

Planning Board
Minutes of the regular meeting and advertised Public Hearing
October 1, 2018
Meeting 6:45 pm Library Ramsdell Room

Present: Pete Wilson, Abbie Jenks, Leslie Laurie, Judy Eiseman (recording)

Minutes of September 24 approved as presented.

Discussion of possible meeting times to discuss project proposed project for HRD press property. Tom Kegelman wants to present graphics and more explanation of what they're trying to do. October 10 at 7 pm agreed by all to meet with him. Leslie Laurie had to leave at this juncture with regrets.

The meeting was suspended to open public hearing at 7:04 pm. **Public Hearing to discuss Planning Board warrant articles for October 15 Town Meeting.** With no one arriving to discuss, the Chair Closed the hearing at 7:26 pm and **reconvened the regular public meeting at 7:27 pm.**

Discussion on form for Storm Water Management

1. Suggested name for the decision-making body: "Stormwater Management Board" to consist of a member of Conservation Commission, Planning Board, DPW, ZBA, and an At Large member appointed by Select Board; the latter is to be a Civil Engineer or individual with expertise in storm water management). Consultant will be necessary and perhaps staff for the Planning Board at some point as well. Eiseman knows of several potential consulting engineers and other professionals who might be considered. Presumably we will develop a job description at some point.
2. Jenks brought a model form for creation of an application process for our Storm Water Bylaw taken from DEP Guidance 2004. Discussion followed and it was felt that the document would be useful as a template (document provided at the end.)
3. The members briefly discussed the idea of creating a Non-Criminal Disposition bylaw for use by the Planning Board, Conservation Commission, Zoning Board, and possibly the Select Board. This allowed by Chapter 40 §21D as an alternative to criminal prosecution or civil action
4. Upcoming meetings noted as follows: October 10, 7 pm with Tom Kegelman; Fall Town Meeting, October 15, 7 pm; October 22, Planning Board meeting with PVPC staff, 6:30 pm; November 5, Storm Water meeting with Patty Gambarini.

Meeting adjourned. 7:45 pm

Sample Documents for Review as examples for the Board to consider and revise:

STORMWATER MANAGEMENT PERMIT APPLICATION

To [The Board]:

The undersigned wishes to submit a Stormwater Management Permit Application as defined in the [Zoning] By-Laws of the Town of [insert Town] Section [reference] and requests a review and determination by [The Board] of the Stormwater Management Plan.

The Stormwater Management Plan involves property where owner's title to the land is derived under deed from , dated _____, and recorded in the [Insert] County Registry of Deeds, Book _____, Page _____, or Land Court Certificate of Title No. _____.

_____, Registered in District, Book _____, Page _____
Give a brief summary of the nature of the project.

The property (building) is described as being located at:

The property is currently used as:

The changes proposed to be made are:

The project is located on the parcel shown on Assessors Map _____, Parcel _____.

Owners' Signature(s) Applicant's Name (print) _____ Owners' Names(s) _____

Applicant's Signature _____

Applicant's Address _____ Owners' Address _____

Date Received by Town Clerk: Signature _____

Please note: 1) An applicant for a Stormwater Management Plan Review must file with [the Board] a completed Stormwater Management Permit Application Form, a list of abutters, three

(3) copies of the Stormwater Management Plan Package, three (3) copies of the Operation and Maintenance Plan, and the Application and Review Fees as noted in the Stormwater Management Plan Review Fee Schedule. 2) The applicant shall also file a copy of the Stormwater Management Plan, Operation & Maintenance Plan, and the Application Form with the Town Clerk. The date of receipt by the Town Clerk shall be the official filing date. 3) This application grants [*the Board* and its agents] permission to enter the property for inspection and verification of information submitted in the application.

Stormwater Management Plan Review Fee Schedule

The following fee schedules are minimum fees. [*The Board*] may require higher fees if deemed necessary for proper review of an application or to ensure compliance.

Lot Area

Less Than 3 Acres

3 to 10 Acres

Greater than 10 Acres

Resubmittal/Amendment Filing Fee

Review Fee

GENERAL

Professional Review Fee \$_____

\$_____

\$_____ times the acreage

\$_____ \$_____

Application Fee \$_____

\$_____

\$_____

1. Any application not accompanied by the appropriate fee shall be deemed incomplete. Payment must be made to [*The Board*] in cash, money order, bank or certified check payable to the Town of [*insert name*].

2. An Applicant's failure to pay any additional review or inspection fee within five business days of receipt of the notice that further fees are required shall be grounds for disapproval.

3. The [*The Board*] will publish the public notice and send abutter notifications. Abutter notification shall be by certified mail-return receipt requested. The applicant shall pay all costs associated with the publication and notification requirements. These costs shall not be imposed on the applicant if the applicant completes the public notice and abutter notification requirements, and provides [*The Board*] with copies of the public notices and the return receipt cards.

Professional review fees include engineering review, legal review, and clerical fees associated with the public hearing and permit processing. A fee estimate may be provided by [*The Board's*] consulting engineer.