



GRANBY PLANNING BOARD

10 West State Street

Granby, MA 01033

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Website: www.granby-ma.gov

Members: Glen Sexton, Chair
Jim Trompke, Vice Chair
Robert Sheehan, Jr., Treasurer
Lillian Camus, Secretary, PVPC Rep

Others: Ken Comia, PVPC

Absent: Rob Chauvin, Member

Meeting: Monday, July 29, 2019

Location: One Library Lane, Upper Level, Granby, MA

Minutes

CALL TO ORDER: Glen Sexton called the meeting to order at 5:19 p.m.

Administrative Items

Approve Bills

None

Billing

Lillian Camus will draft charges for projects the Planning Board has completed so the applicants can be billed. The Board will review the charges at their next meeting.

New Business

Continue Solar Bylaw Review

The Board reviewed draft documents created by Ken Comia for submission to the Select Board. The draft documents were as follows:

- Public Hearing Notice for September 23, 2019
- Report with Recommendations
- Reports for Changes
- Revised Bylaw 5.99 - Large-Scale Ground-Mounted Solar Photovoltaic Installations

Lillian Camus asked about changing their fee schedule for large-scale ground-mounted solar projects. Jim Trompke explained that would be covered in the bylaws which already say we can charge fees.

Ken Comia noted if the Town adopted MGL Chapter 44 Section 53g “Employment of Outside Consultants” we don’t have to explicitly say it in our bylaws.

Action Item: Glen Sexton will contact Chris Martin for guidance on what, if anything, the Planning Board could charge for solar structures in addition to the already approved fees.

The Board reviewed the following documents

- Public Hearing Notice for September 23, 2019
 - Lillian Camus suggested changing the Dimensional and Density Regulations, Table 2 asterisk notion of the setbacks for Large-Scale Ground-Mounted Solar Photovoltaic Installations be a separate section in the Table.
- Report with Recommendations
 - Lillian Camus noted the following changes
 - Page 1 - first paragraph – omit the words “Fee Schedule”
 - Page 3 – Section 5.99.5.b Required Documents – add in change of first word in section (i) – “Proposed lines” should be “Property lines”.
 - Page 4 – the first three paragraphs are duplicates from page 3 – need to be deleted.
- Reports for Changes
 - Not reviewed as changes noted apply to this document.
- Revised Bylaw 5.99 - Large-Scale Ground-Mounted Solar Photovoltaic Installations
 - Ken Comia noted on Page 1, Section 5.99.2.a Lot Requirements should be numbered 5.99.3.a.
 - Lillian Camus noted on Page 6, Section 5.99.12.a Removal Requirements, the first paragraph refers to Section 5.99.2 which should be Section 55.99.12.b.

Lillian Camus noted these changes should be made in all the documents. Ken Comia will make the changes noted and send them to the Planning Board for their information.

Lillian Camus will ask Cathy Leonard to post the Public Hearing Notice in the appropriate newspapers.

After much discussion, the Board agreed a cover memo should be created to the Select Board to go with the above documents. Ken Comia will create the cover memo to the Select Board from the Planning Board and send it, along with the corrected documents noted above, to all the Planning Board members and Cathy Leonard. Lillian Camus will ask Cathy to print a copy of the memo for Glen Sexton to sign.

Motion made by Lillian Camus and seconded by Jim Trompke to authorize Glen Sexton to sign the cover memo to the Select Board. Motion carried 4 in favor, 0 opposed, 0 abstained.

Solar Bylaw Revision Schedule

Schedule for review of the current Solar bylaws in order to meet the deadline of January 31, 2020.

- 10/28 – Proposed Bylaw Changes to Attorney General giving 95 days for review which would be 1/31/20
- 10/15 – Special Town Meeting – then giving 14 days to incorporate any changes from STM to get final Bylaw changes to AG
- 9/23 - Date of Public Hearing –giving 3 weeks to incorporate any suggestions from public hearing and get final docs to Cathy for STM
- 9/02 – Second Public Hearing Notice Sent
- 8/19 – First Public Hearing Notice Sent
- 8/05 – Bylaw Package Sent to Selectboard

Old Business and Information

185 Kendall Street – Special Permit Decision

The Board asked Ken Comia to create the Special Permit decision for the private garage exceeding 1,200 feet in area at 185 Kendall Street. The Board will review the decision at its August 12, 2019 meeting.

Any Other Business

Agenda Items for August 12 Meeting – meeting starts at 5:30 p.m.

- Administrative
- Permitting Guide

Review of Action Items

The Board postponed review of the action items to the next meeting.

Open/New Action Items

Item	Responsible Party	Due Date
Contact Chris Martin for guidance on what the Planning Board can charge for solar structures	Glen Sexton	August 12, 2019
Make corrections to Solar Bylaw documents and send, along with the cover memo, to the Planning Board and Cathy Leonard	Ken Comia	August 1, 2019
Sign the cover memo to the Select Board	Glen Sexton	August 1, 2019
Ask Cathy Leonard to post Public Hearing notice	Lillian Camus	August 1, 2019
Draft Special Permit Decision for 185 Kendall Street	Ken Comia	August 12, 2019
Draft billing for projects completed	Lillian Camus	August 12, 2019
Create memo to Steve Nally RE Granby DG Series, LLC escrow account	Lillian Camus	May 22, 2019

Item	Responsible Party	Due Date
Contact GZA RE Sending in letter and credentials for Planning Board to consider for Approved Peer Reviewer List	Bill Scanlan	May 22, 2019
Have 10 copies of the Permitting Guide printed in color.	Lillian Camus	May 22, 2019
Obtain pricing for advertising in the Republican and Hampshire Gazette for a Recording Secretary	Lillian Camus	May 22, 2019
Obtain pricing for hiring a temp for the Recording Secretary position	Lillian Camus	May 22, 2019
Ask Catherine Ratte for a PVPC accounting to date.	Lillian Camus	In Progress
Meet with High School Principal re possible Recording Secretary candidates – UPDATE: Glen will try to contact the High School Principal if the current applicant is not interested in the job. Waiting to hear back from principal. No response from high school principal.	Glen Sexton	In Progress
Create a spreadsheet for PVPC charges	Lillian Camus	Ongoing
Keep track of items to submit for town annual report	Lillian Camus	Ongoing

Next Meeting

The next Planning Board meeting will be Monday, August 12, 2019 at 5:30 p.m. in the upper level of the Carnegie Building.

Adjournment

Motion was made by Jim Trompke and seconded by Lillian Camus to adjourn at 6:11 p.m.
Motion carried 4 approved, 0 opposed, 0 abstained

I, Lillian Camus, certify that these minutes are true and accurate minutes of the July 29, 2019 Planning Board meeting.

Respectfully submitted,

Lillian Camus. Secretary