



TOWN OF WARE

Planning & Community Development

126 Main Street, Ware, Massachusetts 01082

t. 413.967.9648 ext. 120

Planning Board

Meeting Minutes from

Thursday, September 1, 2022

Board of Selectmen's Meeting Room, Town Hall

Planning Board Members in Attendance:

Rick Starodoj, Chairman
Ed Murphy, Vice-Chairman
Nancy Talbot, Clerk
Kenneth Crosby
Elizabeth Hancock, Alternate

Staff Members in Attendance:

Rob Watchilla, PCD Dept. Director
Kristen Jacobsen, PCD Dept. Admin

Members of the Public in Attendance:

PLEDGE OF ALLEGIANCE

Chairman R. Starodoj called the meeting to order at 6:59pm and led the Pledge of Allegiance.

ADMINISTRATIVE

Approval of Minutes

Motion made by N. Talbot to approve of the minutes from Thursday, August 18th, 2022, with a minor correction of adding 'West' to Warren Road. Seconded by E. Murphy. There was no additional discussion.

R. Starodoj	Aye
E. Murphy	Aye
N. Talbot	Aye
K. Crosby	Absent

All in favor. Approved 3/0/0.

ANR-2022-08 (Coffey Hill)

R. Watchilla stated the preceding ANR plans are delayed until September 15, 2022, and the applicant signed an affidavit stating she consented to go over the 20- day waiting period.

R. Watchilla displayed the submitted ANR plans to create three lots which he stated all conform to the zoning standards for area and setback and all have adequate access.

Motion made by E. Murphy to approve ANR-2022-08. Seconded by N. Talbot. There was no additional discussion.

R. Starodoj	Aye
E. Murphy	Aye
N. Talbot	Aye
K. Crosby	Absent

All in favor. Approved 3/0/0.

OLD BUSINESS

K.Crosby arrived at 7:04pm

Review of Newly Proposed Subdivision Regulations

Sections 2.1

R. Watchilla read through section 2.1 which speaks of the importance of submitting plans at the same time due to the differing timelines of the permitting process. The section acts as a general disclaimer.

Section 2.2

Section 2.2 provides the disclaimer that the proponent should submit a site analysis map depicting the worthy features on the property. A voluntary sketch should also be submitted which could be prepared by a professional landscape architect, architect, planner, site designer engineer, or by the proponent.

R. Watchilla stated they do see some preliminary plans, but individuals don't tend to do the pre-submission review.

R. Starodoj stated all one would need is a simple sketch and it wouldn't necessarily have to be prepared by a professional.

N. Talbot suggested adding hand drawn sketches could also be submitted.

R. Starodoj suggested eliminating the list of individuals the plan could be drawn by and change it to 'the proponent'.

E. Hancock questioned if the Historical Features mentioned in section A would include the stone walls. R. Watchilla confirmed it would.

R. Watchilla continued reading the section that states contact between the Planning Board and the applicant should be limited outside of the meeting. Which essentially states; if a member of the planning board encounters the proponent outside of the Public Hearing they cannot speak extensively of the subdivision.

R. Starodoj added that if someone comes up and engages in conversation with a planning board member answering general questions is acceptable if the conversation is limited.

Section 2.3

R. Watchilla stated it offers a way for individuals to skip the preliminary plan should they choose to do so.

K. Crosby confirmed that it could be skipped

R. Watchilla stated a proponent could go straight to the definitive plan. The preliminary plan would be a matter of getting the Planning Board's feedback.

R. Starodoj asked if someone could come in with a definitive plan. R. Watchilla and K. Crosby confirmed they could however, it might be unwise to do so.

R. Watchilla said that was why they usually encourage the proponent to do the preliminary plan which could help if the proponent needs any waivers and receive the Planning Board's feedback. R. Watchilla mentioned the lack of a preliminary plan may make the board less keen on accepting the definitive plan.

R. Starodoj stated the lack of preliminary plan did not necessarily make the board less keen on accepting a plan. He continued by saying their job isn't not to deny plans but rather to look at the plan make sure it conforms to regulations. R. Starodoj continued by saying their job is not to prevent things from happening.

R. Watchilla continued noting the following paragraph encourages a street design. The Complete Streets design wasn't necessary. If the streets could have sidewalks with enough room for bicycles and people walking that would be reasonable and desirable but if it doesn't make sense to put sidewalks in they wouldn't be forced to do so.

R. Watchilla read the following section which stated the centerline of the proposed roadway should be adequately staked or flagged. R. Watchilla asked if the Planning Board could recall a time when that had been done in the past. R. Starodoj answered that he didn't believe it was a requirement. He recalled the site visit on Monson Turnpike and said in that case they weren't going to stake out 5000-6000' of road.

Section 2.3.2

R. Watchilla questioned if sections from 2.3.2 should remain. R. Starodoj agreed that they should and suggested that they should also be dispersed to other departments. N. Talbot suggested listing the departments.

R. Starodoj suggested that any exhibits displayed during presentation to the Planning Board should stay with the Planning Board. N. Talbot clarified anything additional that is given, documented, or discussed must stay with the original documents according to the law.

Section 2.3.3

R. Starodoj suggested adding right of ways in section D

R. Starodoj proposed adding setbacks should be noted with a dotted line, the well should be displayed with 100' radius around it, and the proposed septic system should be displayed as well.

R. Starodoj suggested adding endangered species and critical habitats to K.

Section 2.3.4

R. Watchilla questioned if applicants needed to be notified via certified mail. N. Talbot responded saying the law does not state that rather it was the preference of the previous town planner to have any decisions be sent that way. The Planning Board agreed it should be kept in the section.

Section 2.4.2

R. Watchilla suggested adding the other departments (Department of Public Works, Fire Department, Police Department, Board of Health, Conservation Department, Historic Commission, and Building Department) into the first paragraph of the section.

E. Hancock suggested adding Certified Mail as a way of sending the notice to the Town Clerk. R. Starodoj and N. Talbot agreed. The Planning Board members also suggested to remove the option of registered mail.

R. Starodoj suggested adding CAD format to the way in which engineering plans should be submitted.

N. Talbot recommended that it should be noted that the cost should be borne by the applicant.

R. Starodoj stated it should be noted that when a subdivision borders an adjacent town the abutters in that town should be notified. R. Starodoj also suggested that abutters within a 300' radius be notified

New Business

Snow Plowing of Unaccepted Roads

R. Starodoj wanted to be sure an inspection was scheduled. E. Murphy and K. Crosby stated they would go along with other members of the Town. R. Starodoj suggested the owners of the properties should be notified of issues or needed repairs with ample time prior to snow plowing season.

R. Watchilla suggested meeting September 21, 2022, at noon and September 22, 2022 as an alternate date. E. Murphy and K. Crosby agreed to both dates. R. Starodoj stated it does not preclude other member from driving through and offering comments.

R. Starodoj stated he has driven through a few subdivisions lately and he is concerned about the lack of maintenance on detention/retention ponds. During the last rainstorm (prior to September 1, 2022) a manhole cover in the Wildflower Drive subdivision came loose and was askew. R. Starodoj suggested changing the cover to a grate so that it is not a hazard

R. Starodoj suggested touching base with the bank to see where they currently stand with Wildflower Drive.

R. Starodoj also suggested contacting Pennybrook Estates and see if they are ready to turn the road over to the town.

TOWN PLANNER UPDATE

R. Watchilla stated the Town of Ware had been awarded \$40,000 from the Municipal vulnerability Program. The grant funding will help with the development of a master plan for the Muddy Brook Watershed which will plan a strategy to mitigate the effects of climate change and include preparation for increased flood events.

The Façade Improvement Program Application window is still open

The Planning Board is still accepting applications for the vacant seat.

ADJOURN

Motion made by N. Talbot to adjourn the meeting at 7:56pm. Seconded by E. Murphy. No additional discussion.

R. Starodoj	Aye
E. Murphy	Aye
N. Talbot	Aye
K. Crosby	Aye

All in favor. Approved 4/0/0.

NEXT PLANNING BOARD MEETING DATE:

Thursday, September 15th, at 7:00pm.

Minutes from Thursday, September 1st, 2022.

Respectfully submitted by,

Kristen Jacobsen
Administrative Assistant
Planning & Community Development

Minutes Approved on:	<u>9/15/22</u>
Starodoj	<u>Rns</u>
Murphy	<u>[Signature]</u>
Talbot	<u>Remote</u>
Crosby	<u>_____</u>