

## MERRIMAC PLANNING BOARD

August 3, 2021

### APPROVED MINUTES

**CALL TO ORDER:** Chair Sandra Venner called the meeting to order at 7:08 PM

**ATTENDANCE:** The Chair, Vice Chair Karol Flannery, Members Thomas Abisalih and Keith Pollman present. Absent Member Denis Brodie. Also attending Commissioner Sinibaldi.

**APPROVAL OF MINUTES for July 13, 2021:** MOTION by Tom, 2<sup>nd</sup> by Karol: To approve the minutes of July 13, 2021 as amended. VOTE: 3 YES/ 1 Abstain **MOTION APPROVED.**

### OLD BUSINESS

#### PROJECT UPDATES:

1. **Status of Abbey Way:** Attorney Phil Parry reported that he has learned that the fee to be paid by his client will include the subdivision roadway, Abbey Road. The Planning Board has received an estimate of \$307,512 from Horsley Witten for the cost of the remaining infrastructure work with a 25% contingency which Commissioner Sinibaldi believes is sufficient. Chair Venner reported that the Board has been advised by Attorney Jonathan Murray at KP Law that if the new owner instituted a deeded conservation restriction to be granted to the Merrimac Conservation Commission in perpetuity it would satisfactorily protect the two dedicated Open Space lots. Attorney Parry is meeting with the Conservation Agent to determine what action needs to be taken with the expired Conservation Commission Order of Conditions. Mr. Sinibaldi is satisfied that agreement can be reached regarding remaining external road work. This matter will be on the agenda for the next Planning Board meeting.
2. **Regency Village Completion for Acceptance of Jana Way:** Commissioner Sinibaldi reported that the roadway is satisfactory as is the sewer pump building and water infrastructure. He asked that the Board recommend acceptance of Jana Way at the Fall Town Meeting with the condition that the developer ensure maintenance of sewer infrastructure for one year. Board member Flannery proposed that this “warranty” not run from the date of this meeting, but rather the date of the Fall TM. MOTION: Made by Members Flannery and second by Pollman, to recommend the acceptance of Jana Way at the Fall TM with the condition that the developer warranty the sewer infrastructure for one year after the FTM. VOTE: Yes – 2, No-1, Abstain-1. Motion passed.
3. **OLDE GLORY WAY – 114 E. Main:** No update.
4. **Merrimac Crossing – 118 E. Main:** Mr. Sinibaldi reported that the developer has submitted a request to MassDOT for a street opening.

**2. REGENCY MIXED USE (Lot 4):** Attorney Parry has submitted additional information and hard copies of the Special Permit plans to be distributed to departments. The filing fee has been submitted and recorded. Therefore, public hearing on the Special Permit and Site Plan Review will be able to begin on Tuesday, August 24<sup>th</sup> as planned, assuming timely notification can be published in the paper.

## **NEW BUSINESS**

1. **Interview & Hiring of New Administrative Assistant:** Linda Ralph was present as an applicant for the position of Administrative Assistant for the Planning Board due to the opening created by the retirement of the Board's long time Assistant Pat True. Ms. Ralph currently works 20 hours each two-week pay period for the Board of Health and wishes to assume the additional hours of up to 15 per two-week period working for this Board. Representatives of the Board of Health have expressed their support for Ms. Ralph holding both positions with the new title of Administrative Assistant for the Planning Board and Board of Health. The Board was impressed with Ms. Ralph's resume and the fact that she is familiar with many of the Town's procedures and practices. Ms. True has stated that she will help through the transition. The scheduling of office hours was discussed as was the rate of pay as the two boards have slightly different rates and now this would be one position. MOTION: Made by Members Abisalih and Pollman to recommend the Board of Selectmen approve the appointment of Linda Ralph as Administrative Assistant for the BOH and PB retaining the current job descriptions for both positions. MOTION: Made by Members Abisalih and Pollman to recommend that Ms. Ralph be paid at the higher rate for the two positions. VOTE for both Motions: Yes-4, No-0. As the BOS will meet next on August 9<sup>th</sup>, the Board requested that her start date be August 10, 2021.
2. **Conceptual for 118 W. Main St.:** Alan and Lauren Gosselin appeared to discuss their desire to apply for a Special Permit in the Rural Highway district for a HOME OCCUPATION at 118 W. Main St. They propose to build a 40ft by 80ft building for operation of a Doggy Care business and home residence on a lot that the family currently owns. The Building Commissioner informed them this is a use permitted by Special Permit and SPR in this zone requiring a public hearing and engineering review of the plans. The Chair observed that the Board will have determine what is the most optimal way to approach this as many of the provisions found under the definition of HOME OCCUPATION are in conflict with the criteria specified for the Rural Highway district. The Board expressed its general support for the proposed plan. The Board will get a preliminary estimate from Horsley Witten as to the cost of the review to determine what the filing fee needs to be to ensure costs are covered.

## **CORRESPONDENCE:**

1. WARRANTS: None available for signature at this time.
2. Appeals Board 1. Petitions: None filed at Posting 2. Decisions: None filed at posting
3. Surrounding Towns: Haverhill, Fox Hollow Condo Development, 66 Merrimac Rd. – start of public hearing has been postponed until October. This project does not extend into Merrimac although the parcel of land is partially in Merrimac. Mr. Sinibaldi is concerned about the increase use of town roads and will ask for some compensation.

**ADJOURNMENT:** 9:03 PM. Next meeting will be August 24, 2021.