

MILLIS PLANNING BOARD January 12, 2021
MEETING MINUTES
VIRTUAL/REMOTE MEETING VIA ZOOM PLATFORM

The remote meeting was called to order at 7:30 p.m. by Mr. Richard Nichols, Chair.

Members present: Richard Nichols, Chair
 Nicole Riley, Clerk
 George Yered
 Bodha B. Raut Chhetry
 Alan Handel
 Joshua Guerrero, Associate Member
 Melissa Recos, PE, BETA Group, Inc.

Camille Standley – Administrative Assistant

Members Absent:

Also present: Robert Weiss, Economic Dev. & Planning Director
 James McKay, DPW
 Wayne Klocko, Permanent Building Committee
 Daniel Merrikin, PE, Legacy Engineering, 730 Main St., Suite 2C
 Drew Haughton, Legacy Engineering

SPECIAL PERMIT FOR SITE PLAN APPROVAL, PUBLIC HEARING
7 WATER STREET – DEPT. OF PUBLIC WORKS RENOVATION

The public hearing was opened at 7:31 p.m. with notice being read by Ms. Riley, Clerk.

Mr. Klocko presented the application and plans. The proposed project includes two additional buildings on the DPW site, including a vehicle maintenance and washing building and an administration building. The existing garage will be renovated and site improvements will include additional school bus parking, green space areas, drainage improvements and full depth pavement reconstruction with modified traffic circulation.

Ms. Recos of BETA Group summarized their peer review letter, dated December 16, 2020. She stated that this is a redevelopment project and existing Stormwater Management systems will be improved. BETA recommended that the Long-term Operation and Maintenance Plan for the site be in conformance with the Storm Water Pollution Prevention Requirements of the Town's Small Municipal Separate Storm Sewer System (MS4) Permit.

There was no further discussion.

A motion was made by Mr. Nichols, seconded by Ms. Riley, to close the public hearing at 7:49 p.m. By Roll Call Vote: Nichols – aye; Riley – aye; Yered – aye; Raut Chhetry – aye; Handel – aye; Guerrero - aye. The motion passed unanimously.

A motion was made by Mr. Nichols, seconded by Ms. Riley, to approve the Application for Site Plan Approval for the Dept. of Public Works facility renovations at 7 Water Street. By Roll Call Vote: Nichols – aye; Riley – aye; Yered – aye; Raut Chhetry – aye; Handel – aye; Guerrero - aye. The motion passed unanimously.

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TREE TRIMMING APPROVAL – CHARLES RIVER ESTATES SUBDIVISION
JAMES MCKAY

Mr. McKay presented a request for the use of funds from the Planning Board's Tree Fund account for tree trimming in the Charles River Estates subdivision. Trees have grown out into the roadway and are covering the sidewalks, he said. It is proposed to trim 83 Red Maple street trees located in the public right of way along Ryan Road, Rose Road, Tracy Terrace and Tara Terrace. Mr. McKay stated that the Tree Warden, Robert "Brutus" Cantoreggi, also supported the request and will oversee the work with Mr. McKay/DPW.

Mr. McKay presented three bids for the tree work. He recommended that the Planning Board approve the contract for PCA's Landscape & Irrigation in the amount of \$8,217.50 to perform the work.

On a motion made by Mr. Nichols, seconded by Ms. Riley, it was voted to approve the contract for PCA's Landscape & Irrigation in the amount of \$8,217.50 to perform the work as stated above and on the proposal dated December 28, 2020. By Roll Call Vote: Nichols – aye; Riley – aye; Yered – aye; Raut Chhetry – aye; Handel – aye; Guerrero - aye. The motion passed unanimously.

SPECIAL PERMIT FOR/WITH SITE PLAN APPROVAL APP., PUB. HEAR., CONT.
376 ORCHARD STREET – SPARHAWK ACADEMY
THE MILLBROOK SCHOOL FOUNDATION

The public hearing continuation was opened at 7:55p.m. with notice being read by Ms. Riley, Clerk.

Mr. Drew Haughton of Legacy Engineering, representing the applicant, presented the revised plans for the project. The proposed building is unchanged from the prior submission, however, in December, the school acquired the long narrow piece of land between it and Orchard Street. This change eliminated the frontage non-conformance and provides more flexibility for access to the school, Mr. Haughton said. The revised site plan presented shows a slightly different building location and a new looping one-way driveway that will facilitate student drop off/pick-up.

These revisions will be reviewed by BETA Group and the Fire Chief.

A motion was made by Mr. Nichols, seconded by Ms. Riley, to continue the public hearing at 8:03 p.m. to Tuesday, February 9, 2021, 7:30 pm. By Roll Call Vote: Nichols – aye; Riley – aye; Yered – aye; Raut Chhetry – aye; Handel – aye; Guerrero - aye. The motion passed unanimously.

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SUBDIVISION RULES AND REGULATIONS AMENDMENTS, PUBLIC HEARING

The public hearing was opened at 8:04 p.m. with notice being read by Ms. Riley, Clerk.
Mr. Nichols summarized the proposed changes below:

Section 5.12.2.2.c.5.(c): Drainage Design; Detention Basins and Detention Basin with Recharge Systems currently reads:

A 3-foot-wide riprap channel, with minimum slope of ½ percent (0.5%), shall be constructed from the inlet of the basin to the outlet structure. A minimum two percent slope shall be permitted for the bottom of the basin between the toe of the dike and the riprap channel. Spot grades shall be shown to demonstrate the required grading.

The proposed amendment reads:

Section 5.12.2.2.c.5.(c): Drainage Design; Detention Basins and Detention Basin with Recharge Systems:

For extended dry detention basins, a 3-foot-wide riprap channel, with minimum slope of ½ percent (0.5%), shall be constructed from the inlet of the basin to the outlet structure. A minimum two percent slope shall be permitted for the bottom of the basin between the toe of the dike and the riprap channel. *For infiltration basins, the floor shall be as flat as possible to provide uniform ponding and exfiltration of runoff*. Spot grades shall be shown to demonstrate the required grading.

Section 5.12.2.2.d.1: Drainage Design; Drain Pipe; Requiring minimum 4.5 feet of cover for main line drainpipes (Class III RCP) currently reads:

Drainpipes shall be a minimum of Class III reinforced concrete. In general, they should be designed to flow full with the hydraulic grade line (HGL) at the crown. The minimum pipe diameter shall be 12 inches and shall have a minimum grade of 0.4 percent; larger pipes shall be governed by the minimum velocity. The minimum velocity at design flow should be three (3) feet per second and the maximum twelve (12) feet per second, unless otherwise approved by the Board. *All lateral drain pipe between catch basins and manholes shall have a minimum 2.5 feet to cover over the top of the pipe. All main line drain pipes between manholes shall have a minimum of 4.5 feet of cover*. Also, it is required that the Hydraulic Grade Line of the storm drain not rise to a level that would flood any subdrain outfalling into the storm drain system.

The proposed amendment reads:

Section 5.12.2.2.d.1: Drainage Design; Drain Pipe :

Drainpipes shall be a minimum of Class III reinforced concrete. In general, they should be designed to flow full with the hydraulic grade line (HGL) at the crown. The minimum pipe diameter shall be 12 inches and shall have a minimum grade of 0.4 percent; larger pipes shall be governed by the minimum velocity. The minimum velocity at design flow should be three (3) feet per second and the maximum twelve (12) feet per second, unless otherwise approved by the Board. *All drain pipes shall have a minimum 3.0 feet of cover. Less cover is acceptable where reinforced concrete class IV or V pipe is proposed according to design manufacture specifications. Drain pipe located entirely outside of the street right-of-way may be high-density polyethylene (HDPE) pipe*. Also, it is required that the Hydraulic Grade Line of the storm drain not rise to a level that would flood any subdrain outfalling into the storm drain system.

MILLIS PLANNING BOARD January 12, 2021
MEETING MINUTES
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There was no further discussion. A motion was made by Mr. Nichols, seconded by Ms. Riley, to close the public hearing at 8:06 p.m. By Roll Call Vote: Nichols – aye; Riley – aye; Yered – aye; Raut Chhetry – aye; Handel – aye; Guerrero - aye. The motion passed unanimously.

A motion was made by Mr. Nichols, seconded by Ms. Riley, to amend the sections of the Subdivision Rules & Regulations as written above. By Roll Call Vote: Nichols – aye; Riley – aye; Yered – aye; Raut Chhetry – aye; Handel – aye; Guerrero - aye. The motion passed unanimously.

MONTHLY UPDATE ON DEVELOPMENT PROJECTS

Mr. Nichols summarized the update letter prepared by Mr. Weiss, Economic Development & Planning Director, dated December 8, 2020. Regarding the item for Bigelow Farms Solar, Mr. Nichols stated that the applicant should meet with the Select Board, in addition to meeting with Mr. Weiss/Energy Committee, and prepare a specific article for consideration by the Planning Board.

OTHER BUSINESS:

**McDONALD’S RESTAURANT – 808 MAIN STREET
CONSULTANT REVIEW FEE REFUND**

The Board was in receipt of a letter from Eric Dubrule of Bohler Engineering, dated December 23, 2020. On behalf of McDonald’s, they are requesting a refund of the balance in their consultant review fee account. The applicant withdrew their application for the raze/rebuild project.

A motion was made by Mr. Nichols, seconded by Ms. Riley, to approve the return of consultant review fees in the amount \$3,914.06, payable to Bohler Engineering MA LLC. By Roll Call Vote: Nichols – aye; Riley – aye; Yered – aye; Raut Chhetry – aye; Handel – aye; Guerrero - aye. The motion passed unanimously.

ZONING MAP AMENDMENT – MCEOD DISCREPANCY

Discussion pending creation of a committee to be formed with the Select Board, Assessor, Zoning Officer, etc. to work on the issue.

MINUTES

A motion was made by Mr. Nichols, seconded by Ms. Riley, to approve, as written, the regular session minutes from the December 8, 2020 ZOOM meeting. By Roll Call Vote: Nichols – aye; Riley – aye; Yered – aye; Raut Chhetry – aye; Handel – aye; Guerrero - aye. The motion passed unanimously.

FY22 PLANNING BOARD BUDGET APPROVAL

A motion was made by Mr. Nichols, seconded by Ms. Riley, to approve, as prepared, the Fiscal Year 2022 Planning Board Budget. By Roll Call Vote: Nichols – aye; Riley – aye; Yered – aye; Raut Chhetry – aye; Handel – aye; Guerrero - aye. The motion passed unanimously.

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VIRTUAL/REMOTE MEETING VIA ZOOM PLATFORM

EXECUTIVE SESSION

A motion was made by Mr. Nichols, seconded by Ms. Riley, at 8:20 p.m. to enter into Executive Session and to reconvene in regular session, only to adjourn, to consider the purchase, exchange, lease or value of real estate, as the Chair declares that an open meeting will have a detrimental effect on the negotiating position of the public body.

By Roll Call Vote: Nichols – aye; Riley – aye; Yered – aye; Raut Chhetry – aye; Handel – aye; Guerrero – aye. The motion passed unanimously.

Scheduled Planning Board Meetings: February 9, 2021
March 9, 2021

Respectfully submitted,

Camille Standley, Administrative Assistant