



# TOWN OF WARE

Planning & Community Development

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## Planning Board Minutes August 20, 2014

**Planning Board members present:** Chris DiMarzio, David P. Kopacz, Sr., Rick Starodoj, Fred Urban

**Planning Board members absent:** Joe Knight, John Chabot (Alternate)

**Staff present:** Karen Cullen, Director of Planning & Community Development  
Judi Mosso, Administrative Assistant

**Public:** none

Chairman Rick Starodoj called the meeting to order at 7:03 p.m.

### Administrative

*Approval of Minutes – July 14 & 16, 2014 – **Motion** by F. Urban to accept the meeting minutes from July 14 as presented. Seconded by C. DiMarzio. So voted unanimously.*

**Motion** by F. Urban to accept the meeting minutes from July 16 as presented. Seconded by D. Kopacz. So voted unanimously.

*Mission Statement – Draft of statement was reviewed. Board felt general consensus to emphasize that the townspeople guide the effort and that the PB is a conduit. Discussion about public outreach.*

*File Retention and Destruction – Legally, the department can destroy most applications after one year. Some members felt we should retain records indefinitely, whether in paper or digital format. Discussion about purchase of large format scanner and town-wide use and manpower to scan.*

*Annual Subdivision Audit – Karen will work with DPW to review roads.*

*Roach Gravel Pit Tipping Fees & Agreement – will leave for September meeting.*

*Pig Jam, B. Chaffee – Town filed injunction and apparently event was canceled with someone turning cars away the day of.*

Cumberland Farms – may file site plan review again due to problems with retaining wall.

Notices – Palmer, zoning change  
Palmer, solar farm

ANR-2, Create 1 New Lot, Lavella, 93 Doane Road; divide single lot into 2 parcels –  
Applicant not in attendance. Discussion of property, proposed parcel, existing buildings, and location of well which could possibly be considered public water supply. **Motion** by C. DiMarzio to approve the proposed plan and direct K. Cullen to endorse it, noting the following and adding this statement to the mylar: “The Planning Board’s approval of this plan is for the subdivision of the parcel into two lots, and the Board makes no legal determination of the status of the shared water supply.” Seconded by D. Kopacz. So voted unanimously.

ANR-3, Boundary Line Adjustment, LaPierre, 88/94 River Road – discussion about old boundary line still on the plan and that it may cause confusion. **Motion** by C. DiMarzio to approve the proposed boundary line adjustment and direct K. Cullen to endorse it, noting the following and adding this statement to the mylar: “The Planning Board approves this plan as a boundary line adjustment and requires “Parcel A” to be combined with Parcel 19-12-8, HDRD Book 5589 Page 216, and not to be a separate lot.” Seconded by F. Urban. So voted unanimously.

Update

*Master Plan* –Appendices are in good shape; some information is still needed. MindMixer is active with regular participants; few new participants. Written portion (front section) set to begin in 2015.

*Visioning/Wayfinding consultant selection* – Interviews were held last night. References are being checked; hope to make decision soon.

**Motion** by F. Urban to adjourn at 8:03 pm. Seconded by C. DiMarzio.

<p><i>Minutes Approved on:</i> _____</p> <p>Starodoj _____</p> <p>DiMarzio _____</p> <p>Urban _____</p> <p>Kopacz _____</p> <p>Knight _____</p>
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*Prepared by Judi Mosso  
Planning & Community Development*