



PLANNING BOARD

10 West State Street

Granby, MA 01033

Telephone: (413) 467-7177 Fax: (413) 467-2080

Website: www.granby-ma.gov

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

Others: Robert Leclair
Jill Johnson, Granby Liquor Store
Chuck Bomely, Plan B Retail Design & Project Management, LLC

Absent:

Meeting: Monday, August 13, 2018

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

Minutes

CALL TO ORDER: Glen Sexton called the meeting to order at 6:01p.m.

Administrative Items

Approve Bills

No bills to approve.

Approve Minutes

Approval of July 23, 2018 Minutes

Glen Sexton asked if there were any changes to the July 23, 2018 minutes. Hearing none,

Motion was made by Robert Sheehan, Jr. and seconded by Jim Trompke approve the July 23, 2018 minutes as amended. Motion carried 4 in favor, 0 opposed, 0 abstained.

Pioneer Valley Planning Commission

Lillian Camus explained to the Board that, for the Pioneer Valley Planning Commission to recognize her as the Board's PVPC representative, a letter, signed by Glen Sexton, would need to be sent to the PVPC.

Lillian presented a draft letter which the Board to review and, having no changes, Glen Sexton signed. Lillian to give signed letter to Cathy Leonard to mail.

Updated Approved “Peer Reviewer” List for Engineering Review & Oversight

Lillian Camus reviewed an updated Approved “Peer Reviewer” List for Engineering Review & Oversight which she updated as the latest update was September 13, 2010.

The Board reviewed the document and decided to add the statement: “Any Peer Reviewer not on the Approved “Peer Reviewer” List must have Planning Board approval.”

Motion was made by Robert Sheehan, Jr. and seconded by Jim Trompke to approve the updated Approved “Peer Reviewer” List for Engineering Review & Oversight with the amendment. Motion carried 4 in favor, 0 opposed, 0 abstained.

Lillian Camus will update the document with the added statement and send it to Cathy Leonard for posting on the Town Website.

Kendall Street Solar Project – Escrow Account

Lillian Camus reviewed a letter to Borrego Solar following up on the Planning Board’s request to set up an escrow account for the Kendall Street Solar Project. The letter asked for a check for \$10,000, made out to the Town of Granby, which was discussed at the Planning Board’s July 23, 2018 meeting. The letter also included a W-9 form for the applicant to complete and return with the \$10,000 check.

Motion was made by Robert Sheehan, Jr. and seconded by Jim Trompke approve the escrow account letter to Dean Smith regarding 0 Kendall Street Solar Project for a \$10,000.00 escrow account to be set up. Motion carried 4 in favor, 0 opposed, 0 abstained.

Glen Sexton signed the letter to Borrego Solar. Lillian Camus will give the letter to Cathy Leonard for mailing.

Lillian Camus also reviewed a memo to Steven Nally, Town of Granby Treasurer, requesting an escrow account be set up for the Kendall Street Solar Project. After the Board reviewed the memo, Glen Sexton initialed it. Lillian Camus will give the memo to Steven Nally.

New Business

ANR Chicopee Street - Leclair

Mr. Robert Leclair reviewed plans to purchase land from the Kestrel Land Trust. The property is located at 307 Chicopee Street, Granby, MA. Deed of the property recorded in Hampshire County Registry of Deeds as Book 9362 Page 76.

After some discussion the Board approved the ANR as presented.

Check #2212 drawn on the Peoples Bank in the amount of \$250.00 received from Robert D. Leclair

Building Permit Sign-Off – Granby Liquor

The Board reviewed a plan submitted by Jill Johnson, Granby Liquor Store, for an addition to be built upon an existing foundation. The Board discussed and approved the addition. Glen Sexton signed the Permit in the Planning Board's section.

Open Space and Recreation Draft

Lillian Camus reviewed a draft updating the Planning Board's portion of the 2012 Open Space and Recreation Plan. The Board was requested to update their portion of the plan per a July 12, 2018 letter from the Open Space and Recreation Plan Committee. The Committee consists of Megan Szlosek, William Shaheen and Louis Barry.

The Board reviewed the draft and made the changes noted below. Lillian Camus will make the changes and present an updated draft for the Board's review and approval at the August 29, 2018 meeting.

Changes to be made to the Planning Board's sections of the Open Space and Recreation Plan (OSRP):

- Zoning (pages 22 and 23 of the OSRP)
 - Change 5 (five) zoning districts to 6 (six)
 - To the list of 6 zoning districts
 - Remove GB 2: General Business District 2 (limited uses)
 - Move I2: Industrial District 2 (landfill, recycling, solid waste) from the overlay districts section
 - Add VC: Village Center District
 - To the list of overlay districts
 - Remove AP: Agricultural Preservation and leave it just Agricultural Preservation
 - Remove FP: Flood Plain District and leave it just Flood Plain District
 - Remove WSP: Water Supply Protection District and leave it just Water Supply Protection District
 - Add Mixed Use District
 - Add Business Park Overlay District
 - Add Professional Office Overlay District
 - Remove MD: Municipal District
- In the paragraph describing the RS District, change 95.8% to greater than 90%
- Add the following paragraph for the VC District
 - The VC District allows mostly single-family housing. Regular lot sizes are a minimum of 40,000 square feet with a road frontage of 150 feet.

- Remove the following paragraph:
 - The Municipal District comprises .4% of the town and restricts buildings to only municipal and institutional uses. Minimum lot size is 40,000 square feet and frontage is 150 feet.
- Remove the following paragraph:
 - Granby has had three approved subdivisions in recent years. The first was on Deer Brook Drive and included 20 units. In the year 2000 a subdivision was approved on Maximilian Drive with 22 units approved; it is 75% built. Munsing Estates subdivision consists of 13 units and was approved in 2003. Although building has slowed substantially the past five years, several smaller subdivision plans are pending before the Planning Board.
- Add a paragraph that the Planning Board updated Chapter 1 of the Town's Master Plan
- Section 9: Five Year Action Plan
 - No changes
- Letter from the Planning Board to Mr. Barry discussing three items
 - Remove this letter from the OSRP as it no longer is applicable
- Letter from Mr. Barry responding to Planning Board three items
 - Remove this letter from the OSRP as it no longer is applicable

Old Business and Information

Recording Secretary

Lillian Camus updated the Board on the search for a Recording Secretary. As of today, August 13, one application was received. Lillian asked the Board if they would like to all interview the applicant or form a subcommittee which would forward its recommendation to the Board. Lillian also said she would contact the applicant to make sure she understood the Recording Secretary position was needed for nights and not days.

After discussion, the Board agreed they would like to interview the applicant if she is still interested in the job after the clarification of the hours.

Vacant Planning Board Seat

Lillian Camus updated the Board on the Planning Board's empty seat. Cathy Leonard has not seen any applications for the position.

Glen Sexton noted that Jennifer Curran has withdrawn her name from applying for the vacant Planning Board seat. Rob Chauvin is still interested in the vacant Planning Board seat.

Members of the Board not familiar with Rob Chauvin expressed a desire to meet him before any decision is made about the vacant Planning Board seat and a meeting with the Selectboard. Glen Sexton will invite Mr. Chauvin to the next Planning Board meeting, if he is available, to introduce himself to the Board as a candidate for the vacant seat.

Other

Discussion of business estate lots

Duplexes

Sewer/Water Infrastructure

Westover Metropolitan District Commission (WMDC)

Any Other Business

Agenda Items for Next Meeting

Items for next meeting:

- Continued Public Hearing for the Kendall Street Solar Project
- Final review and approval of Open Space and Recreation Plan Planning Board response
- Anything that comes up before the next meeting

Review of Action Items

The Board reviewed and updated the action items.

Open/New Action Items

Item	Responsible Party	Due Date
Give signed PVPC Rep letter to Cathy Leonard to mail	Lillian Camus	August 14, 2018
Give signed Kendall Street Solar Escrow letter to Cathy Leonard to mail	Lillian Camus	August 14, 2018
Give initialed Kendall Street Solar Escrow set up letter to Steve Nally	Lillian Camus	August 14, 2018
Update Approved “Peer Reviewer” List and send to Cathy Leonard for posting on Town’s website	Lillian Camus	August 14, 2018
Incorporate changes discussed in the Planning Board’s update of the OSRP	Lillian Camus	August 29, 2018
Contact applicant for Recording Secretary position to either clarify time of job or invite to a PB meeting for an interview	Lillian Camus	August 29, 2018
Jennifer Curran is not interested in the vacant seat at this time. Glen will invite Rob Chauvin to the next Planning Board meeting to meet the Board as a potential candidate.	Glen Sexton	August 29, 2018
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.	Glen Sexton	August 29, 2018

Open/New Action Items (continued)

Item	Responsible Party	Due Date
Ask Cathy Leonard to order a new stamp for the mylars with black ink. UPDATE: As of 8/13/18 the stamp has not arrived.	Lillian Camus	August 29, 2018
Purchase name plates and gavel for Planning Board meetings. Gavel received. Glen to pick up name plates from Staples	Glen Sexton	In Process
Review sample bylaws for Common Driveways, Flag Lots/Estate Lots and Driveway Standards	Planning Board	Ongoing
Create a spreadsheet for PVPC charges	Lillian Camus	Ongoing
Keep track of items to submit for town annual report	Lillian Camus	Ongoing

Completed Action Items

Item	Responsible Party	Due Date
Invite the person proposing a retail establishment project to a Planning Board meeting to review the project. UPDATE: Project to be reviewed when it ready to be submitted.	Jim Trompke	Completed

Next Meeting

The next Planning Board meeting will be Wednesday, August 29, 2018 at 6 p.m. in the upper level of the Carnegie Building.

Adjournment

Motion was made by Robert Sheehan, Jr. and seconded by Jim Trompke to adjourn at 8:09 p.m. Motion carried 4 approved, 0 opposed, 0 abstained

I, Lillian Camus, certify that these minutes are true and accurate minutes of the August 13, 2018 Planning Board meeting.

Respectfully submitted,

Lillian Camus
Secretary