PLANNING BOARD MEETING MINUTES, WEDNESDAY, December 18, 2019

The North Brookfield Planning Board held their meeting on Wednesday, December 18, 2019 at 7 PM at the Senior Center. Chair King called the meeting to order with members John Tripp, John Turner, Susan Lyons and Jason Spangenberg in attendance. Alternate Jeff Smith was absent. Amy Yanover, Clerk took notes.

John Tripp made a motion to amend the November 21, 2019 minutes regarding vote for a watershed protection overlay district. (See added last sentence to original notes below.) Susan Lyons seconded the motion. The motion was unanimously approved.

“John Tripp made a motion to approve the letter to Richard Kennan, Water Department Superintendent regarding his request for support for watershed protection zoning via an overlay district. Susan Lyons seconded the motion. The motion was unanimously approved. Bill will send letter.” The vote was unanimous against supporting a watershed protection overlay district at this time.

Joe Levesque, PLS on behalf of Brian Perkins submitted a Form A application for plan approval for 47 North St. (R66) to create proposed Lot A with 3.3 acres and 660 feet of frontage from Parcels 3 and 4. John Turner made a motion to approve, Susan Lyons seconded and motion was unanimously approved.

Sheila Orsi presented the DDC strategic plan slide show that included an update of their activities for the last eighteen months. She stated they wanted to make the Board aware of their plans for future Main St. project proposals for the Town.

Susan Lyons and John Turner provided an update on the Master Plan. They are reviewing budget items, working with Cons. Comm. on updating the open space/recreation plan/section and continue to meet with department heads/master plan comm. John Turner stated the draft of town wide survey questionnaire was almost completed. Chair King asked if scenic roads should be included. John Tripp asked if we needed a grant writer. Sheila Orsi stated she recommends a Town Manager/Grant Writer.

Chair King stated that two active solar project installation inspections were completed on December 1 & 2, 2019. Separate minutes are available for these meetings. He suggested the next inspections be in January, 2020.

Chair King read a letter stating alternate board member Jeff Smith resigned. He asked the Board for nominations. Susan Lyons suggested Brandon Avery. Chair King suggested Michelle Petraitis. Chair King stated he would contact Michelle Petraitis. Brandon was present and said he would volunteer if Michelle declined.

Chair King stated he reviewed the North Brookfield Zoning Assessment summary. It is from the CMRPC Rural 11 project report. He stated there were only a few recommended changes for existing zoning bylaws. One is regarding restaurants needing special permits and an inconsistency regarding square footage for small scale retail in the downtown overlay district. Chair King stated that would be simple to fix these items at the upcoming May town meeting. He will report and recommend a bylaw change at the January meeting.

The Board agreed it was a good idea to include the Table of Uses by District as a zoning bylaw amendment.

The mail was read which included a notice of public hearing from the Town of Brookfield Planning Board to convert a single family to a two or three family dwelling at 7 Central Street, a letter from the Building Department to Brenda Caraballo of 331 North Main Street advising her she needs a special permit from the Zoning Board of Appeals to change the former preschool to an apartment, and a letter from the Department of Housing regarding the Town’s current subsidized housing inventory.

Next meeting is January 15, 2020.

Susan Lyons made a motion to adjourn the meeting. John Turner seconded the motion and the motion was unanimously approved.

Meeting adjourned at 8:20 PM. Minutes are 2 pages plus the attendance sheet.

Amy Yanover, Planning Board Clerk

Attendance – December 18, 2019 meeting of the North Brookfield Planning Board

Sheila Orsi

Marilyn Borst

Brandon Avery