



Town of Danvers Planning Board

1 Sylvan Street, Danvers, Massachusetts 01923 | p: 978-777-0001

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Planning Board Members:

William Prentiss, Chair
John Farmer
James Sears
Margaret Zilinsky
Charles Smith
Nathaniel Sears, Associate

Daniel J. Toomey Hearing Room

July 23, 2019

7:00 p.m.

MINUTES

William Prentiss called the meeting to order at 7:00 p.m. Planning Board members James Sears, Margaret Zilinsky, Charles Smith and Associate Member Nathaniel Sears were present. Director of Planning and Economic Development, David Fields, was also in attendance.

OTHER MATTERS

28 Brentwood Circle. Request by Gregory J. Maynard for endorsement of Form A plan to convey Parcel A containing 1,208 ± square feet of land from the Town of Danvers to 28 Brentwood Circle. (Assessor's Map 25, Lot 133)

Gregory Maynard appeared before the Board. Maynard said that he was seeking approval for this ANR. There was a decision at Town Meeting to move the property line to the cul-de-sac.

Fields confirmed that this was a disused part of the Brentwood Circle right-of-way. Presently it is being used as the Maynard's front lawn.

J. Sears confirmed that it would not impact the roadway and present no problem with the Fire Department.

MOTION: Smith read the Certificate of Action and moved to approve the application for ANR plan for 28 Brentwood Circle. J. Sears seconded the motion. The motion passed by unanimous vote.

CONTINUED PUBLIC HEARING

310 Andover Street. Request for a Site Plan approval pursuant to Section 4 of the Zoning Bylaw submitted by Inkcups Now Corporation for property at 310 Andover Street. Said property is located in the Residential-III Zoning District. The applicant proposes to construct a new warehouse and office building on the site of its existing headquarters. The building will have a footprint of 13,520 square feet and a small second story space of 3,200 square feet. The first floor will be utilized as warehouse space with a loading dock. (Assessor's Map 039, Lot 70B)

Attorney Nancy McCann appeared before the Board on behalf of Inkcups Now. With her this evening were Elaine Brown, Vice President of Operations; Michael Radner, from Radner Design

Associates, Inc.; Harry Samulchuk, Architect from Connolly Construction Management; and Scott Cameron from The Morin-Cameron Group, Inc. McCann said that they did a full presentation for the construction of a new warehouse and office space at a prior meeting. The building will be located at the front of the site. The old building at the back of the site will remain. At the conclusion of the last presentation they received information from the Board and audience. The concerns were screening, security of the detention areas and lighting. Revised plans were submitted that addressed all Engineering comments. They recommend approval of the plan. McCann said that they submitted revised plans to address the following comments:

1. Revised the plantings and curb lines in the front parking area to address the Fire Department's comments for turning movements within the parking area. Fire approved the revised plan.
2. Added segmented retaining wall along the parking lot for plantings due to the shift of the turnaround.
3. Added a six-foot high vinyl fence along the entire lot line to address the concern of the detention area in the back and discussed limited fencing in the rear. They are placing a fence along the entire lot line to provide a buffer.
4. Added large boulders along the Andover Street lot line as a deterrent from anyone seeking to get into the detention area.

McCann said that they reduced the height of the light poles from 20 feet to 18 feet. They did a survey at night with the lighting on the existing building. There are two lights on the corners of the building that have been on through the night. The applicant has contracted with an electrical contractor to put the lighting on timers to go off at 7:00 p.m. Security lighting will remain in the rear for safety.

Fields said that if this approval should go forward, plan revisions will be needed with stormwater connections in Andover Street.

Cameron asked for clarification regarding this requirement.

Fields said that the connections in Andover Street need to be verified in the field. Cameron said that the connection for drainage and sewer extends into this site.

Fields said they were looking for field verification if they were connecting in Andover Street. Cameron agreed that if it was necessary it would be done. He felt it would not be needed.

J. Sears said that he liked the fence and boulders. He asked how large the boulders were.

Radner said that boulders are 2 feet in height and 3 feet wide.



J. Sears said that he wanted this clarified so that Town Staff can know what was to have been put there.

Zilinsky said that she was happy that they will lower the light poles to 18 feet, put the lights on timers and build fencing along the side.

N. Sears said he likes the reduction of the height of the pole lighting. He asked if the lights were going to be put on timers. McCann confirmed this.

Smith said that he had no comments.

MOTION: Zilinsky moved to close the public hearing for Site Plan approval for 310 Andover Street. J. Sears seconded the motion. The motion passed by unanimous vote.

MOTION: J. Sears read the Certificate of Action and moved to approve the application for Site Plan approval for 310 Andover Street. Zilinsky seconded the motion.

McCann wanted to confirm that there was a revision date of July 15th for the landscaping plan. This was confirmed

MOTION: The motion passed by unanimous vote.

J. Sears recused himself from the meeting.

PUBLIC HEARING

Beaver Brook Woods. Request for a Definitive Subdivision Plan Approval to construct an 8-lot single-family residential subdivision submitted by Beaver Brook Woods, LLC for the properties located at 303 Maple Street (Assessors Map 033, Lot 023 303), 305 Maple Street (Assessors Map 033, Lot 023 305), 307 Maple Street (Assessors Map 033, Lot 023 307), 309 Maple Street Assessors Map 033, Lot 023 309), 305R Maple Street (Assessors Map 033, Lot 024), 313 Maple Street (Assessors Map 033, Lot 021) 315 Maple Street (Assessors Map 033, Lot 020), 317 Maple Street (Assessors Map 033, Lot 019), 325 Maple Street (Assessors Map 033, Lot 017), 325 Maple Street (Assessors Map 033, Lot 017), 327 Maple Street (Assessors Map 033, Lot 016), 333 Maple Street – Lot #1 (Assessors Map 025, Lot 087) and 333 Maple Street – Lot #2 (Assessors Map 025, Lot 087), containing approximately 6.34 acres of land. Said property is located in the R-II Zoning District.

Prentiss read the legal notice and opened the hearing.



Attorney Nancy McCann appeared before the Board on behalf of Beaver Brook Woods, LLC. With her this evening were the developer, John Colantoni, Scott Cameron from The Morin-Cameron Group, Inc. and Heather Monticup, the traffic consultant from Greenman-Pedersen, Inc. McCann said that they are requesting approval of a conventional subdivision to create an eight-lot subdivision. The property is located in the Residential-II zone. The site conforms to the dimensional requirements of the zoning regulations. This is a compilation of property that make up about 6.3 acres. She reminded the Board that they did a site view in the winter for an application for a cluster subdivision. At the applicant's discretion, he went through with a cluster subdivision which was granted. During the course of the hearing, and working with the Engineering Department, it became apparent that the goals were not being met with the layout. There was suggestion that the road would have to remain private and not be able to be accepted as a public way. It is the applicant's discretion how to proceed. This is a conventional subdivision with fully conforming lots. The layout conforms with the subdivision rules and regulations that will give them eight house lots that will be fully conforming. You have an application, project narrative, as well as a technical report addressing stormwater. There is a traffic analysis prepared by Greenman-Pedersen, Inc. (GPI). We have received department comments from the Engineering Department. Certain aspects were sent out for peer review. They are ready to proceed to describe in more technical terms the layout of the site and discussion of the waivers requested. We will take questions and respond.

Scott Cameron, from The Morin-Cameron Group, Inc., addressed the Board. He said his role was surveyor and civil engineer. He took the black and white plans that were submitted and added color to make it easier to describe. He showed the site plan and described the location of the property off Maple Street. 333 Maple Street and 327 Maple Street is the entrance to the roadway. At the intersection point, they extend 26-foot wide pavement width to a cul-de-sac to the end. The project would include a sidewalk on one side of the road. He showed the street trees along with the grass strip between the trees and road. Engineering wanted the street trees removed from the retaining wall area. He would like the Board's input since that would be an additional waiver. Cameron described the road and said that the road comes in 400 feet to a parcel owned by the Town of Danvers. That is where they are running the road. This is where the development footprint starts (400 feet). The curb cut at 333 Maple Street is being modified. They have 434 feet of road to provide frontage for the eight house lots. The lots are designed schematically to demonstrate that they can build the lots. He used large house footprints to show that they can be built. Every lot complies with zoning. A lot of wetlands in the back of the homes will be preserved. There would be an existing buffer up against the Rail Trail. They put in a retaining wall to minimize the grading to the wetland. A Notice of Intent will be filed with the Conservation Commission. The retaining wall would be a greater expense, but it would provide minimal impact to the wetlands.

The retaining wall has a maximum height of nine feet nine inches. This is similar to Whipple Hill. The comparison is that those walls are 16 feet in height. The grades in the road are flat. It then slopes to 8% and flattens out to the cul-de-sac. A new sewer system will come in. The grade is being determined due to the gravity sewer being requested by the Town Engineer. A

new water line will connect into the new water main in Maple Street. Gas and electric will be extended into the development.

Cameron said that this site has been easy due to good soil. Test holes were done. There is sand and gravel throughout the property which is very easy to manage. This makes it easier to manage for stormwater and construction. There are three drainage areas that drain to Beaver Brook. One-third of the portion goes to an infiltration system. The next section of the road and house lots to the cul-se-sac are managed by a sub-surface infiltration system. There are concrete tanks that will outlet to the wetland. The final portion is another underground system under the cul-de-sac. These are underground systems to mitigate the stormwater. They are evaluating the house lot developments in addition to the road. They designed drywells on each of the lots. These can be adjusted. They are spreading out the stormwater since it is going into the ground throughout the site.

Cameron said that the lotting plan has all the geometric information for the lots. They are reconfiguring the existing dwellings on Maple Street. Many lots will be bringing their lots into conformance with the bylaw. Land will be more useable. There were a lot of monument/title issues that were resolved on Maple Street.

Cameron said that the profile plan gives the vertical cross section of the road. The slope is exaggerated four times on the plan.

Cameron said that they engaged a wall manufacturer, and they chose a concrete modular wall option. He showed the profile. It starts with a large block and it goes up with smaller blocks. This is being used in other subdivisions being built in the Town.

Cameron said he would go through he waivers that they were requesting. He said that most of them are modernizing the regulations.

1. Road length waiver. The road length is 834 feet. The maximum length allowed is 600 feet. The houses do not start until 400 feet. The remaining 434 feet is the useable part of the road. It meets emergency vehicle access. There will be no concerns regarding water pressure or flow due to the new water main in Maple Street. The Engineering Department supported this waiver.
2. Waiver not to install a fire alarm. These have not been used for a long time. They no longer need pull boxes.
3. Waiver to reduce curbing from 24 inches to 12 inches. The reduced width would go into the landscape buffer. This has been approved and endorsed by the Planning Board in the past.



4. Waiver to install sidewalks prior to installing bounds. If the bounds go in first, they are paved over and damaged. Prior to building the sidewalk, the right of way would be staked out and then binder course. They will put the bounds before the final coat.
5. Waiver to allow two feet of cover over the drainage pipes. Engineering wants duct iron pipes. This waiver is to minimize unnecessary fill. They have not done four feet over pipes in a long time. This is an older standard that they do not do.
6. Waiver to have three (3) feet of cover over the sewer pipe. The requirement is five (5) feet of cover. Engineering has agreed to this.
7. Waiver to reduce the intersection separation. They presented an alternative for a no waiver condition. They can meet that, but the road comes in at a 73% angle. This is not a good practice. They are looking for a waiver to reduce this to 274 feet instead of 300 feet. This would be a 90% intersection. They have exceeded site distance requirements. Engineering agreed that this was a favorable waiver.

Heather Monticup, from GPI, addressed the Board. On October 23, 2018, they prepared a site access letter. This has been submitted with the package. In that assessment, they looked at existing conditions in 2018. The Town wanted them to go out 10 years. Site distance was a concern. They exceed all minimum and desirable requirements set forth by AASHTO. They are looking for a waiver for minimum distance between intersections. They are talking about 55 more feet. If the angle was not at 73 degrees, it would not be accommodating for a motorist. At a stop control, it should be 90 degrees but no less than 74 degrees. A waiver should be granted for the best interest of the public. The Engineering Department and peer review agreed with this. They looked at vehicles going in and out. The traffic is for nine homes due to the home that presently exists on Maple Street. There would be 11 trips in the a.m. and 10 trips in the p.m. during the one peak hour. The traffic numbers are from the ITE manual. There have been studies done that the data is accurate. Maple Street movements are at an acceptable level. There may be a delay in leaving the subdivision. Queuing will be one vehicle or less over than hour. The capacity ratios are fine.

Fields asked when the applicant would be filing with the Conservation Commission.

Cameron said that they usually do the road and then lot by lot. They are going to file three Notice of Intent applications.

Fields wanted to clarify that the right-of-way was laid out decades ago. A portion is to be extinguished. He asked who has the rights to the remainder of that right-of-way. McCann said that they would provide that information.

Zilinsky asked why this had not proceeded as a cluster subdivision. Prentiss pointed out that the approval still stands. Zilinsky said she is surprised that they are back with a definitive subdivision application.

McCann said that the first step was a special permit to allow the application for a cluster subdivision. They went through the process to get the permission to the definitive stage. They had a narrower road. They were complying with what is permitted under a cluster subdivision. The waivers of the standard conventional subdivision would be granted and supported to have a public street acceptance. The decision reflects that. The road would have had to remain private. It would not have become a public way. This was a significantly negative aspect. The other issue was requiring the developer to build and maintain the connection to the Rail Trail. They would provide an easement. Then they would provide a design. Then it was required that construction be done. There was a requirement to do a site assessment of the land. When looking at the benefits, does a cluster lay out better. You have much smaller lots which impacts the viability of the project. The private road was a significant detriment to the value of the development. The benefits of doing the cluster were not there. You will remember that the first hearing on the cluster there were members of the Board who did not want a cluster. They wanted bigger lots. It is all a balancing act. When the conditions were added, the benefits of shrinking the footprint were not there. McCann said that they got permission to proceed, but they chose to do a conventional. It is a similar type of layout, but this street will meet the subdivision rules and regulations.

Zilinsky felt there were a lot of unanswered questions. She will be disappointed if there is not an easement to the Rail Trail. She confirmed that fencing the retaining wall was due to it being over four feet in height. Cameron confirmed this. Zilinsky would like to see what else comes out. She wants a connection to the Rail Trail. She thought a lesser width of roadway was a good idea. She wants to see how the Board and audience feels.

N. Sears asked about the lane on Route 62 going eastbound. Monticup clarified that there was only one lane in each direction. There are five-foot shoulders.

N. Sears said that there is a designated left lane at the intersection of Nichols Street. McCann said that this was done in association with the expansion of St. John's Prep.

N. Sears said that he was not expecting that here, but is it a choke point or not? That is a concern. Monticup said she would make a note and have an answer.

N. Sears asked if it would make sense to have an easement over the Town land for an easement to the Rail Trail.

Prentiss said that there is a long and winding history of that area of Town where there was some unusual divisions of land before all the houses were built. That is where the easement came from.

Prentiss said that he got a brief look of a site plan dating back to the 1960's.

Smith said that he had a question for staff. Regarding the comments from the Fire Department about not approving the application until a street name had been submitted, is that the only item?

Fields said that he is going to sit with the Fire Department regarding street naming in the Town.

McCann explained that when construction begins, and should there be an emergency, the Fire Department wants a name identified. In Danvers, the developer selects the street name and works with Captain Brooks and the Fire Chief. The applicant has not come up with a name yet.

Smith confirmed that there were no concerns that have not already been voiced.

Prentiss said that he did not see anything about the trees on the outside of the retaining wall.

Fields said that he would check with Engineering. Trees may undermine the structure of the retaining wall. There are probably five to six trees that will not get started since they are in the wetland and may not take.

Cameron said that they would select a tree that would survive. This is called a wetland due to the water table being close. He understands the concern of a tree that would not survive. The trees are not needed since you are looking into a wooded buffer. There is a wooded habitat at the beginning of the road. He does not agree with the Town Engineer.

Prentiss said regarding reducing the number of trees, he is not sure if Concom has commented in the past on any type of plantings in this situation. If this is going to be a public way, the Town is responsible for the wall if something happens. They do not want anything that would affect the retaining wall.

Prentiss asked if they could get a definitive answer from the Engineers regarding the water issue with the street length. Fields said that he can get the street engineer to elaborate and clarify.

Zilinsky said that they were concerned with Concom approving the roadway.

Fields said that he spoke with Meridian. Their concern is that there is a possibility that any decision or informal comments may change the layout of the road which would change stormwater. There is always a concern. They can get informal comments of how Concom feels.

Cameron pointed out that the road at Whipple Hill was going through a wetland. That was a larger impact than this plan. This is minimal impact.

Smith said that he remembered the first time this came before the Board, Cameron said he was surprised with the line of the wetland since it was very dry back in that area. An abutter mentioned that you could see it in the spring. Given the amount of rain, have you been out to the site since the winter?

Cameron said that he has been working on this for 3 ½ years. They are accommodating flood capacity.

Matthew Duggan, 41 Chase Street. Duggan said that it was disconcerting that a full compliment of the Board was not considering this application. He would like to talk about the roadway. At the last application, the approval for the roadway was for a width of 42 feet. He asked what the current width was. Prentiss said it was 50 feet. Fields confirmed that this was the width of the right-of-way. He asked what was the permissible width of the easement through the property located at 321R Maple Street. Has the Town looked into the legal standing for allowing the roadway to traverse that property?

Fields said that the right-of-way width is consistent with the road width which is 50 feet.

Duggan said that when he looked at the Registry of Deeds, the easement is not clear. The property was taken for back taxes. He is concerned that 321R will become worthless due to the road.

Duggan said that it sounded that the Town will own the retaining wall if the roadway is accepted by the Town. It is less than 10 feet tall. The water table is high. The footing sounds like gravel and it may be unstable. He asked that they take a closer look at this.

Duggan said his next question was about stormwater treatment. Is the water treated before being released? He did not hear about a filtration system. Has that been considered?

Cameron said that they mentioned an infiltration system. It is holding the water and putting it into the ground. These will drain rapidly. They are putting more treatment than normal. They will have deep sump catch basins with hoods. The hood prevents anything from getting out. This is the first polishing of the stormwater. The second protection is the separator. The system has a trap and gravity separates oils, sands and grit from the stormwater. They are getting additional treatment in the system before going into the ground. Water treatment is being provided.

Duggan asked if stormwater was being kept on-site and being re-introduced into the ground. Is it being funneled into the Town's stormwater system? Is the stormwater being kept on site as much as possible?

Cameron said that was correct. It does not connect into the Town. They are trying to replicate existing conditions.

Duggan said that there had been discussion about vegetation that would create a buffer between the existing properties and the new lots. Based on the topology, the homes look down on the proposed structures. Privacy is lost in both cases. Has there been any consideration to changing the landscape buffer?

Prentiss pointed out that a land owner could change the buffer.

Duggan asked who has the right to make this road a public roadway.

Prentiss explained that this goes to Town Meeting. As long as it meets the engineering design, it goes to the Selectmen, then Finance Committee and then Town Meeting.

Duggan confirmed that if it did not pass, it stayed a private road.

Prentiss said there were only three voting members on the Board tonight. There will be no final decision today. John Farmer will have voting power after reviewing the tape.

McCann wanted to clarify the right-of-way. The 50-foot easement already exists. The plan does not change the location.

Richard Ash, 315 Maple. Ash said he is in favor of this project.

Laurie Dickson, 303 Maple Street. Dickson has lived at this property for 33 years and is in favor of this project.

Richard Palmaccio, 307 Maple Street. Palmaccio owns 307 Maple Street and rents 305 Maple Street to a tenant. He is highly in favor of the project. There is plenty of buffer between their land and the project.

Pat Dickson, 303 Maple Street. Dickson is in favor of this project.

Richard Shaffer, 301 Maple Street. Shaffer has no financial benefit with this project. Shaffer said that he would like the right-of-way superimposed on this plan. He asked if they had spoken with the Danvers Police regarding traffic violations and accidents. He asked if the lots would be clear cut.



Prentiss said that he could not answer that question. Trees will be cut for the lots.

Shaffer said that you would need to wear waders to walk down there right now. All the water will end up in the wetland. There are waivers that pertain to the road. He confirmed that if it was a private road, a homeowner would have to take care of it. He is concerned with the catch basins. Would the Town maintain these? Prentiss confirmed they would.

Shaffer said that the 8% grade was legal. He said that highways are not to be at a 7% grade. Most Towns will not plow over a 10% grade. He asked if the environmental impact was not required on this plan.

Fields responded no. They asked this during Special Permit for the part of the Open Space being donated to the Town. They needed to be sure the land was okay.

Shaffer said that there are too many houses in a section that is wooded. The Rail Trail area will change with this project.

McCann responded to Duggan clarifying that she was talking about the layout on the Town portion of the land. It is the same as what is at the Registry of Deeds.

Jose Velasquez, 317 Maple Street. Velasquez and his wife live here. They deal with traffic all the time. He does not think it will be a negative impact on the neighborhood. The Town will benefit with the additional taxes.

Prentiss stated that this Board does not side on economic decisions. Prentiss felt there needs to be some information going back and forth.

MOTION: Zilinsky moved to continue the application for Definitive Subdivision Plan to August 27, 2019. Smith seconded the motion. The motion passed by unanimous vote.

J. Sears returned to the meeting.

17 Cherry Hill Drive. Request for a Major Modification to an approved Site Plan pursuant to Section 4 of the Zoning Bylaw submitted by The H.L. Turner Group, Inc. for property at 17 Cherry Hill Drive. The applicant proposes to create twenty-five (25) additional parking spaces at the facility. (Map 29, Lot 1)

Prentiss read the legal notice and opened the hearing.

Gerry Blanchette, Senior Vice President of The H. L. Turner Group, Inc., addressed the Board. With him this evening was Mark Baker from Millipore and Michael Hansen from The H.L. Turner Group, Inc. Blanchette said that he has been involved in projects with



Millipore for the last 15 years. They submitted an application for this project last year. They pulled the application because Millipore was not ready to embark on the project. They want to improve and add parking and provide some streetscape.

Hansen described the plan. The proposed work is at the front of the building. This was a spot to get some additional parking for visitors. Currently the site drains towards the road. It will still drain in the same direction, but now it will be caught in a bioswale. He showed the landscaping plan. He described the bioswale. He described the one-way traffic pattern. There will be an increase in impervious. He showed the lighting on the building. They have shifts around the clock, so there is some lighting.

Fields said that he has spoken with Hansen regarding comments from the Engineering memorandum. Hansen has acknowledged that these will be addressed.

Fields said that Engineering will be looking for an Operations and Maintenance Procedures Manual for the bioswale. They want to know how it is going to be maintained. Mr. Hansen has offered to provide that.

N. Sears said that it sounded like a good plan.

Smith had no comments.

J. Sears said that it was the first time he heard of a bioswale. Hansen said that a bioswale will knock off nutrients. Due to the vegetation, it will knock out the nitrogen and phosphorous from the stormwater. They are going to go down a couple of feet. It will be a two-foot depression. There is a closed drainage system if there is a lot of water.

Prentiss remembered that they had done this at the Fidelity site.

Fields said that it is only about a foot deep. It takes into account water quality instead of just capturing the stormwater.

Zilinsky felt it was a rain garden. Hansen confirmed that it was a long rain garden.

J. Sears asked how snow storage would affect the bioswale. Hanson showed the snow storage. They may put a catch basin in one corner to deal with the snow.

Zilinsky said she had no problem with this application. The 25 parking spaces would be between Cherry Hill and the buildings. She confirmed that they had more parking.

Hansen said that there was parking across the street, and there is reserved parking.

Zilinsky does not have a problem with this. She likes the bioswale.



Prentiss felt it was an improvement on the site overall.

MOTION: Zilinsky moved to continue the application for the Major Modification to Site Plan to August 27, 2019 and extend the action date to August 30, 2019. J. Sears seconded the motion. The motion passed by unanimous vote.

OTHER MATTERS

Whipple Hill Subdivision, Lots 1-23 and Lot 20 Sandpiper Circle (Phase 1). Request by Whipple Hill, LLC to extend completion date of remaining improvements and Tripartite Agreement.

Attorney Nancy McCann appeared before the Board on behalf of her client, Whipple Hill, LLC, to extend the completion date for one year to July 23, 2020.

MOTION: Zilinsky moved to extend the completion date for Whipple Hill Subdivision, Lots 1-23 and Lot 20 Sandpiper Circle (Phase 1) to July 23, 2020. Smith seconded the motion. The motion passed by unanimous vote.

Whipple Hill Subdivision, Lots 13-19 Carole Way (Phase 2). Request by Whipple Hill, LLC to extend completion date of remaining improvements and Tripartite Agreement.

Attorney Nancy McCann appeared before the Board on behalf of her client, Whipple Hill, LLC, to extend the completion date for one year to July 23, 2020.

MOTION: Zilinsky moved to extend the completion date for Whipple Hill Subdivision, Lots 13-19 Carole Way (Phase 2) to July 23, 2020. Smith seconded the motion. The motion passed by unanimous vote.

Woodland Road (33 Princeton Street). Request by John M. Thomson, Trustee of New England Land Trust, to extend completion date of remaining improvements.

Fields said that he is working with Mr. Thomson to get ready to close this out. Everything has been completed. On the plan there is a parcel that contains a detention pond for the entire site. Fields told Thomson about this detention pond and is waiting for feedback as to what he wants to do with this. They can close this out pending the endorsement of the plan, and there is a deed.

MOTION: Zilinsky read the Certificate of Action and moved to Release the Performance Guarantee in the amount of \$7,000.00. Smith seconded the motion. The motion passed by unanimous vote.



BRIEFING

Planning staff and chair will update the Board of various items of interest. This agenda item may include requests to set public hearing and workshop dates, sign plans, informal discussion regarding future projects and current projects under construction.

Fields told the Board that in the Planning Board packet there is a letter from two people complaining about the noise from Merrimack Valley. They have a PA system outside on the roof making noise. He wants to make the Board aware that they received this. There is no other news on IRA. The last item is that they have been informed by the IT division that they no longer will support them in using Dropbox. They are going to try to use Sharepoint.

Zilinsky asked what they were looking to resolve for 99 Andover Street. She asked if he had been in touch with Kleiner.

Fields said that they have not witnessed panic buttons. The correspondence was right after the meeting. He plans on reaching out to Thomson for an update. They are monitoring it. They are due for a visit again.

ADJOURNMENT

MOTION: Smith moved to adjourn. Zilinsky seconded the motion. The motion passed by unanimous vote.

The meeting adjourned at 9:15 p.m.

Respectfully submitted: Francine T. Butler

The Planning Board approved these minutes on September 10, 2019.

