal Bylaw) for review and approval by the Planning Board or its agent.
9. The Developer shall be required to show evidence that all required local, state, or federal permits and approvals have been obtained at the time of the pre-construction meeting.
10. The Applicant shall assume the cost of construction monitoring and other consultant costs and fees incurred in connection with ensuring compliance with these conditions. An estimate of hours required and costs of monitoring shall be provided at the time of the pre-construction meeting. The Applicant shall, prior to the start of construction, be required to place on deposit with the Planning Board an amount sufficient to cover the anticipated cost of monitoring by the Planning Board or its agent. Any remaining funds at the conclusion of the 18-month monitoring period set forth in Condition 6 shall be returned to the Applicant. If additional funds are required, the Applicant shall provide such funds within fourteen (14) days to the Department of Planning & Conservation.
11. Prior to the release of any lots within the subdivision, the following conditions shall be met:
 - a. The Wilmington Board of Health shall have approved on-site septic system plans, if applicable.
 - b. The construction of the roadway shown on the subdivision plan shall be completed through the binder course, as well as corresponding utilities and stormwater management system.
 - c. Acceptable form and amount of surety shall be on deposit with the Planning Board along with a proposed schedule of releases. If partial release of surety is to be requested, the Planning Board may, at its discretion, require deposits to be broken down in amounts of anticipated requests for release.
12. Developer shall maintain fee interest in the roadway until such time as it is transferred to the Town. As-Built Plans and Street Acceptance Plans in accordance with the Town's Rules and Regulations Governing the Subdivision of Land and Section 11.2.3 of the Town of Wilmington Stormwater Management Regulations will be required.

13. The Developer will be responsible for informing each buyer via written statement contained in the property deed that the owner acknowledges that trees planted within twenty (20) feet of the front property line on private lots are protected as Public Shade Trees and are not to be cut without a public shade tree hearing as defined in M.G.L. Chapter 87. In addition, the Developer agrees to complete Wilmington's 'Private Property Street Tree Planting Form,' supplying the original to the Wilmington Department of Public Works and a copy to the Department of Planning & Conservation.
14. Upon completion of work in the subdivision and prior to final release of surety, the Developer shall submit As-Built Plans and Street Acceptance Plans for review and approval by the Planning Board.
15. Blasting materials, if needed, must be reviewed for ground water contaminants with the Board of Health and Fire Department.
16. During construction, work shall not start before 7:00AM and be shall be completed by 7:00PM Monday-Friday. No work is allowed on Sundays and Holidays. Work on Saturdays may be permitted with written consent from the Department of Public Works. Construction equipment shall not be started prior to 7:00AM.
17. Notice of the start of construction will be distributed to abutting properties two (2) weeks prior to the commencement of construction.
18. Prior to the construction of any building on any lot, all necessary site plan review and special permit approvals shall be obtained.

PRIOR TO ENDORSEMENT:

19. The plans shall be revised to show the proposed street trees behind the proposed sidewalk.

PRIOR TO CONSTRUCTION:

20. Erosion controls shall be installed in accordance with the Stormwater Management Plan and shall be inspected by the Department of Planning & Conservation at least two (2) business days prior to the start of construction.
21. The Applicant shall demonstrate compliance with NPDES permit filing requirements and shall submit one (1) copy of the checklist for the Stormwater Pollution Prevention Plan to the Department of Planning & Conservation AND one (1) copy to the Engineering Division prior to commencing construction.

DURING CONSTRUCTION:

22. The Applicant or designated authority shall give reasonable notice to the Engineering Division for inspection prior to installing any utility, roadway sub-base, pavement, proposed stormwater management system or installation of other critical design components identified during the pre-construction meeting.
23. The Applicant must maintain the construction entrance in an appropriate manner throughout the course of construction to prevent sediment from accumulating in Main

Street. Street sweeping and replacement of the stones for the construction entrance may be needed from time to time throughout the phases of the construction.

POST CONSTRUCTION:

24. All maintenance responsibility for drainage structures and Best Management Practices (BMPs) for the Project within the private property lines shall remain with the Owner.

WAIVERS:

The Planning Board has reviewed the request for waivers of the Subdivision Rules and Regulations and approves or denies the same as specifically contained hereinafter.

1. Approves a waiver of Section V(B) paragraph a.25 to allow the Applicant to omit the required identification of all existing trees with trunks over twelve (12) inches in diameter within the minimum front, side, and rear yards and all other trees which are to be retained. Individual lots will be reviewed for tree clearing prior to construction.
2. Approves a waiver of Appendix A Street Standard Cross Section to allow less than three (3) feet of cover over the storm drain pipe.

Upon motion duly made and seconded, it was unanimously

VOTED: To issue Stormwater Management Permit #19-13 as follows:

**DECISION OF THE WILMINGTON PLANNING BOARD
AS PERMIT GRANTING AUTHORITY FOR STORMWATER MANAGEMENT PERMITS
UNDER SECTION 51 OF THE BYLAWS OF THE INHABITANTS OF THE TOWN OF
WILMINGTON**

June 30, 2020

ISSUED for Property located at 635 Main Street, Wilmington, Massachusetts (Map 40 Parcel 1)

Case No.: Stormwater Management Permit #19-13

Applicant: Jacqueline Welch, Massachusetts Equity Investors, LLC, 11 Middlesex Avenue,
Unit 8, Wilmington, MA 01887

The Wilmington Planning Board has reviewed and approved the Stormwater Management Permit application and plan entitled, "Definitive Location Plan, Jackie Drive, Wilmington, MA", Sheets 1 through 8, dated October 30, 2019 and last revised April 20, 2020, prepared by Peter M. Blaisdell, Jr., P.E., Williams & Sparages Engineers, Planners, Surveyors, 189 North Main Street, Suite 101, Middleton, MA 01949. Said property is located at 635 Main Street, Wilmington, MA, and shown on Assessor's Map 40 Parcel 1; material originally submitted on November 5, 2019, subject to the conditions below.

MATERIALS

The following materials in addition to the Site Plan were submitted into the public record:

<u>Date submitted</u>	<u>Description</u>
November 5, 2019	Mitigative Drainage Analysis, prepared by Williams & Sparages, 189 North Main Street, Suite 101, Middleton, MA 01949, dated October 30, 2019 and last revised February 10, 2020.
February 14, 2020	Response to Engineering Review #1, prepared by Jon S. Tilton and Peter M. Blaisdell, Jr., Williams & Sparages, dated February 12, 2020.
February 14, 2020	Response to the Department of Planning & Conservation, prepared by Jon S. Tilton, Williams & Sparages, dated February 12, 2020.
April 22, 2020	Response to Engineering Review #2, prepared by Jon S. Tilton, Williams & Sparages, dated April 20, 2020.
April 22, 2020	100 Year Storm Groundwater Mounding Calc and Mounding Graph, prepared by Williams & Sparages, undated.

STANDARD CONDITIONS

1. Waivers granted: None
2. The development shall not alter the flow of stormwater runoff leaving the site, nor shall it alter the stormwater flow to any adjoining properties, public ways or wetland resource areas.
3. The development shall comply with the performance standards of the most recent version of the Massachusetts Department of Environmental Protection (DEP) Stormwater Management Handbook.
4. The Applicant shall provide and maintain erosion and sedimentation controls until the site is permanently stabilized.
5. The Applicant shall inspect and maintain the site and stormwater management systems. Maintenance requirements for the site shall remain in perpetuity with the parcel.
6. To the maximum extent practicable, the development shall provide on-site infiltration and meet the Recharge Additional Performance Standards as specified in Appendix E of the Town of Wilmington Comprehensive Stormwater Management Regulations adopted February 2, 2010 and last amended on October 2, 2018.

SPECIAL CONDITIONS

1. If applicable, a Stormwater Pollution Prevention Plan shall be submitted prior to the pre-construction meeting.

2. Erosion controls shall be placed around all areas of disturbance and shall be inspected by the Department of Planning & Conservation two (2) business days prior to the start of any land disturbing or land altering activity.
3. The Applicant shall give reasonable notice to the Engineering Division for inspection prior to installing any stormwater management system or any other critical design components.
4. Snow shall not be pushed into stormwater management areas and drainage structures shall remain clear of snow.
5. The Operation and Maintenance Plan shall be recorded following the completion of work.

ISSUED ON June 30, 2020

Continued Public Hearing – Site Plan Review #20-01, Stormwater Management Permit #20-01, Multi-Family Special Permit #20-01 & Inclusionary Housing Special Permit #20-01 for 168 Lowell Street - Map 58 Parcel 1 - Joseph Langone, Applicant 168 Lowell Street

PRESENT IN INTEREST: Doug Lees, Land Engineering & Environmental Services

MATERIALS CONSIDERED:

PLANS "Site Development Plan, 168 Lowell Street, Wilmington, Massachusetts" dated January 6, 2020 and last revised April 15, 2020, "Landscape Plan in Wilmington, Massachusetts" dated April 15, 2020,

EXTERIOR ELEVATIONS dated April 13, 2020

GENERAL CONSTRUCTION PHASING SCHEDULE dated April 22, 2020

RENDERING received April 28, 2020

PLANNING REVIEW LETTER dated April 10, 2020

RESPONSE LETTER from Doug Lees dated April 13, 2020

S. Hennigan recused himself. D. Lees representing 168 Lowell Street LLC for a 36 unit housing project on Lowell Street. Previously before the Board in February and at the March meeting they requested to continue the public hearing. He said the Planning Director and Town Engineer have worked with them to resolve issues. D. Lees said he added some parking spaces, some lights, some miscellaneous notes, and got a traffic assessment prepared by TEP, LLC that showed one vehicle trip every 6 minutes. The total increase of daily vehicle trips was 115. He said the p.m. peak hour was an increase of 11 vehicle trips which is about 1 every 6 minutes.

M. Sorrentino asked if all the Town Engineer's concerns were addressed and if there was anything else left outstanding. D. Lees said everything was answered. M. Sorrentino asked V. Gingrich if anything was outstanding and V. Gingrich said there were a few things that worked in as conditions of the approval. M. Sorrentino asked if there were any conditions that needed to be discussed and V. Gingrich said they were asked to install an educational sign regarding the porous pavement to educate the residents on how it works and the benefits. She said they asked for a Phasing Plan. She said they will do a binder coat prior to any construction of the units. She said they listed each building in a phase. D. Lees said the plan is to get all the foundations in and the binder coat down. He said they will construct 1-6 and work there way around. He said there will be multiple buildings under construction at the same time. M.

Sorrentino asked if all 36 foundations will be done first and D. Lees said yes. M. Sorrentino asked if that kicks something in as far as the Town goes and V. Gingrich said she does not believe the Building Inspector allows you to apply for just a foundation so they would apply for the building permit for each and building plans will be required. D. Lees said all the buildings will be similar. T. Boland asked if there is a length of time the builder has once the building permit is issued and how long is the construction expected to go on. D. Lees said it will take a good amount of time to build all the buildings. T. Boland asked if there is a time limit on the building permits and V. Gingrich said as long as you are making progress you should be ok. A. Marcolina asked if the buildings will be occupied in phases as well and D. Lees said yes. M. Sorrentino asked if this project is on sewer. D. Lees said yes. T. Boland asked if the Board is happy with units 31-36 being built last and it seems tough because construction equipment will be on the occupant's lawn. The Board discussed making that building construction sooner in the phasing. R. Holland asked for the change in elevation between the new construction and the existing building that is there where there is a retaining wall and 6' vinyl fence. D. Lees said the top of the wall is 88" which matched the existing wall for the septic of AJ's and the parking lot is 2 ½ ' lower. M. Sorrentino asked if a final architectural plan was submitted and R. Holland said she was looking at renderings. She said the homes are not designed for aging people because they have too many stairs. There was nobody in the public audience that wished to speak.

Upon motion duly made and seconded with 4 in favor and one recused, (S. Hennigan) it was

VOTED: To close the public hearing and approve with conditions Site Plan Review #20-01, Multi-Family Special Permit #20-01, and Inclusionary Housing Special Permit #20-01 for 168 Lowell Street, as shown on plan entitled, "Site Development Plan, 168 Lowell Street, Wilmington, Massachusetts", dated January 6, 2020 and last revised April 15, 2020, prepared by Douglas E. Lees, P.E., P.L.S., Land Engineering & Environmental Services, Inc., 130 Middlesex Road, Tyngsboro, MA 01879. Said property is located at 168 Lowell Street, Wilmington, MA 01887 and shown on Assessor's Map 58 Parcel 1. Approval is as follows:

A public hearing was advertised and held on February 4, 2020 at 8:55 p.m., Town Hall, 121 Glen Road, Wilmington. The public hearing was continued to March 10, 2020, April 7, 2020, and May 5, 2020.

This is to certify, at a public hearing of the Wilmington Planning Board (Board) opening on February 4, 2020 and closing on May 5, 2020, by a motion duly made and seconded, it was voted:

"We the Wilmington Planning Board, as requested by Joseph Langone, 168 Lowell Street, LLC, under the provisions of Section 3.8.15, Section 6.5, and Section 6.11 of the Zoning Bylaws of the Town of Wilmington and Board's Special Permit Rules and Regulations and Site Plan Review Rules and Regulations, to consider the contemplated multi-family site plan development including thirty-six (36) townhouse units, five (5) of which are to be restricted as affordable units, for property addressed 168 Lowell Street (Assessor's Map 58 Parcel 1), as shown on the plan entitled, "Site Development Plan, 168 Lowell Street, Wilmington, Massachusetts", dated January 6, 2020 and last revised April 15, 2020, prepared by Douglas E. Lees, P.E., P.L.S., Land Engineering & Environmental Services, Inc., 130 Middlesex Road, Tyngsboro, MA 01879, (the "Plan") (the "Project"), do hereby vote to **APPROVE** the Special Permits and Site Plan and the Project, subject to the Findings and Conditions below.

MATERIALS:

The following materials in addition to the Site Plan were submitted into the public record:

<u>Date Submitted</u>	<u>Description</u>
January 8, 2020	"Site Plan Review Application - Narrative" memorandum, undated.
January 8, 2020	Exterior Elevations and Floor Plan, prepared by Paul Davies & Associates, Architects, Inc., 635 Rogers Street, Unit 4, Lowell, MA 01852, undated.
January 8, 2020	Earthwork Volume Calculations and "Earthwork Volume Worksheet, in Wilmington, Massachusetts, 168 Lowell Street", prepared by Land Engineering & Environmental Services, Inc., dated January 6, 2020.
January 8, 2020	"Fire Truck Movement, 168 Lowell Street, Wilmington, Massachusetts", prepared by Land Engineering & Environmental Services, Inc., dated January 6, 2020.
January 8, 2020	"Photometric Plan, in Wilmington, Massachusetts, 168 Lowell Street", prepared by Land Engineering & Environmental Services, Inc., dated January 6, 2020 and last revised February 17, 2020.
January 8, 2020	"Stormwater Management & Erosion Control Plan" (Stormwater Report), prepared by Douglas E. Lees, PE, Land Engineering & Environmental Services, Inc., dated January 6, 2020 and last revised February 17, 2020.
February 19, 2020	Exterior Elevations and Floor Plan, prepared by Paul Davies & Associates, Architects, Inc., 635 Rogers Street, Unit 4, Lowell, MA 01852, dated August 23, 2019.
February 19, 2020	Response to Comments memorandum, prepared by Douglas E. Lees, PE, Land Engineering & Environmental Services, Inc., dated February 17, 2020.
February 19, 2020	Traffic Assessment Memorandum, prepared by Kim Eric Hazarvarian, Ph.D., P.E., PTOE, Transportation Engineering, Planning and Policy, 93 Stiles Road, Suite 201, Salem, NH 03079 and 800 Turnpike Street, Suite 300, North Andover, MA 01845, dated February 19, 2020.
March 27, 2020	Exterior Rendering, undated.

March 27, 2020	Response to Comments memorandum, prepared by Douglas E. Lees, PE, Land Engineering & Environmental Services, Inc., dated March 27, 2020.
March 27, 2020	Sewer Flow Analysis, dated March 17, 2020.
March 27, 2020	Form 11 – Soil Suitability Assessment for On-Site Sewage Disposal, dated March 18, 2020.
April 13, 2020	Response to Comments e-mail, prepared by Douglas E. Lees, PE, Land Engineering & Environmental Services, Inc., dated April 13, 2020.
April 13, 2020	Porous Pavement Sign Rendering, undated.
April 13, 2020	Exterior Elevations, prepared by Paul Davies & Associates, Architects, Inc., 635 Rogers Street, Unit 4, Lowell, MA 01852, dated April 13, 2020.
April 23, 2020	General Construction Phasing dated April 22, 2020.

PROCEDURAL HISTORY

2. Applications to construct a multi-family development including thirty-six (36) townhouse units, five (5) of which are to be restricted as affordable units, pursuant to Section 3.8.15, Section 6.11, and Section 6.5 of the Wilmington Zoning Bylaws, was made by the above-referenced Owners and Applicant, and filed with the Planning Board on January 8, 2020.
3. A public hearing was held on February 4, 2020 and was continued to March 10, 2020; April 7, 2020; and May 5, 2020; and closed on May 5, 2020.
4. The plans and other submission material were reviewed by the Planning Board and the departments represented in the Community Development Technical Review. Throughout its deliberations, the Planning Board has been mindful of the statements of the applicants and their representatives, and the comments of the general public, all as made at the public hearing.

FINDINGS

1. The Project site is shown on Map 58 Parcel 1 and contains thirty-six (36) townhouse units, five (5) of which are to be restricted as affordable units.
2. The Site Plan contains a design that is sufficiently developed to provide the basis for the Board's determinations regarding the provisions, requirements, standards and guidelines of Section 3.8.15, Section 6.5, and Section 6.11 of the Wilmington Zoning Bylaw and the Board's Special Permit Rules and Regulations and Site Plan Review Rules and Regulations.
3. The Site Plan and ancillary materials submitted by the Applicant comply with the provisions, requirements, standards and guidelines of Section 3.8.15, Section 6.5, and Section 6.11 of the Wilmington Zoning Bylaw and the Board's Special Permit Rules and Regulations and Site Plan Review Rules and Regulations. The five (5) affordable units meet the requirement

of Section 6.11 of the Wilmington Zoning Bylaw and no density bonus units have been provided.

4. The proposed use is in harmony with the general purpose and intent of the Zoning Bylaw and complies with the requirements of the Bylaw.
5. The Applicant satisfactorily addressed the comments made or submitted by the general public and various Town of Wilmington departments except as contained in specific conditions that follow.

DECISION

In view of the foregoing, the Planning Board hereby decides that the aforesaid property is a proper parcel to be developed under Section 3.8.15, Section 6.5, and Section 6.11 of the Wilmington Zoning Bylaws. It is therefore decided to grant Special Permits and Site Plan Review approval for the development of thirty-six (36) townhouse units, five (5) of which are to be restricted as affordable units, in accordance with the Site Plan entitled, "Site Development Plan, 168 Lowell Street, Wilmington, Massachusetts", dated January 6, 2020 and last revised April 15, 2020, prepared by Douglas E. Lees, P.E., P.L.S., and the terms and conditions stated below. The following shall be required at the Applicant's sole expense, unless otherwise noted:

7. The Project shall be constructed and operated in accordance with the approved Site Plan.
8. The Project shall obtain approval pursuant to, and be constructed and operated in accordance with, all applicable local, state and federal bylaws, statutes, ordinances, rules and regulations.
9. The provisions of this conditional approval shall apply to and be binding upon the Applicant, its employees and all successors and assigns in interest or contract.
10. The Project shall conform to all existing Massachusetts Laws, Regulations and Applicable Codes regarding fire protection and building safety standards.
11. Notwithstanding any future amendment to the Wilmington Zoning Bylaw, Massachusetts G.L. c. 40A, or any other legislative act:
 - a. The maximum number of dwelling units to be constructed under these Special Permits shall be thirty-six (36).
 - b. The tract of land on which the structures are to be located shall not be altered or used except
 - i. as granted by these Special Permits;
 - ii. as shown on the Site Plan entitled, "Site Development Plan, 168 Lowell Street, Wilmington, Massachusetts", dated January 6, 2020 and last revised April 15, 2020, prepared by Douglas E. Lees, P.E., P.L.S., as referenced above; and
 - iii. as in accordance with subsequent amendments to the Special Permits.
 - c. The entire tract of land, or any portion thereof, and buildings to be constructed shall not be used, sold, transferred or leased except in conformity with these Special Permits. If the Applicant petitions for amendment to these Special Permits, he/she must submit all plans and information to the change as required by applicable rules.
12. If no substantial construction has commenced within two (2) years of approval, approval shall lapse and a new application, fees and a public hearing shall be required.

13. Any substantial changes to the Site Plan shall be subject to the Special Permit review process. Minor field adjustments may be allowed with review and approval of the Director of Planning & Conservation.
14. The project will be constructed in phases and shall be constructed in accordance with the General Construction Phasing document dated April 22, 2020, except that Units 33-36 shall be constructed second in the phasing plan, after construction of Units 1-6. A revised phasing plan reflecting this shall be submitted at the pre-construction conference.
15. Within five (5) days of transfer of ownership of the property, the Planning Board shall be notified in writing of the new property owner's name and addresses.
16. As required by Section 6.11, the Project shall include five (5) affordable two-bedroom dwelling units to be counted on the Town's Subsidized Housing Inventory (SHI) with the Department of Housing and Community Development (DHCD). The affordable housing units shall be Units 15, 19, 25, 30, and 34 and shall be constructed in accordance with Section 6.11 of the Zoning Bylaw. The affordable units shall be deed restricted and marketed as required by the DHCD to count on the SHI. Affordable housing units shall include the same materials and finishes except as specifically stated in the special permit application.
17. The affirmative fair marketing plan for the five (5) affordable units shall include a local preference for Wilmington residents as allowed by DHCD.
18. Maintenance of the premises, including but not limited to roadway maintenance and repair, snow plowing and removal, landscaping, trash removal/recycling, and any other amenities associated with the Project shall remain the responsibility of the Owner.
19. The Project's stormwater management system shall be inspected, operated, and maintained in accordance with the Operation and Maintenance Plan. The operation, maintenance, repair, and replacement of all drainage structures constructed pursuant to the project shall be the Owner's responsibility.
20. All domestic water mains and services constructed for the project on the project site shall meet the requirements of the Town's Water and Sewer Division and shall remain private. The operation, maintenance, repair, and replacement of all water pipes, mains, fittings, and appurtenances on the property shall be the owner's responsibility.
21. All landscaping, fencing, and lighting shall be maintained by the Owner for the duration of the use. The Owner shall use best practices to maintain the required landscaping and fencing in presentable and healthy condition.
22. Private curbside trash pickup is required and no dumpsters are permitted.
23. The site shall be maintained in a clean and tidy condition, clear of debris and trash.
24. Snow shall be stored in designated areas only. Any snow exceeding on-site capacity shall be removed from the site within five (5) days of a snow event. Snow shall not be pushed into stormwater management areas, and drainage structures shall remain clear of snow.

PRIOR TO ENDORSEMENT:

25. Following the 20-day appeal period, the Planning Board will sign the plans, and the Special Permit Decision shall be recorded at the Middlesex North Registry of Deeds.
26. Prior to endorsement, the plans shall be revised to show any changes required by the Wilmington Conservation Commission.

27. Prior to endorsement, these conditions of approval of the Special Permit shall be listed on the cover page of the Site Plan set.

PRIOR TO START OF CONSTRUCTION/DURING CONSTRUCTION:

28. At least one (1) week prior to the start of work, a pre-construction conference shall be scheduled with the Department of Planning & Conservation and Engineering Division to review the construction schedule, permitted drawings, and permit conditions.
29. At the time of the pre-construction conference, the developer will be required to submit a schedule of work, project contacts, soil erosion and sedimentation control plan, revised phasing plan, and information on plans for stockpiling of earth materials and/or any plans for hauling of earth materials (if approved under the Earth Removal Bylaw) for review by the Department of Planning & Conservation and Engineering Division. The Applicant shall also provide a plan/protocol for protecting the underlying sub-base and base materials of the porous pavement to prevent clogging during construction.
30. At the time of the pre-construction conference, the developer shall provide evidence that all required local, state, and federal permits and approvals have been obtained.
31. Prior to the start of construction, if applicable, the Applicant shall demonstrate compliance with NPDES Construction General Permit filing requirements and shall submit a copy of the Stormwater Pollution Prevention Plan to the Department of Planning & Conservation and Engineering Division.
32. Prior to construction, the Applicant shall install erosion controls to be inspected by the Department of Planning & Conservation and Engineering Division at least two (2) business days prior to the start of construction.
33. Notice of start of construction shall be distributed to abutting properties two (2) weeks prior to the commencement of construction.
34. During construction work will not start before 7:00 a.m. and will be completed by 7:00 p.m. No work is allowed on Sundays and holidays. Construction equipment will not be started before 7:00 a.m.
35. The Applicant shall maintain the construction entrance in an appropriate manner throughout the course of construction to prevent sediment from accumulating in Lowell Street. Street sweeping and replacement of the stones for the construction entrance may be needed from time to time throughout the phases of construction. The Applicant will be responsible for immediate removal of any sediment tracked onto Lowell Street during the course of construction, as directed by Town staff.
36. The Applicant shall give reasonable notice to the Engineering Division for inspection prior to backfilling any proposed underground stormwater management system, sewer, water, or installation of any other critical design components.
37. The Applicant shall notify the Engineering Division in writing prior to any unsuitable earth material being removed from the site and provide an estimated quantity. If the total earth removal exceeds 450 cubic yards, an Earth Removal Permit will be required.

PRIOR TO ISSUANCE OF BUILDING PERMIT:

38. The Wilmington Fire Department shall review and approve all building plans.
39. Prior to issuance of the first Building Permit, condominium documents, if applicable, shall be submitted for review and approval. The documents shall include details regarding maintenance (i.e., curbside refuse pick-up, upkeep, snow plowing), the stormwater management Operation and Maintenance Plan, and affordable units.

40. Prior to the issuance of the first building permit, the Local Affordable Unit Application for the five (5) affordable housing units shall be approved by the DHCD.
41. Prior to the issuance of the first building permit, the roadway shall be constructed through binder course and stormwater management components associated with the roadway shall be completed. In addition, an acceptable form of surety shall be provided for the completion of the roadway and associated infrastructure.

PRIOR TO ISSUANCE OF OCCUPANCY:

42. The Applicant has agreed to and shall provide a fair share traffic mitigation contribution of the Lowell Street Corridor in the amount of \$6,000.
43. Prior to the issuance of the first Certificate of Occupancy, the Applicant shall install the educational sign for Low Impact Development techniques implemented on site. The sign size, design, and location shall be reviewed and approved by the Director of Planning & Conservation.
44. Prior to the issuance of the first Certificate of Occupancy, the Regulatory Agreement for the five (5) affordable units, in a form acceptable to the Town and DHCD, shall be recorded.
45. Prior to the issuance of the first Certificate of Occupancy, the Applicant shall submit a progress as-built plan of the roadway and associated infrastructure.
46. Prior to the issuance of the first Certificate of Occupancy, the Operation and Maintenance Plan shall be recorded.
47. Prior to the issuance of the last Certificate of Occupancy, the sewer pump station located on site shall be completed. The Applicant shall coordinate with the Engineering Division regarding all outstanding punch list items.
48. Prior to the issuance of the last Certificate of Occupancy for the property, all site work shall be substantially completed in accordance with the approved site plans and final As-Built Plans for the project, in form(s) and format(s) acceptable to the Town Engineer shall be submitted to the Engineering Division and Department of Planning & Conservation. In the event that winter season conditions prohibit final landscaping and/or finish paving course from being installed prior to tenant occupancy, the Applicant may post a bond, in a form and amount acceptable to the Director of Planning & Conservation and Town Engineer, covering the cost of completion. This will be considered on a case by case basis. The Applicant must have received all other required Department sign-offs on Occupancy prior to eligibility.

Upon motion duly made and seconded, with four in favor and one recused, (S. Hennigan) it was

VOTED: To approve with conditions Stormwater Management Permit #20-01 as follows:

**DECISION OF THE WILMINGTON PLANNING BOARD
AS PERMIT GRANTING AUTHORITY FOR STORMWATER MANAGEMENT PERMITS
UNDER SECTION 51 OF THE BYLAWS OF THE INHABITANTS OF THE TOWN OF
WILMINGTON**

May 8, 2020

ISSUED for Property located at 168 Lowell Street, Wilmington, Massachusetts
(Map 58 Parcel 1)

Case No.: Stormwater Management Permit #20-01

Applicant: Joseph Langone, 168 Lowell Street, LLC, 20 Middlesex Avenue, Wilmington, MA 01887

The Wilmington Planning Board has reviewed and approved the Stormwater Management Permit application and plan entitled, "Site Development Plan, 168 Lowell Street, Wilmington, Massachusetts", dated January 6, 2020 and last revised April 15, 2020, prepared by Douglas E. Lees, P.E., P.L.S., Land Engineering & Environmental Services, Inc., 130 Middlesex Road, Tyngsboro, MA 01879. Said property is located at 168 Lowell Street, Wilmington, MA, and shown on Assessor's Map 58 Parcel 1; material originally submitted on January 8, 2020, subject to the conditions below.

MATERIALS:

The following materials in addition to the Site Plan were submitted into the public record:

<u>Date submitted</u>	<u>Description</u>
January 8, 2020	"Site Plan Review Application - Narrative" memorandum, undated.
January 8, 2020	Earthwork Volume Calculations, dated January 6, 2020.
January 8, 2020	Earthwork Volume Calculations and "Earthwork Volume Worksheet, in Wilmington, Massachusetts, 168 Lowell Street", prepared by Land Engineering & Environmental Services, Inc., dated January 6, 2020.
January 8, 2020	"Fire Truck Movement, 168 Lowell Street, Wilmington, Massachusetts", prepared by Land Engineering & Environmental Services, Inc., dated January 6, 2020.
January 8, 2020	"Stormwater Management & Erosion Control Plan" (Stormwater Report), prepared by Douglas E. Lees, PE, Land Engineering & Environmental Services, Inc., dated January 6, 2020 and last revised February 17, 2020.
February 19, 2020	Response to Comments memorandum, prepared by Douglas E. Lees, PE, Land Engineering & Environmental Services, Inc., dated February 17, 2020.
March 27, 2020	Response to Comments memorandum, prepared by Douglas E. Lees, PE, Land Engineering & Environmental Services, Inc., dated March 27, 2020.
March 27, 2020	Sewer Flow Analysis, dated March 17, 2020.
March 27, 2020	Form 11 – Soil Suitability Assessment for On-Site Sewage Disposal, dated March 18, 2020.

April 13, 2020

Response to Comments e-mail, prepared by Douglas E. Lees, PE, Land Engineering & Environmental Services, Inc., dated April 13, 2020.

April 23, 2020

General Construction Phasing dated April 22, 2020.

STANDARD CONDITIONS

7. Waivers granted: None
8. The development shall not alter the flow of stormwater runoff leaving the site, nor shall it alter the stormwater flow to any adjoining properties, public ways or wetland resource areas.
9. The development shall comply with the performance standards of the most recent version of the Massachusetts Department of Environmental Protection (DEP) Stormwater Management Handbook.
10. The Applicant shall provide and maintain erosion and sedimentation controls until the site is permanently stabilized.
11. The Applicant shall inspect and maintain the site and stormwater management systems. Maintenance requirements for the site shall remain in perpetuity with the parcel.
12. To the maximum extent practicable, the development shall provide on-site infiltration and meet the Recharge Additional Performance Standards as specified in Appendix E of the Town of Wilmington Comprehensive Stormwater Management Regulations adopted February 2, 2010 and last amended on October 2, 2018.

SPECIAL CONDITIONS

6. If applicable, a Stormwater Pollution Prevention Plan shall be submitted prior to the pre-construction meeting.
7. Erosion controls shall be placed around all areas of disturbance and shall be inspected by the Department of Planning & Conservation two (2) business days prior to the start of any land disturbing or land altering activity.
8. The Applicant shall give reasonable notice to the Engineering Division for inspection prior to installing any stormwater management system or any other critical design components.
9. Snow shall not be pushed into stormwater management areas and drainage structures shall remain clear of snow.
10. The Operation and Maintenance Plan shall be recorded prior to issuance of the first Certificate of Occupancy.

ISSUED ON May 8, 2020

**Public Hearing – Site Plan Review #20-04 & Stormwater Management Permit #20-04 for
100 Eames Street – Map 38 Parcels 4 & 4 C – 100 Eames Street LLC, Applicant**

PRESENT IN INTEREST: Attorney Robert G. Peterson
Jamie Gerrity, Gerrity Stone
Patrick McCarty, McCarty Engineering

MATERIALS CONSIDERED:

PLANS "Site Plan Review Documents, March 12, 2020" dated March 12, 2020
PLANNING REVIEW LETTER dated March 27, 2020
DRAINAGE REPORT dated March 9, 2020
TEPP LLC MEMORANDUM dated April 13, 2020
ENGINEERING MEMO dated March 31, 2020
ABUTTER CONCERN LETTER dated April 24, 2020

P. McCarty told the Board it's a 16 acre parcel with 17 different buildings on it and it's the home of Allcoat Technology. He said J. Gerrity purchased the property at the end of 2019 with the intention of developing the eastern portion of the site for his family business. Allcoat is going to consolidate its operation into 15 of the buildings. Gerrity will be demolishing building 11 and building 17. Allcoat has 25 employees, which will remain and they have 6 to 8 truck trips a day. He said 4 to 6 of them are tractor-trailers and 1 to 2 are FedEx delivery trucks. Their traffic is not heavy volume. The proposed project is the construction of a 44,000 sq. ft. building and along the southern end of the building there will be two drive in doors. There are bridge cranes in the building to move the stones. There are loading bays in the back. All slabs get loaded on a 12'x14' van size box truck. It's a 32" dock height. There is a showroom in the area closest to the parking lot. He said you would ramp down on Eames Street from elevation 92 to 84 at the site then it's relatively flat. P. McCarty said there is plenty of power at the site but they are bringing in a new transformer from Reading Light. There is an existing water-main and a sewer line that runs diagonally through the site. He said they will tie in at the center for the offices and bathrooms and at the drive-in doors that will have trench drains to an oil water separator. The gas service comes in on the eastern side of the site so they will work with National Grid to relocate and reconnect. P. McCarty said at the May 23rd CDTR meeting he received some comments and he received additional comments from the Planning and Engineering Departments. He said he responded and 95% of the concerns can easily be addressed. He said one thing requested is a Peer Review for a wetland delineation of the northern boundary of the site. He pointed out the wetlands on the site. Most edits to the plan have to do with stormwater. He said he met with the Town Engineer.

M. Sorrentino asked if the building will be heated from the boiler building and P. McCarty said no. M. Sorrentino asked which buildings Allcoat is in and P. McCarty said they will be in all the buildings that remain. P. McCarty said one of the comments had to do with parking on the site and if the applicant had adequate parking. He has labeled the use of the existing buildings. M. Sorrentino asked about the turning radius coming in and out of the site. P. McCarty said from Allcoat there are 4 to 6 big trucks a day and for Gerrity Stone mostly 10 wheel flatbeds and occasionally a shorter tractor-trailer. He said TEPP was hired to do a traffic assessment. He said the posted speed limit is 25 MPH and the sight distance is both directions supports speeds up to 35 MPH. He said his office is currently doing the turning movements. A turning movement plan will be provided in the revised plan set. M. Sorrentino asked what kind of building they are constructing and P. McCarty said it is a prefabricated metal building and described the proposed floor plan. S. Hennigan asked if the smaller bay areas are for the smaller trucks that take and deliver the granite after it's all cut and finished and P. McCarty

said yes. S. Hennigan asked what type of trucks will be entering the buildings and P. McCarty said an E350 van with a cube on it. S. Hennigan asked if the 18-wheeler would be going into the second bay area and P. McCarty said yes, the front of the building. P. McCarty said there is an elevated dock at the back of the building with the intention of having a dumpster on either side for the waste. S. Hennigan asked if the smaller trucks will back in and P. McCarty said they can take a right after building 12 and come through that parking area and then back in. T. Boland asked if the dock with a dumpster on it will give enough room to get the dumpster out of there? P. McCarty said yes. J. Gerrity said they are small dumpsters. P. McCarty said because of the weight of the stone, they are not a 30 yd dumpster. M. Sorrentino asked how the Landscape building next door look in comparison to the Gerrity Stone building. He asked if they are similar in height. P. McCarty said Gerrity Stone is at elevation 90 and J. Gerrity said there is probably between 12 or 15 ft. elevation between the two. P. McCarty said their finished elevation is 90 and the Landscape building is at 94.50 or 95 so there floor is 4 ½ to 5 ft. above Gerrity. T. Boland said he has 87 for the finished floor and asked if he was looking at an old plan. P. McCarty corrected himself and said it is 89. T. Boland asked if there will be a traffic study conducted and P. McCarty said they will. T. Boland asked if they looked at other options to move the entrance away from the bridge and P. McCarty said they did. P. McCarty said the problem is building 12.

V. Gingrich said the Town Engineer suggested that Green International conduct the Peer Review. M. Sorrentino said he would be in favor of Green International conducting the traffic study. The Board agreed. R. Peterson said they are aware of the issues discussed by P. McCarty and working with the Town Engineer and Planning Director. P. McCarty said they are fine if the Board wants to have it Peer Reviewed.

P. McCarty said they would like to address the Engineering comments prior to the Peer Review. M. Sorrentino asked about Stormwater and if the applicant could comply with the Town Engineer's concerns. P. McCarty said he would like to meet in June. V. Gingrich read a letter from resident D. Harrington, owner of 11 Lawn Street.

Upon motion duly made and seconded, it was unanimously

VOTED: To continue the public hearing for Site Plan Review #20-04, Stormwater Management Permit #20-04 for 100 Eames Street to June 2, 2020 at 7:50 p.m.

Board of Appeals

There were no Board of Appeals cases.

Old Business

There was no Old Business

New Business

Request to Waive Site Plan Review - #20-04 for 5 Cornell Place – Map 99 Parcel 143 Ferro-Ceramic Grinding, Applicant

PRESENT IN INTEREST: Andrew Pojasek, Dana Perkins

MATERIALS CONSIDERED:

PLAN "Proposed Site Plan of Land, 5 Cornell Place, Wilmington, Massachusetts" dated

March 12, 2020 and "DFE 4-16 Dust Collector 30HP BI Rear Face 70 DBA Silencer' dated June 21, 2019

LETTERS from Andrew Pojasek dated March 3, 2020 and March 13, 2020

A. Pojasek stated the applicant is requesting to build a 170 sq. ft concrete pad located to the rear of the building, which abuts I-93. They will be installing a dust collector on that pad. They have an existing dust collector inside the building. They are hoping to increase business and in doing so need a larger dust collector that will not fit inside the building. Other than that, the site meets all zoning requirements.

M. Sorrentino asked if Engineering had any concerns and V. Gingrich said there were none.

Upon motion duly made and seconded, it was unanimously

VOTED: To approve the request to waive site plan review for Site Plan Review Waiver Request #20-04, 5 Cornell Place for the construction of a concrete pad and installation of a dust collector unit at the southwest corner of the building as shown on plan entitled "Proposed Site Plan of Land, 5 Cornell Place, Wilmington, Massachusetts" dated March 12, 2020.

PLANNING DIRECTOR'S REPORT

V. Gingrich told the Board there are several options for signing documents. The first is to bring Board members the documents to their homes. Another option is that the Board can vote to start using electronic signatures that needs to be recorded at the Registry. Board members would need to provide a wet signature for recording purposes. Another option for plan signing is to designate one person to sign plans which also need to be recorded. R. Holland asked how electronic signatures are proposed and if a word document will be used to insert a picture of their signature or will they be requested to download and sign, scan and return it? V. Gingrich told the Board the Town purchased DocuSign. T. Boland asked if this is meant to be permanent or just while meetings are going on through ZOOM and V. Gingrich said it does not have to be permanent. She said the vote would be to accept M.G.L. c. 110G to use electronic signature and to accept authorizing the Director of Planning & Conservation or the Chairman to endorse plans and you would have the option of using each. On the one designating one individual to sign plans that would have to be rescinded in a letter to the Registry to go back to having everyone to sign.

Upon motion duly made and seconded, it was unanimously

VOTED: To recognize and accept the provisions of M.G.L. c.110G regarding electronic signatures and that its members will henceforth execute documents either with electronic signatures or with wet ink signatures and that both will carry the same legal weight and effect.

Upon motion duly made and seconded, it was unanimously

VOTED: To authorize Michael Sorrentino, Chairman, to endorse ANR plans on behalf of the Board as permitted under G.L. c. 41, s. 81P, and to endorse subdivision plans, on behalf of the Board as permitted under G.L. c. 41, s. 81X.

V. Gingrich told the Board that the Stormwater Regulations need to be amended to comply with the new EPA MS4 Permit. There are some changes required in the Regulations and some change required in the Bylaw. She said the Bylaw will go to Town Meeting in June. The changes must be made by July. M. Sorrentino asked if there will be time to receive public input and V. Gingrich explained that the hearing would be advertised. M. Sorrentino asked if there are major changes and V. Gingrich said that redevelopment projects will have to do a bit more for water quality. She said the Town Engineer will be present at the next meeting to go over all the changes.

There being no more business to come before the Board, it was unanimously

VOTED: To adjourn the meeting at 9:25 p.m.

NEXT PLANNING BOARD MEETING: June 2, 2020

Respectfully submitted,


Cheryl Licciardi
Recording Clerk