

Development Review Team: November 14, 2011

Planning Board Projects – Post-Meeting

NOTE: Pursuant to the recently enacted Economic Development legislation, the “natural” expiration date for all currently active and valid permits has been automatically extended by 2 years.

A. Projects under development

1. Adam and Eve Estates – Lyman Terrace – ***No Change since December 2009 meeting***

Number of Building Lots: 9

Percent Infrastructure Completed: 78%; Percent Housing Units Completed: 33%

Significant Issues: ***None known at this date***

Performance Guarantee: \$59,000 Letter of Credit

Description/Comment: The subdivision involves 9 new single-family building lots with 1 lot addressed to Lyman Terrace and 8 lots addressed to a new street “Apple Road”. The developer has installed the drainage, water lines, and sewer lines. The base of the road has been completed. A sidewalk is to be installed on one side of Apple Road, but not on Lyman Terrace.

The fourth house appears to be nearly completed – it is for sale.

September 19, 2011 Meeting Comments: Conservation Commission Administrator Janice Stone stated that the Order of Conditions was automatically extended by State Law through to 2013.

2. Mountainbrook – Mountainview Street and Westbrook Road

Number of Building Lots: 52

Percent Infrastructure Completed: 55%; Percent Housing Units Completed: 44%

Date Special Permit Expires: **The project (subdivision infrastructure) has been substantially completed; therefore, the expiration provision does not apply.**

Significant Issues: ***None known at this date***

Performance Guarantees: The Planning Board holds several Performance Guarantees on this project:

- a Letter of Credit for the detention basins,
- a \$300,000 Tri-Party Agreement on Phase 1,
- a \$132,000 Tri-Party Agreement on a portion of Phase 2, and
- two Covenant Agreements on differing portions of Phase 2

Note: The Covenant Agreements do not permit any construction on the lots in Phase 2.

Twenty-four (24) houses (including 37 Westbrook Road) appear to be completed, another four (4) houses appear to be in various stages of completion, and a few lots appear to have been cleared.

September 19, 2011 Meeting Comments: Given the changes in the project's management and ownership, a question was raised as to who is the current contact for the development. Town Planner Richard Harris noted that the Tree Warden had expressed concern about some of the trees. He also noted that he had not received any comments from the DPW Superintendent regarding the previous Town Engineer's concerns about the "bridge" off Westbrook Road. Current Town Engineer Dan Murphy indicated he would follow up.

Since September 19, 2011 meeting: A representative for the developer has inquired as to the process for having the streets in phase 1 accepted by the Town. He was informed that the first step is for all of the improvements to be completed.

November 14, 2011 Meeting Comments: Fire District One Water Superintendent Jeff Cyr and Fire District Two Water Superintendent Mark Aiken noted that the developers need to raise the valve boxes. Conservation Commission Administrator Janice Stone commented that the "bridge" appears to be in the same condition (needing work) as when the previous Town Engineer voiced concerns. DPW Superintendent Jim Reidy stated he would talk with Town Engineer Dan

3. Shadowbrook Estates – Baker Street - **No Change since July 2009 meeting**
Number of Dwelling Units: 36
Percent Infrastructure Completed: 100%; Percent Housing Units Completed: 94%
Date Special Permit Expires: **The project has been substantially completed; therefore, the expiration provision does not apply.**
Significant Issues: **None known at this date.**

Description/Comment: This development involves the addition of 36 new condominium dwellings (in 18 duplexes) to the Shadowbrook Estates development which began in the 1980's. No additional dwellings are anticipated to be added to Shadowbrook Estates once this phase is completed.

The developer has installed all of the utilities inclusive of the drainage system. Thirty-three (33) units are completed and three (3) are substantially finished (Certificates of Occupancy are still pending per the Building Commissioner on July 18, 2011).

Issues regarding this project: More plantings may be necessary to address the Conservation Commission's concerns.

November 14, 2011 Meeting Comments: Conservation Commission Administrator Janice Stone commented that there remains an issue regarding the wetlands alterations and replication that must be resolved before the Commission can issue a Certificate of Completion.

4. Oakley Estates – Dino Marinello – Lathrop Street
Number of Building Lots: 6

Percent Infrastructure Completed: 95%; Percent Housing Units Completed: 100%
Significant Issues: None known at this date
Performance Guarantee: \$4,725 Letter of Credit.

Description/Comment: This project includes development of 5 new single-family building lots (a pre-existing house was renovated and left on a separate lot) and construction of Oakley Drive. To date, the developer has installed all of the utilities, drainage, and completed the base course of the roadway. Five (5) new houses have been completed and the renovations of the existing house have been completed.

The developer submitted an “As-Built” plan. However, comments from the Water Department and DPW demonstrated that the plan was incomplete and inadequate.

The developer recently inquired as to the remaining items to be completed. Using the Performance Guarantee calculation received from the Town Engineer in February 2010, the developer was told that the primary items were the as-built plans and bounds and monuments. Subsequently, the Town Engineer informed the Town Planner that a sewer connection also needed to be made and this information was passed along to the developer.

Since September 19, 2011 meeting: The developer has submitted an As-Built plan electronically. Comments have been received from the Town Engineer and Fire District One Water Superintendent. SHELD has not responded to several emails requesting comments. The developer would like to request that the Planning Board close out the subdivision.

November 14, 2011 Meeting Comments: Conservation Commission Administrator Janice Stone noted that there are monuments which must be installed related to the wetlands. She requested that the plans be forwarded to her for review. Town Planner Richard Harris noted that he had received comments from the Town Engineer and Fire District #1 Water Superintendent regarding the plans, but not from the SHELD Manager. He also noted that he has not heard as to whether the sewer connection issue was resolved.

5. Stonybrook Village Residential – Phase I & II – Newton Street opposite White Wing (32 new condominium units in Phase I and 4 new condominium units in Phase II) – Number of Dwelling Units: 36
Percent Infrastructure Completed: 60%; Percent Housing Units Completed: 30%
Date Special Permit Expires: **June 2013 (extended in 2009).**
Significant Issues: None known at this date
Performance Guarantee: The Planning Board holds an Irrevocable Standby Letter of Credit in the amount of \$95,000 for the drainage improvements.

Description/Comments: This development consists of 36 condominium dwellings, to be constructed in either in a “quad” arrangement or duplexes. Some of the utilities and roadway improvements have been completed.

The developer has indicated a desire to build some detached dwellings in lieu of some of the quad and duplex structures originally proposed. The Planning Board approved some alternative building designs at its February 22, 2010 meeting.

Eleven (11) dwellings in two quads, one duplex, and one of the newer units have been completed. Site work is progressing for installation of infrastructure for the remaining portions of the development. Construction is progressing on five of the newer models at the end of the cul-de-sac.

November 14, 2011 Meeting Comments: *Town Planner Richard Harris noted that the developer is proposing to reduce the size of the new units to be constructed in the rear portion of the property. The Planning Board will discuss the new building plans at their meeting tonight.*

6. Annafield Estates – Stewart Street–
(4 new building lots)

Number of Building Lots: 4

Percent Infrastructure Completed: 80%; Percent Housing Units Completed: 75%

Significant Issues: None.

Performance Guarantee: The Planning Board holds a Cash Performance Guarantee in the amount of \$4,950. The developer has until November 2011 to complete the remaining work.

Description/Comments: This subdivision involves the extension of Stewart Street by creation of 4 new single-family building lots around a new cul-de-sac. Three houses have been completed. All of the utilities and drainage systems have been installed and the base course of the roadway has been completed.

Issues regarding this project: Representatives of the Shadowbrook Estates Condo Association have voiced concerns about drainage and potential water in some of their units due to the elevated grade of several of the new houses. Town Engineer Yem Lip previously advised the Town Planner that “as built” will be required before any of the Annafield Estates homes abutting Shadowbrook Estates receive a Certificate of Occupancy.

November 14, 2011 Meeting Comments: *A question was asked as to whether the previous Town Engineer’s comments regarding installation of infiltration wells (to address the concern about drainage onto Shadowbrook Estates) have been implemented. Neither the Building Commissioner nor the current Town Engineer were present; therefore, no one could answer the question.*

7. Granby Road Condominiums – Jacob’s Edge/Home Improvement Associates, LLC –
Granby Road @ Lorraine Avenue – Special Permit/Form H Plan–

Number of Dwelling Units: 25

Percent Infrastructure Completed: 70%; Percent Housing Units Completed: 32.00%

Date Special Permit Expires: **March 2014.**

Significant Issues: **None appear to be outstanding.**

Performance Guarantee: The Planning Board holds a Letter of Credit in the amount of \$155,000 for the drainage and related improvements. The amount of the LOC is 10% above the amount recommended by the Town Engineer. The LOC is limited to drainage work.

Description/Comments: This project involves construction of 25 new condominium dwellings in a combination of duplex and triplex arrangements. The developer has “cut” the driveway for a portion of the development and installed a portion of the utilities including a detention basin. The Special Permit for this project was granted (subject to numerous conditions) on March 3, 2008 and the decision was filed with the Town Clerk on March 19, 2008. No appeal was filed.

On February 22, 2010, the Planning Board granted a 2-year extension of the Special Permit subject to conditions regarding the western buffer. No appeal has been filed. The developer has run into obstacles with the NHESP regarding installation of part of the fence along the western buffer. If the western buffer is completed by July 1st, the Board does not see a need to screen a “construction staging area”.

The Planning Board has determined that all but one of the plants in the required landscaping has been installed and the site is sufficiently stabilized. As requested by the developers, the Planning Board has approved addition of sun rooms to some of the unbuilt units provided it does not impact the buffer or setback areas and complies with conditions.

Eight (8) dwellings appear to be completed and occupied. Sales are pending on three additional dwellings. A mound of dirt has been stockpiled behind the constructed dwellings parallel to Granby Road.

The single-family residence appears to have been completed on the “out parcel”.

November 14, 2011 Meeting Comments: None.

8. Lower Riverside Park/HG&E – Main Street

Status: Planning Board granted approval on **September 27, 2006.** An earth removal permit was required for this project since the project involves alteration of grades and no building permit is involved with this project.

Development of Lower Riverside Park has become intertwined with the Texon Building demolition and development of the Upper Gatehouse Park.

HG&E began site work the week of April 19, 2010. Project appears to be completed, but HG&E has indicated that they will not open the park until the Texon issue is resolved.

Status of Lower Riverside Park

HG&E's contractor for this project, Mountainview Landscaping, completed installation of the plantings and the other improvements. However, the Conservation Commission Administrator has indicated that the grass and other plants died and the Department of Environmental Protection (MADEP) has ordered HG&E to plant new vegetation appropriate for the water and soil conditions of the site. There have been some acts of vandalism at the park site (damage to a "fence" and some tables) which have been reported to the Police Department. HG&E has filed copies of these police reports with the Federal Energy Regulatory Commission. The MADEP has also ordered that the facilities be repaired.

Demolition of TEXON building and related park projects

The Corps and Massachusetts Department of Environmental Protection (MDEP) held a meeting May 17, 2010 at the MDEP offices in Springfield. At that meeting, it was agreed that HG&E is responsible for fulfilling the obligations set forth under the 2001 MOA. Additionally, representatives of the Town set forth the improvements which the Town felt are needed to mitigate the impacts of the demolition of the TEXON building. Subsequently, the Corps determined that the Town's proposed mitigation measures were the most appropriate measures to address the impacts of the proposed demolition of the TEXON building.

TEXON Demolition Mitigation Plans. On July 6, 2010, we received plans submitted by HG&E to the Corps for development of a new park as mitigation for the demolition of the TEXON building. A letter was submitted to the Corps (with copies transmitted to other parties) indicating that the Town generally found that the plans were consistent with the actions and decisions of the Intervenor Status Committee.

HG&E submitted requests to the Federal Energy Regulatory Commission (FERC) to extend the deadline for demolition of the TEXON building to June 30, 2010 and the deadline for development of the TEXON park (aka Upper Riverside Park) until one year after demolition of the TEXON building is completed. While I can find no response from the FERC, I would expect that the requests were approved. Thus, the deadline for demolition of the TEXON building appears to be June 30, 2011.

Upper Gatehouse Park Submittal. On July 7, 2010, we received a transmittal from the Corps regarding HG&E's proposals for implementing the Upper Gatehouse Park development plans. This information was for our records, but also asked for comments while not providing a deadline for comments. At the May 17, 2010 meeting, the matter was left in MADEP's area to define what work needed to be undertaken and what permits are required. In this regard, HG&E requested a FERC extension for Upper Gatehouse Park of one year from the date that the permits are issued.

The MADEP has drafted a "Consent Order" which would provide for HG&E to comply with the conditions of the 2001 Order of Conditions for demolition of the

boiler room. This “Consent Order” essentially will require implementation of the Upper Gatehouse Park plan in the Spring 2011.

TEXON Memorandum of Agreement (TEXON MOA – 2011). Prior to demolition of the TEXON building, HG&E must obtain a permit from the Corps. However, prior to issuance of a permit for this project, the Corps will enter into an MOA with various parties. HG&E has proposed that the MOA be between the Corps, Massachusetts Historical Commission, and HG&E. We have strongly urged that the Town of South Hadley be a party to the MOA and objected to several provisions of the most recent draft including provisions which a) put a 5-year time frame for the term of the MOA, b) a dispute resolution process which excludes anyone who is not a party to the MOA from filing a complaint, and c.) a termination provision which allows any of the parties to terminate the MOA with a 30 day notice to the other parties. It is my understanding that the Corps is considering the Town’s comments and working to finalize an acceptable MOA.

Likely Timeframes

- a. Lower Riverside Park. HG&E is expected to undertake the corrective measures at Lower Riverside Park during Spring 2011.
- b. Upper Gatehouse Park. The Consent Order is expected to provide that the work on this project will be initiated in Spring 2011 and completed during calendar 2011.
- c. TEXON demolition. Given the status of the MOA-2011, the environmental limitations which restrict “riverside demolition”, it now appears that the TEXON demolition may be initiated in late Summer 2011. Therefore, I anticipate HG&E will request another extension. A realistic timeframe would appear to have the demolition completed within the next 12 months.

HG&E has requested a twelve month extension from FERC. This extension was apparently granted.

November 14, 2011 Meeting Comments: *Conservation Commission Administrator Janice Stone noted that HG&E had various plantings installed in the middle of the canal as part of the Upper Gatehouse Park project. These plantings would interrupt the extension of the canal as the Town has sought.*

- 9. Pat Springs ANR Plans – Riverlodge Road–
Number of Prospective Building Lots: 18
Significant Issues: As an Approval Not Required (ANR) Plan pursuant to State Law – Chapter 41, Sections 81L and 81P, the Board was limited to reviewing and determining whether the prospective lots have adequate frontage on a public way.

Status: At its January 26, 2009 meeting, the Planning Board voted 4-0 to endorse the two ANR plans. The Board members determined that the applicant had sufficiently demonstrated that the existing roadway is suitable and adequate for the proposed development.

Two (2) houses have been completed.

November 14, 2011 Meeting Comments: *None.*

10. Southern Plains Condominiums – Gene Os, et al – Granby Road @ Route 33 –
Special Permit/Form H Plan –
Number of Dwelling Units: 6
Percent Infrastructure Completed: 0%; Percent Housing Units Completed: 0%
Date Special Permit Expires: **June 2014.**
Significant Issues: **Status of Performance Guarantee.**
Performance Guarantee: Covenant Agreement as an interim guarantee.

After the Planning Board granted approval for the project, the Tree Warden indicated that the maples need to be removed because they are invasive. The Planning Board's approval was based on a landscaping plan which included the maples. However, the Planning Board has determined that the landscaping plan it approved will be the one followed for this project.

The Planning Board set the Performance Guarantee at \$100,000 and agreed to accept a bond. Endorsement of the Form H Plan is pending receipt of a copy of the Performance Guarantee Bond.

The developer has requested that the Planning Board waive the requirement for a Performance Guarantee as 1) he has been unable to obtain a bond and 2) he does not feel the project poses any risk to the neighboring properties. This request was discussed at the October 18, 2010 Planning Board meeting. At that time, the Planning Board agreed to accept a Covenant Agreement subject to various conditions including that before a CO is issued on any units and before work is begun on the third duplex, the developer would need to post the \$100,000 financial guarantee.

The developer has indicated that he is not going to be able to proceed with the project.

November 14, 2011 Meeting Comments: *None.*

11. ***E Ink Expansions (waivers of Site Plan Review) – Gaylord Street***
Status:

- (a) E Ink requested waiver of Site Plan Review in December 2010 for enclosure of three (3) of the truck bays off Gaylord Street. The Planning Board granted this request at their December 13, 2010 meeting.
- (b) Subsequently, E Ink requested waiver of Site Plan Review in early February 2011 for a 1,500 square foot enclosure of a "courtyard". This request was granted by the Planning Board at a special meeting on February 8, 2011 subject to concurrence by the Fire Chief for Fire District #1.

The Town Engineer Dan Murphy stated that the Town filed a MassWorks grant application to undertake improvements on Lamb, Gaylord, and Prospect Streets due to the work associated with the expansions.

November 14, 2011 Meeting Comments: In response to a question about the status of the new project, Town Planner Richard Harris stated that the Town has not received any new information.

12. Mount Holyoke College Public Safety Building Site Plan Review

Location: Behind 3 and 8 Park Street.

Size of Building: 3300 square feet

Percent Infrastructure Completed: 0 %

Significant Issues: **None at this time.**

Performance Guarantee: None required.

Status: The Planning Board granted approval of the Site Plan on January 10, 2011. No appeal is provided for a Site Plan Review. Work has not begun at this time, scheduled for Spring 2011.

Status: The project is under construction.

November 14, 2011 Meeting Comments: Fire District #2 Fire Chief David Keefe stated that the building has not been occupied. Building Commissioner Steve Reno was not present; therefore, no one could state whether the Certificate of Occupancy had been issued.

B. Projects approved by Planning Board, but not initiated

1. Stonybrook Village Commercial – Newton Street opposite White Wing

Status: (See “Stonybrook Village Residential” above.) The developer installed drainage lines and some additional utilities for development of this site when the initial infrastructure and site work were undertaken for the “Stonybrook Village Residential”.

Family Pizza had indicated they wished to relocate to this site. Over a period of several months, in accordance with the 2006 Site Plan Review decision, the Planning Board has 1) determined that further site plan review is not required provided the developer stays within the approved footprint and conforms to the other conditions of the decision and 2) determined that the proposed restaurant meets the standards set for in the 2006 Site Plan Review decision. The developer indicated a slight addition to the building from what was presented to the Planning Board in September/October 2010. However, this 128 square foot increase and other minor changes still conform to the 2006 Site Plan Review decision. Therefore, no further action by the Planning Board is required.

However, in July 2011, the developer of Stonybrook Village has indicated that Family Pizza will not be developing this property.

September 19, 2011 Meeting Comments: None.

2. ***Raymond Center waiver of Site Plan Review – Granby Road***

Status: Joe Marois requested waiver of Site Plan Review in early February 2011 for construction of a 168 square foot ancillary building to house computers and storage space for Baystate Cardiology. While the Planning Board members expressed questions about the location and design of the building, this request was granted by the Planning Board at a special meeting on February 8, 2011 subject to concurrence by the Conservation Commission. The Board noted that the site appears to abut the wetland boundary depicted on the project plans.

The owner of this facility has indicated that he and the tenant are reviewing an alternative approach to this project.

September 19, 2011 Meeting Comments: None.

3. ***Ethan Circle Subdivision – Hadley Street – Preliminary Subdivision Plan – No Change since July 2009 meeting***

Status: The Planning Board granted approval of the Preliminary Plan at its May 9, 2007 meeting. The decision was filed with the Town Clerk on **May 11, 2007**. There is no appeal period for a Preliminary Subdivision Plan. The developer is to prepare a Definitive Plan submittal based on the conditions stated in the Preliminary Plan.

The Town Planner recently met with the applicant who indicated he is planning to proceed with permitting within the next few months.

November 14, 2011 Meeting Comments: DPW Superintendent Jim Reidy noted that there is a 5-year moratorium on opening of Hadley Street since it was resurfaced in 2010. Conservation Commission Administrator Janice Stone stated that she had a site visit the morning of November 14, 2011 as the owners are seeking an extension of the wetlands delineation.

4. ***Teddy Bear Pools – Industrial Drive – Site Plan Review Waiver***

Status: Teddy Bear Pools requested waiver of Site Plan Review in August 2011 for construction of a 5,000 square foot expansion of the existing facility to house materials currently being stored outside. The Planning Board granted the waiver at its meeting on August 29th.

November 14, 2011 Meeting Comments: None.

5. ***Bill Frain Professional Business (Special Permit) – 2085 Memorial Drive***

Status: The Planning Board granted the Special Permit for use as an investment consultant (the applicant requested that it be limited to this use) on October 3, 2011. No appeal has been filed.

November 14, 2011 Meeting Comments: None.

C. Projects pending before Planning Board

1. **Multi-family units (Special Permit) – Ferry Street – Rivercrest Condominiums**
Application Status: An application was submitted April 2011. The public hearing was opened on June 13, 2011 and continued to July 25, 2011. As of July 14, 2011, the applicants have requested a further continuance of the public hearing. Therefore, the next session of the public hearing is expected to be held on August 29th.

November 14, 2011 Meeting Comments: None.

2. **Solar Array at South Hadley Landfill (Special Permit) – Industrial Drive and Lawler Drive – South Hadley Landfill, LLC**
Application Status: An application was submitted September 2011 (but not submitted to the Planning Board Office till October 2011). A Special Permit is required since the landfill is considered a nonconforming use and this amounts to an expansion/alteration of such a use (generally, a utility). The public hearing is scheduled for November 14, 2011.

November 14, 2011 Meeting Comments: None.

D. Projects anticipated to be submitted for Planning Board Review

1. **Wood Avenue Duplex.** The owner of an existing duplex on Wood Avenue is considering requesting a Special Permit to add one or two more dwellings to the property.

November 14, 2011 Meeting Comments: None.

2. **McKinley Quad.** The owner of an existing multi-family property on McKinley Avenue is considering requesting approval to add another triplex or quad to the site.

November 14, 2011 Meeting Comments: None.

3. **McCray's Farm.** Stephen McCray is considering a milk processing operation as part of the farm operation. This may be exempt from zoning as an agricultural use, but would need to go through Site Plan Review and other local permitting, including the Board of Health.

The Town Planner met with Stephen McCray and his son on September 19, 2011 to review what is required for Site Plan Review and the timeframe. They indicated that they intend to submit the plans as soon as the engineer has them prepared.

November 14, 2011 Meeting Comments: None.

4. ***US Gaylord Redevelopment.*** US Gaylord is anticipated to propose demolition of several buildings on the south side of Gaylord Street, construction of a 35,000 building for light manufacturing, and renovation of mill #6 at the corner of Gaylord Street and Lamb Street. A preliminary meeting was held in mid-March. A meeting with the DRT was held on April 11, 2011 at 1:30 p.m.

November 14, 2011 Meeting Comments: *In response to a question from Fire District #1 Water Superintendent Jeff Cyr, Town Planner Richard Harris stated that no new information has been received as to when/whether the expansion is to proceed.*

5. ***Kennel of East Street.*** The owner of a pet grooming business on East Street is anticipated to submit an application for a commercial kennel in the near future.

November 14, 2011 Meeting Comments: *None.*

6. ***South Hadley Landfill Gas to Energy.*** There is a proposal to construct a gas to energy plant to capture and utilize the landfill gases. Since the plant will not be located on the site of the landfill, the Zoning Bylaw will need to be amended to provide for this type of use.

November 14, 2011 Meeting Comments: *None.*

E. Other Projects of Interest

1. South Hadley landfill expansion – ***November 14, 2011 Meeting Comments:*** *DPW Superintendent Jim Reidy stated that the volume of traffic and the size of loads which are being deposited as a result of the October 29, 2011 storm demonstrates the need for the wider access way of no less than 25 feet. If there were a narrower access way, he indicated that vehicles would have been bumping into each other.*

2. South Hadley Falls development interest (concerns about the floodplain impacts, Texon, local expansions) – ***November 14, 2011 Meeting Comments:*** *None.*

3. Current Community Development Block Grant projects – Canal Street, Senior Center, and School Street – The only remaining component is 50-52 School Street. Previous efforts to rehab the structure and then to have it torn down and replaced with a modular structure were unsuccessful due to State contracting requirements which changed after the Town received the grant. Therefore, the Town is seeking to reprogram the funds for this activity to be used to replace the roof at the Senior Center.– ***November 14, 2011 Meeting Comments:*** *None.*

4. New Community Development Block Grant application. – The Town received notification that its application was denied. On advice of the Pioneer Valley Planning Commission (PVPC), the Town requested and received approximately \$406,250 in funding for the Senior Center under a “Reserve Fund” allocation.– ***November 14, 2011 Meeting Comments:*** *None.*

5. New Library – The Town received notification that it was granted “provisional approval” which requires local funds to be provided by January 2012. – ***November 14, 2011 Meeting Comments: None.***
6. New School – ***November 14, 2011 Meeting Comments: None.***
7. 36 Bridge Street – the blue tarp building – ***November 14, 2011 Meeting Comments: None.***
8. Village Commons parking deck – ***November 14, 2011 Meeting Comments: None.***
9. Municipal buildings – Town Hall roof, energy audits, etc. – ***November 14, 2011 Meeting Comments: None.***
10. Brainard Street sidewalks – ***November 14, 2011 Meeting Comments: None.***

F. Inactive Projects:

1. Pettengill Office/Condominium Project – Newton, Camden, and Lyman Streets – ***No Change since July 2009 meeting***
 Number of Dwelling Units: 6 and an office building
 Percent Infrastructure Completed: 100%; Percent Housing Units Completed: 67%
 Date Special Permit Expires: ***The project has been substantially completed; therefore, the expiration provision does not apply.***
 Significant Issues: ***None known at this date***
Description/Comment: This project included construction of 6 new condominium dwellings (in 3 duplexes) and a new bank/office building. To date, the developer has installed the entire infrastructure including the utilities and drainage. The bank/office building has been completed. Four of the condo units appear to be completed and occupied. It is unknown whether the developer will build the additional 2 dwellings.
November 14, 2011 Meeting Comments: None.
2. Drybrook Village Condominium Project – Hadley Street – ***No Change***
 Number of Dwelling Units: 36
 Percent Infrastructure Completed: 0%; Percent Housing Units Completed: 0%
 Date Special Permit Expires: ***No work has been initiated on this project. The Special Permit lapsed; however, the State Legislature appears to have resuscitated lapsed permits and granted a two year extension as part of the Economic Development Act in August 2010. Therefore, the Special Permit for this project appears to lapse again in early 2011.***
 Significant Issues: ***None known at this date***
Description/Comment: This project included construction of 36 new condominium dwellings (in 18 duplexes).
November 14, 2011 Meeting Comments: None.

G. Other Topics and New Regulations

- 1.) ***New Special Permit Rules and Regulation – adopted December 13, 2010***
- 2.) ***Zoning Bylaw Revisions – work began in August 2011 (consultant). – November 14, 2011 Meeting Comments: The Planning Board has held two meetings with the Consultant and the minutes and outline of work is posted on the Planning Board’s page on the Town’s website.***
- 3.) ***Design Review Bylaw – preliminary work underway (consultant)***
- 4.) ***New sign regulations – aiming for May 2011 Town Meeting***
- 5.) ***Subdivision Regulations – aiming for adoption in 2012***

H. ***On-Line Permitting Demonstration.*** Cartegraph provided a demonstration of their On-Line Permitting program at the September 19, 2011 meeting

I. ***On-Line Permitting Demonstration.*** ViewPoint provided a demonstration of their On-Line Permitting program at the November 14, 2011.

Next Meeting: Monday, January 09, 2012

Department/Board/Agency	Representative	11-14-11 Attendance
Board of Health	Sharon Hart	Absent
Building Commissioner	Steve Reno	Very Late**
Conservation Commission	Janice Stone	Present
DPW	Jim Reidy	Present
DPW Town Engineer	Dan Murphy	Excused
Fire District 1 – Fire	Robert Authier	Absent
Fire District 1 - Water	Jeffrey Cyr	Present
Fire District 2 - Fire	David Keefe	Present
Fire District 2 - Water	Mark Aiken	Present
SHELD	Wayne Doerpholz or Andy Orr	Excused
Town Planner	Richard Harris	Present
Town Administrator	Paul Beecher	Absent

**Only stayed for a portion of the On-Line Permitting demonstration