

TOWN OF STOW  
PLANNING BOARD

Minutes of the April 2, 2019 Planning Board Meeting

Planning Board Members Present: Lori Clark, Margaret Costello, Len Golder, John Colonna-Romano

Voting Associate Member: Megan Birch-McMichael

Associate Member: Mark Jones

Absent: Karen Kelleher

Len Golder called the meeting to order at 7:15pm.

**Discussion of Meeting Minutes**

**Minutes of March 19, 2019**

*John Colonna-Romano moved to approve the minutes as amended.*

*Margaret Costello seconded.*

**VOTED: 3-0 Unanimously in favor (Len Golder, Margaret Costello, John Colonna-Romano-Yea).**

**Executive Session Minutes of March 19, 2019**

*Margaret Costello moved to approve the minutes as written.*

*John Colonna-Romano seconded.*

**VOTED: 4-0 Unanimously in favor (Lori Clark, Len Golder, Margaret Costello, John Colonna-Romano- Yea).**

**Public Input**

None.

**Member Updates**

Megan Birch-McMichael said the Lower Village Revitalization voted to approve their final report contingent upon requested changes and members will attend the Planning Board's meeting next week to discuss their recommendations.

**Planner's Report**

*Housing Fair*

Jesse Steadman said the Regional Housing Services Group is hosting a Community Housing Fair at the Pompositticut Community Center this week. The fair will connect those looking for affordable housing to opportunities in the region and will provide information on the process of acquiring an affordable home.

*Job Fair*

Jesse Steadman said the Economic Development and Industrial Commission is hosting their second Job Fair on May 16<sup>th</sup> from 3-7pm at the Pompositticut Community Center.

*Complete streets*

The Complete Streets Committee held their kickoff meeting with The Engineering Corp (TEC), the firm selected to design improvements to the Old Bolton Road intersection with Great Road and the pedestrian crossing improvements over Great Road at Harvard Road.

**Subdivision Approval Not Required (ANR) Plan- 21 and 25 Heritage Lane**

Present:

Scott Hayes, Foresite Engineering

Scott Hayes said the intent of the ANR plan is to amend the property line between 21 and 25 Heritage Lane as one property owner's patio extends beyond their bounds.

Margaret Costello asked what the required setback is for a well. Scott Hayes said that Title 5 has no well setback requirements, though Stow's Board of Health requires wells to be 15 feet from a property line.

*John Colonna-Romano moved to approve the ANR plan for 21- 25 Heritage Lane and to authorize Jesse Steadman to endorse the plans.*

*Margaret Costello seconded*

**Voted: 3-0 Unanimously in favor (Len Golder, Margaret Costello, John Colonna-Romano-Yea).**

**Vote to Accept Performance Guarantee, Jillian's Lane**

Present:

Nancy and Carole Allen-Scannell

Nancy Allen-Scannell said they have been unsuccessful in finding a bank that will provide a performance bond without a licensed builder, and would like the Planning Board to hold the Certificate of Occupancy for one of the homes while providing the Certificate of Occupancy for the other so that they may free up some resources to be able to do the remaining site work.

Jesse Steadman noted that a performance bond is often provided before the issuance of a Building Permit for larger subdivisions, though in other developments the Planning Board has held the last occupancy permit until all other site work is completed. The main item of work left for Jillian's Lane is completing the detention basin. Carole Allen- Scannell said money could be placed in a bond to cover the detention basin.

The Planning Board agreed to a flexible plan, based on a revised proposal from the applicant and a letter from Places Associates itemizing the most important elements to be included in the bond. The Board will review the proposal at their meeting of April 9<sup>th</sup>.

**Lower Village Traffic Safety Improvement Project**

*Lori Clark arrived.*

Jesse Steadman said Town staff, Places Associates, E.T.&L. Corp, and Green International Affiliates held a kickoff meeting for the Lower Village project. The preliminary schedule of work is included in the Planning Board's packets, which shows a 16 week period for construction. Jesse Steadman said this is likely due to conservative estimates, and allows the Town to be able to plan for additional costs associated with a longer construction phase, such as additional police details.

The Planning Board reviewed a letter from residents of Meeting House at Stow and agreed to find a time to attend one of their meetings to answer site-specific questions.

The Planning Board reviewed and finalized a press release and Frequently Asked Questions document.

**Meeting Adjourned.**

Respectfully Submitted,

Valerie Oorthuys