**PLANNING BOARD MEETING- March 16, 2022**

The North Brookfield Planning met on March 16, 2022 at 6pm in front of Vibram at 17 School Street North Brookfield, MA to discuss their proposed entrance/office renovation. In attendance from the Planning Board was Bill King, John Turner, John Tripp, Michelle Petraitis, James Grace, ZBA Chair Karen Kiley, Clerk Kimberly Bent and from the public/Vibram, Ellen Freyman and Dan Bonham. Chair King called the meeting to order at 6pm and Dan Bonham the architect for Vibram explained the planned changes to the building. Vibram is looking to add a new entrance to their building, as well as renovate existing offices and add a third floor conference room. In order to do this, they need an elevator and ADA accessibility. The new entrance will have an elevator that would allow access to second floor offices and third floor conference room. We reviewed the green line, ground spray painted outline of the proposed construction envelope. Vibram is proposing a new sidewalk, foundation plantings, street crosswalk and retaining wall with approval from Highway Dept. along School Street. The new entrance and sidewalk will meet all ADA requirements. As the new entrance way is all glass, John Tripp had concern about snow plowing. The glass will be set on a 24” high brick wall. Vibram provided information showing that the glass entrance way will not affect drivers vision from sun glare. They will have a more in-depth sun glare study provided at the Planning Board site plan review hearing.

Michelle Petraitis had concern about parking as their employees park in the town public parking spaces on School St. The Planning Board’s concern is if Vibram sells the building across the street, they will lose a lot of parking. They will be losing 2-3 spaces with the new entrance.

Chair King had some concerns about the new entrance way not being traditional New England style as the downtown overlay district requests. Chair King asked if they would look into getting more traditional style windows along North Main St. and Dan agreed to look into it.

Chair King closed this part of the meeting at 6:40pm and moved the meeting to the Police Station Conference Room.

Chair King called the meeting to order at the Police Station Conference Room at 6:45 and in attendance Bill King, Michelle Petraitis, James Grace, John Turner, John Tripp, Clerk Kimberly Bent, and from the public, Joe Levesque and Brandon Avery.

James made a motion to approve the minutes from February meeting as emailed which was seconded by John Turner and unanimously approved by all members.

All members signed and approved payroll for Clerk Kimberly Bent for the months of Jan/Feb/Mar 2022.

**NEW BUSINESS:**

The Attorney General approved all the articles from Dec. 3, 2021 town meeting. We are still in the process of getting Nov. 2020 articles approved by the Attorney General, because there was a defect in the advertising. Clerk Kimberly Bent sent Ashley Barre the copy of advertisement for the public hearing which was the last item needed to complete the AG request.

The new Zoning map is complete, and Chair King should have copies to all board members at Board’s next meeting.

Surveyor Joe Levesque presented plot plan for C. Laird for 38A and 50 New Braintree Road. The plot plan has 49.88 ‘ of frontage on New Braintree Road and 5.926 acres. The plot plan meets bylaw requirements for a rear lot. John Turner made a motion to approve which was seconded by John Tripp. Plan was approved by all members. All members signed the mylar and stamped all copies to be filed.

Motion to adjourn the regular meeting and to convene the Public Hearing on drive-through operations was made by Michelle Petraitis, seconded by John Turner and unanimously approved by all members at 7:15pm. Chair King read the legal ad that was published in the Spencer New Leader on March 4th and February 25th.

The Chair asked if any members had any changes to the articles since last meeting. Michelle Petraitis asked if Section IV.G. 8. Conditions. could be changed to add (Planning Board) after Special Permit Granting Authority. All members agreed to this change.

Brandon Avery asked for a quick overview of drive-through operations. Chair King explained the proposed bylaws and definition to him. He asked why the 150 foot prohibition was not continued to Grove and North Main Street intersection, instead of stopping at Maple St. John Tripp explained that all projects still have to come before the Board for a Special Permit and the 150 foot prohibition applied to the immediate downtown area only.

Motion to convene public hearing and reconvene regular meeting made by James Grace at 7:30pm which was seconded by John Turner and unanimously approved by all members.

The Chair asked if we should make this one article for Town Meeting or split it up. John Turner made a motion to submit the drive-through operations bylaw amendment as written with the addition to subsection 8, discussed above as one article for town meeting which was seconded by John Tripp and unanimously approved by all members.

**MAIL:**

Town of North Brookfield ZBA hearing notice for March 21, 2022 at 6:30pm Vibram; 7:30pm 8 Ryan Road at the Police Station Conference Room.

Town of North Brookfield BOS sent a memo stating that 1997 the BOS had adopted a policy to recycle paper goods and to buy recycled office supplies for the town offices.

**OLD BUSINESS:**

John Turner had no new updates on the Master Plan. They are in a holding pattern with the State waiting for comments on the submitted Open Space Plan.

James Grace attended the quarterly meeting of CMRPC March 10th via Zoom. This meeting was still working on the three E’s of sustainability. This meeting was on open space, affordable housing, etc. He explained his concerns about this vision being for 2050 and how every delegate’s vision is different.

Chair King opened discussion for the Planning Board’s recommendation to ZBA on Vibram renovation proposal. Michelle Petraitis recused herself from the discussion. The members discussed parking issues and setback issues. John Tripp suggested asking Vibram to lease the empty lot behind the Police Station. John Tripp made a motion to support the plan submitted with the existing footprint with considerations

to have them look at options for additional parking for employees. The motion was seconded by James Grace and unanimously approved by all members except for Michelle Petraitis who abstained. B. King will draft Board recommendation letter for Board review before sending it to ZBA.

Michelle Petraitis made motion to adjourn at 8:30pm, seconded by James Grace and unanimously approved by all members

Next Meeting April 20, 2022.

Minutes are 3 pages.

Minutes completed by Clerk Kimberly Bent