**PLANNING BOARD MEETING OCTOBER 13, 2021**

The NB Planning Board held their monthly meeting at the Police Department conference room Oct 13, 2021 @ 7PM. Chair Bill King called the meeting to order at 7pm. In attendance were planning board members Michelle Petraitis, John Turner, John Tripp, James Grace and Clerk Kimberly Bent. Attending from the public: Brenda Caraballo, Salvatore Branciforte and Sheila Orsi.

Chair King asked for a motion to approve minutes for Sept 22, 2021 as emailed. John Tripp made the motion and John Tuner seconded, unanimously approved by all members.

**MAIL:**

Town of Spencer – Town of Spencer 69 West Main Street – Major Site Plan Review – Sept 21,02021 – to upgrade and improve the wastewater treatment plant. Next meetings on this are Oct 19, 2021 and Nov 16, 2021.

**NEW BUSSINES:**

The ZBA asked for a recommendation on the request for a Special Permit from Brenda Caraballo for 331 N Main Street to revert property back to residential from commercial/school. Salvatore Branciforte explained it is a 2-family home where the top floor is an apartment and first floor was used for a preschool prior to them buying the property. When they asked for a building permit, they were denied and told they needed the ZBA to give them a special permit to convert. Members of the board asked questions which were all answered. The property has plenty of parking, water, sewer, dumpster and 3 egresses. John Tripp made a motion that the Board send a letter recommending the ZBA approve the Special Permit as presented and John Turner seconded the motion, the vote was three in favor and two abstentions. Michelle Petraitis abstained, as she is on the ZBA and will need to vote with that board. James Grace abstained as he is an abutter to this property.

Bill K. attended the Central Mass Rural Caucus quarterly meeting via Zoom on Oct 7, 2021.

J. Turner updated the Board on the Master Plan and Open Space Plan. The latter should be done in about 30 days when maps are received from CMRPC. Ann Hicks is working with state on how to get everything properly submitted. The maps will be available electronically and some 11 x 17 versions will be printed. CMRPC will paid approximately $1600 for updating the maps. The Open Space Plan will have 3–5-year goals and will have a new format with pictures. The Master Plan Comm. is working on the economic development section right now.

Chair King asked if a revision of the Earth Removal Bylaw was part of the Master Plan, John Turner said it was not, but could be. Bill K. explained the Earth Removal Bylaw needs to be reviewed and updated. We need to review neighboring town bylaws. A combination of board members from BOS, Con. Com. and Planning Board could be responsible for the administration of a revised bylaw. Chair King expressed a need to make an inventory of all the sand and gravel pits in town and start a permit system. Little if any oversight of sand/gravel operations has occurred in years. Michelle suggested we could connect with Karen Kiley as resource to help with this, given her professional experience and business in Spencer.

Chair King discussed Drive-through operations regulations with Spencer and Sturbridge as examples. He discussed how only the R11 District will have Dr**i**ve-through capability. The Downtown Overlay District from Spring St. to Maple St. would be excluded along North Main St. until a depth of 150 ft. Sheila O. asked why we were adding Drive-through operations to the zoning bylaws. John Tripp explained that we are doing it to encourage businesses to come to town. Michelle Petraitis explained that the board realized the town was deficient with not allowing drive-throughs in town. She also explained that the town already has some drive-throughs and somehow they were approved. John Tripp explained that with Covid, a lot of folks went to pharmacies that had drive-throughs, it would be good if pharmacies and other businesses with Drive-through operations could locate in town. After an in depth discussion, Sheila Orsi and the planning board members all agreed that R-11 (excluding from Spring St. to Maple St. within 150’ of No. Main St.) , BG ,IND , and BG2 districts could all be enhanced with the opportunity for Drive-through operations. Bill K. and Kimberly Bent will work together to have draft regulations for the next meeting.

Next meeting will be Nov. 17, 2021.

Motion to adjourn at 8pm made by James Grace, seconded by John Tripp and unanimously approved by all members.

Minutes consist of 2 pages.

Kimberly Bent, Clerk