

OXFORD PLANNING BOARD MEETING MINUTES SEPTEMBER 23, 2013

Meeting brought to order at 7:00 p.m. by Chairman Richard Escolas. Members present at this time: Richard Escolas, Jeffrey Stafford, Norman LeBlanc, Thomas Sullivan, Donald Mosher, and Edward Hashey. Absent: Dale Mahota. Also present: Randa Tawadros, DPW Civil Engineer.

7:00 p.m.: Plans Not Requiring Subdivision Approval: 41 Conlin Road – ANR Application – Applicant: James O’Shea (2 lots) (re-sign previously approved plan due to typographical error). Mr. Escolas turned the ANR over to Vice Chair Stafford. Mr. Stafford stated that the plan was previously approved by the Board but has a typographical error.

MOTION was made by Mr. Stafford and seconded by Mr. Hashey to re-sign the ANR plan for 41 Conlin Road that was previously approved by the Board. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

7:03 p.m.: Continued Public Hearing: 2 Old Webster Road – Applications for Special Permit and Site Plan Review and Approval – Applicant: DCE Realty Trust. Mr. Escolas stated that the Board is in receipt of e-mail correspondence from the Planning Clerk to Mr. Chuck Scott, the engineer for the project, dated September 11, 2013, requesting that the applicant take action on the applications, which there has been no response to. He stated that the previous request for an extension requested the public hearing be continued to October 14, 2013. He stated that the Board could deny the applications based on the fact that the plans are incomplete and the project has been in limbo for 6 months unless the applicant submits another extension to November 25, 2013. He stated that he would prefer that the applicant withdraw without prejudice and resubmit when he is ready.

MOTION was made by Mr. Stafford and seconded by Mr. Hashey to request that the applicant submit a request for extension of time for Planning Board action to the end of November, 2013 and continue the public hearing to October 7, 2013 at 7:10 p.m, or withdraw the applications without prejudice, and if the applicant does not appear, the Board will take the appropriate action. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

7:05 p.m.: Continued Public Hearing: 25 Ashworth Drive – Applications for Site Plan Review and Approval and Stormwater Management Permit – Applicant: Zhou Lu and Aiqin Shi. Mr. Escolas stepped down for this continued public hearing. Planning Board members present were Mr. Stafford, Mr. LeBlanc, Mr. Sullivan, Mr. Mosher, and Mr. Hashey. Present for the applicant was Mr. Michael Weaver of Guerriere and Halnon. Mr. Stafford asked if the applicant has completed the site plan checklist. Ms. Tawadros stated that the applicant has not. Mr. Weaver stated that he has a letter for the Board dated September 23, 2013, herein referenced into the record, that goes through the checklist that justifies why the item was not submitted, or that the information has been added to the plan. Ms. Tawadros stated that she has not seen the revised plan yet. Mr. Weaver stated that the soil testing was done last week. He stated that from his perspective, it is a residential lot and did not believe many items on the checklist were applicable. Ms. Tawadros stated that the purpose of the checklist is so that the plan is designed with enough information for construction purposes. Referencing his letter referred to above, he stated that handicap and compact parking is not applicable as the units are residential and there are no parking lot setback requirements. Ms.

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Tawadros stated that there is a 50 foot buffer for multi-family. Mr. Weaver stated that there is no work being done within 50' of the property line. Ms. Tawadros stated that it will be up to the Board whether trees, hedges, or fences are required. The Board agreed that the handicapped parking is not required. Ms. Tawadros stated that the plan is before the Board because it is a multi-family and multi-family requires site plan review. Mr. Weaver stated that the original subdivision had no plantings proposed on the cleared area. He stated that there may be a semantic issue whether the project is a development or dwelling. Mr. Sullivan stated that the building was constructed with no utilities and no occupancy permit; is not a dwelling but a structure at this point. Ms. Tawadros stated that she requested the applicant show the lighting. Mr. Weaver stated that the lighting has been added to the plan. He continued to address the issues in his letter. Mr. LeBlanc asked if snow storage areas were pertinent. Ms. Tawadros stated they are not. Regarding a dumpster, Mr. Weaver stated that each owner will take care of their own trash removal. Mr. Stafford questioned access for fire trucks. Mr. Weaver stated that he has not seen any comments from the fire department. Regarding utility and grading, he stated that on-site well and septic are proposed and approved by the Board of Health. Regarding landscaping, he stated that no additional trees are proposed, but landscaping is proposed for the front of the units. He went through the remainder of the items in his letter including detail items and fire department items. He stated that the outstanding issues seem to be the 50 foot buffer, the location of a tree and additional plantings or screenings for the abutting properties. Mr. Sullivan stated that the cul-de-sac the applicant is proposing access to the fire department is private property. There was discussion regarding ownership of the units and maintenance of the common areas. Mr. Stafford asked for comments from the public.

Abutter: Mr. Richard Escolas, 46 Ashworth Drive. Mr. Escolas stated that the 50 foot buffer was put in the by-law to segregate the multi-family units from single family residential units which is to remain undisturbed. He stated that he is disturbed that the septic system is proposed within the 50 foot buffer. He stated that the previous developer was going to use the well at the end of the cul-de-sac, which well still exists and is a safety hazard. He requested that the applicant cap that well if it is not going to be used. He stated that the Town needs the cul-de-sac; does not do the Town any good to have it on private property. He stated that there is a very large tree at the entrance to the driveway which will inhibit sight distance; tree is dead and should be removed. Mr. Sullivan asked if it is the applicant's intent to remove the tree since it is not shown on the plan. Mr. Weaver stated that the tree will be noted on a revised plan. Mr. Escolas stated that he appreciates the swale in the front of the property.

Abutter: Mr. David Keeler, 29 Ashworth Drive. He stated that his property is adjacent to the buffer zone and would like the Board to consider the 50 foot buffer. He stated that he would appreciate a privacy barrier as well, such as a polyvinyl fence, to prevent headlights from shining into his house. He also expressed concern about the septic system due to the high water table and how that may affect his property. Mr. Weaver asked Mr. Keeler what type of a barrier he would like. Mr. Keeler stated that he would prefer a 6 foot polyvinyl fence.

Abutter: Mr. Jim Escolas, 20 Ashworth Drive. Mr. Escolas stated that if this was a new multi-family development, it would be required to comply with the 50 foot buffer requirement. He requested that the Board ensure that the project is done correctly to protect the neighbors. He stated that the previous developer left an unfinished road and this applicant is sure to

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develop the rest of the property. Regarding fire service, he stated that he gets fire service from Auburn. Mr. Stafford agreed that that the project should be done correctly.

Abutter: Mr. Richard Escolas. Mr. Escolas stated that he feels that if it is a condo, there should be a common site for trash.

Mr. Sullivan questioned the 50 foot buffer for the septic system. Mr. Weaver argued whether the site is considered a multi-family dwelling or multi-family development. He stated that as part of the original plan, sewer was to be installed and if future development is proposed, sewer would be installed and the septic would be decommissioned. Mr. LeBlanc asked if the septic system can be moved outside of the 50 foot buffer zone. Mr. Weaver stated that he would have to look at it. Ms. Tawadros stated that the driveway in the rear is only 5 feet off the lot line and the building is 38 feet from the lot line; those lot lines should be changed as well. Mr. LeBlanc asked again if the applicant would be willing to move the lot lines to comply with the 50 foot buffer. Mr. Weaver stated he would have to check with his client; current plan is based on the ANR plan that was approved.

Abutter: Mr. David Keeler. Mr. Keeler stated that there is arsenic and radon in the water and questioned the location of the radon filtration system. Mr. Stafford stated that would be a Board of Health issue. Ms. Tawadros pointed out that a requirement of site plan review is adequate drinking water.

Mr. Sullivan stated that the Board is in receipt of a memorandum from the Board of Health dated September 6, 2013 and gave a copy of the same to Mr. Weaver.

Abutter: Mr. Jim Escolas. Mr. Escolas asked if the septic and well are approved for the ANR plan or the previous plan. Referencing the location on the plan, Mr. Weaver stated that the 3 unit house had an approved septic system. Mr. Escolas stated that the location of the well is new; this applicant does not have approval for the septic but the site does. Mr. Weaver stated that the septic system was designed for the existing units. Mr. Escolas asked if the Board of Health has the right to approve the location of the septic within the 50 foot buffer. Ms. Tawadros stated that she believes the septic location must comply with the 50 foot buffer.

Discussion ensued whether the project is a dwelling or development. Ms. Tawadros stated that she believes the 50 foot buffer should apply to this project; will be up to the Board to make a determination. Through a straw poll, it was the consensus of the Board that they would like to see a 50 foot buffer around the entire development.

Abutter: Mr. Jim Escolas: Mr. Escolas suggested that applicant give the Town the cul-de-sac instead of 50 feet of buffer on one side of the property.

There was discussion regarding fencing on Mr. Keeler's side of the property and plantings. Mr. Weaver stated that he can work with Mr. Keeler on the location of the fence.

There were no further comments from the public.

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MOTION was made by Mr. Sullivan and seconded by Mr. Hashey to continue the public hearing for 25 Ashworth Drive on October 7, 2013 at 7:12 p.m. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

Mr. Escolas returned to the Board at 8:10 p.m.

7:10 p.m. (8:10 p.m.): Public Hearing: Article on the Warrant for the October 9, 2013 Special Town Meeting to Amend the Oxford Zoning By-Law, Chapter III, Subsection 3.9, Apartments. Mr. Escolas read the public hearing notice into the record. Ms. Nancy Runkle, Dudley Town Planner, was present to present the proposed amendment to the Board. Ms. Runkle stated that she was asked to help the Town amend the by-laws. She stated that she met with Town employees and it was discussed that the accessory apartment by-law be more precise. She stated that although the by-law does not specifically mention "in-law" apartment, the by-law can address an aging society. She stated that problems can come into play when accessory apartments are built as rentals or when they are larger than the existing house; proposed amendment addresses those issues and the concerns of those who have to enforce the by-law. She read the proposed amendment, Section 3.9.1 for the Board that prohibits accessory apartments for rental purposes in the R-1 zoning district. Mr. LeBlanc questioned why they would not be allowed in R-1 that has a large lot size. Mr. Escolas questioned what happens to accessory apartments that start out as "in-law" apartments. Ms. Runkle stated that in theory, the apartment is absorbed back into the house and in actuality retains its use as an apartment, whether for a relative, or rental. She stated that the proposed amendment also limits the size of the apartment to 900 square feet or 25%, whichever is less. Mr. LeBlanc stated that he thought the 25% limit was to be eliminated and establish a maximum square footage of 900 with 1 bedroom and an additional bedroom at the discretion of the Board. Ms. Runkle asked if the Board would support the proposed amendment for the October Town Meeting. Mr. LeBlanc stated that he would rather keep the existing by-law at this time. Ms. Runkle stated that the intent of the by-law is to limit the accessory apartment so that someone with a 900 square foot home does not double the size. There was discussion that other factors come into play in determining the size such as lot size and septic capacity. Ms. Runkle suggested a maximum size of 800 square feet. The Board members were amenable to that. Mr. Escolas suggested that the accessory apartment amendment be postponed until the verbiage is correct. He asked for comments from the public. There were none.

7:15 p.m. (8:30 p.m.): Continued Public Hearing: Article on the Warrant for the October 9, 2013 Special Town Meeting to Amend the Oxford Zoning By-Law, Chapter XII, Signs. Ms. Runkle presented the amendment to the Board. She stated that the purpose of the amendment to the sign by-law is to keep flashing electronic message signs out of the Central Business and Central Professional zoning districts to ensure that area stays rural and historic. She stated that definitions were added and read through the definitions. She stated that a section has been added that addresses the electronic message board signs which can cause distractions or traffic accidents, or do not fit with the character of the neighborhood. She stated that the other changes throughout the Article support those ideas. She asked if the Board would support the proposed amendment to the sign by-law as written. The Board members confirmed that they would support the amendment. Mr. Escolas requested comments from the public. There were none.

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MOTION was made by Mr. Sullivan and seconded by Mr. Hashey to close the public hearing for the proposed amendment to the sign by-law for the October 9, 2013 Special Town Meeting. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

It was discussed that the Board will make the required recommendations for the warrant articles for the Special Town Meeting at its meeting of October 7, 2013.

7:20 p.m. (8:40 p.m.): Continued Public Hearing: 51 Federal Hill Road – Application for Modification to Special Permit, Site Plan Review, Land Disturbance Permit and Stormwater Management Permit – Applicant: UGT Renewable Energy 13, LLC. Planning Board members present for this continued public hearing were Mr. Escolas, Mr. Stafford, Mr. LeBlanc, Mr. Sullivan, Mr. Mosher, and Mr. Hashey. Present for the applicant was Mr. Michael Loin from Bertin Engineering and Mr. Rayo Bhungara from UGT Renewable Energy 13, LLC. Mr. Loin stated that there were a couple of outstanding items that needed to be addressed from the last public hearing, one being plan review by Ms. Tawadros, and the second being the Fire Chief's memorandum concerning non-flammable material underneath the solar array, and Board of Health concerns. He stated that he met with the Fire Chief recently and discussed the Fire Department's issues. Mr. Escolas stated that the Board is in receipt of e-mail correspondence from Chief Bemis dated September 18, 2013, hereby referenced into the record. Mr. Loin stated that there is a new seed mixture proposed that grows only 8 to 12 inches, 3 emergency vehicle areas have been added throughout the site for fire apparatus, a public safety meeting will be conducted with all parties and emergency responders before construction begins. He stated that a letter submitted to the Board dated September 17, 2013, herein referenced into the record, addresses the Board of Health issues. He stated that the Fire Department also requested a post with a sign with emergency numbers and a Knox lock and access by the Fire Department to all access gates. He stated that the site will be remotely monitored. Regarding engineering outstanding items, detail has been provided for the check dam. He stated that the 6 foot fence has been changed to an 8 foot fence. Ms. Tawadros stated that she is satisfied with the plan. Mr. Escolas requested comments from the public. There were none.

MOTION was made by Mr. Sullivan and seconded by Mr. Hashey to close the public hearing for 51 Federal Hill Road. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

MOTION was made by Mr. Sullivan and seconded by Mr. Hashey to approve the special permit, site plan review, stormwater management permit, and land disturbance permit, for the modification to the solar array at 51 Federal Road, as shown on a plan dated September 18, 2013, conditioned that the outstanding items of the check dam detail and the 8 foot fence be included on a revised plan. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

7:25 p.m. (8:55 p.m.): Public Hearing: 56 Conlin Road – Applications for Stormwater Management and Land Disturbance Permits – Applicant: Nicholas Caracciolo (new house). Planning Board members present for this public hearing were Mr. Escolas, Mr. Stafford, Mr. LeBlanc, Mr. Sullivan, Mr. Mosher, and Mr. Hashey. Present for the applicant

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was Mr. Jay Caracciolo, owner of the property and Mr. Richard Para of Para Land Surveying. Mr. Escolas read the public hearing notice into the record. Mr. Para stated that he has not received any comments on the plan. Ms. Tawadros stated that she looked at the plan briefly but has not had the opportunity to conduct a full review. She stated that the lot is relatively flat and slopes back from the street. She stated that she would prefer that the detention area be longer and skinnier in the rear so it will not be filled in in the future. Mr. Para described the current drainage flow of the property; will not be changing the topography of the lot. Mr. Sullivan suggested that approval be conditioned on Ms. Tawadros's satisfaction with the plan. Mr. Escolas requested comments from the public.

Abutter: Mr. Michael Sullivan, 61 Conlin Road. Mr. Sullivan stated that the area is very wet and feels that there should be more concern about the runoff. Mr. Para stated that the stormwater calculations require post runoff to be the same as pre runoff. He stated that the direction or location of the runoff is not being changed. Ms. Tawadros stated that there is a slight decrease.

Mr. Para stated that he will modify the plan so that the detention basin is longer and narrower yet maintain the same storage volume. There were no further comments from the public.

MOTION was made by Mr. Stafford and seconded by Mr. Sullivan to close the public hearing. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

MOTION was made by Mr. Sullivan and seconded by Mr. Hashey to approve the stormwater management permit and land disturbance permit for 56 Conlin Road, conditioned upon the applicant submitting a revised plan with the elongated detention basin and stormwater calculations that show no greater water leaving the premises than currently exists. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

Minutes: September 9, 2013.

MOTION was made by Mr. Stafford and seconded by Mr. Hashey to approve the Minutes of September 9, 2013. There being no further discussion, the Board voted in favor and the Motion carried. Abstain: Mr. Sullivan.

Action Item: 425 Main Street – Application for Site Plan Review and Approval – Applicant: Bill Montalvanos (eating establishment). Present for the applicant was Mr. William Montalvanos and Mr. Sotirios Tzeremes. Mr. Escolas stated that the applicant wants to open an eating establishment. He stated that the plan with the application is not up to date as it shows 4 parking spaces in the front which are not supposed to be there. The Planning Clerk retrieved the file from the Land Management Office to get the most recent site plan. Mr. Sullivan stated that he would like to see a floor plan that is more to scale and the parking table shown on the plan. Mr. Escolas stated that the plan should be updated based on the mall equivalent parking; fire lane must be open at all times. He stated that the Board is in receipt of correspondence from the Board of Health dated September 6, 2013, hereby referenced into the record, that says the septic system has capacity for a 35 seat restaurant. He referenced a memorandum from Adelle Reynolds, Building Inspector, to the Board dated May 3, 2013 that

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classifies the site as a “shopping center or mall (small scale)” which requires 1 space per 250 square feet of gross leasable area. He stated that there are a total of 26 parking spaces. Mr. Sullivan stated that it appears that there is sufficient parking for the existing and proposed business. Mr. Stafford cautioned the owner that there is to be no parking in the front of the building.

MOTION was made by Mr. LeBlanc and seconded by Mr. Sullivan to approve the site plan application for the 35 seat restaurant based on the plan dated February 26, 2013. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

Action Item: 104 Old Worcester Road – Site Plan As-Built – Request for Occupancy.

Present for the applicant was Mr. Chris Keenan from Quinn Engineering. Mr. Escolas stated that the Board is in receipt of a memorandum and photographs from Ms. Tawadros to Mr. Keenan dated September 19, 2013, herein referenced into the record. Mr. Keenan stated that the applicant is seeking an occupancy permit; couple of minor deviations from the approved plan identified in the letter to the Board (herein referenced into the record, letter from Chris Keenan to the Board dated September 12, 2013). Mr. Keenan stated that there is some sediment in the basins that Ms. Tawadros would like to see cleaned up; smaller basin forebay area in front is holding 3 or 4 inches of water likely due to the sediment in the bottom. He stated that area was designed as a forebay, not as part of the infiltration basin; infiltrating part of the basin is working as it is supposed to – will investigate why the forebay is holding water and remedy it. He stated that the other area of sedimentation that Ms. Tawadros identified was the area where the gravel yard meets the new pavement. He stated that the contractor graded a slight swale on that area to keep the sediment from running onto the paved area which has collected which is associated with the material that was spread. He stated that the material from the gravel yard was not clean but expects to see some of the silt disappear in the first few rainstorms. He stated that if the Board is not happy with the finish, a finish on top of the grading can be discussed. Ms. Tawadros suggested a finish of peastone and removing the one inch layer of silt. Mr. Keenan stated that a layer of crushed stone can be added.

MOTION was made by Mr. Sullivan and seconded by Mr. Hashey to accept the as-built plan dated September 19, 2013 and to notify the Building Inspector that the Board recommends occupancy for the building for 104 Old Worcester Road. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

Action Item: 357 Main Street – Site Plan As-Built – Request for Occupancy. Ms. Tawadros stated that the project was an addition; applicant has submitted as-built plan which looks good.

MOTION was made by Mr. Sullivan and seconded by Mr. Hashey to accept the as-built plan dated September 17, 2013 and to notify the Building Inspector that the Board recommends occupancy for 357 Main Street. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

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Action Item: 6 Boulder Park Way – Request for Storage of Cars. Mr. LeBlanc stepped down for this item. Present for the applicant was Mr. James Hadley. Mr. Escolas referenced a memorandum from Ms. Tawadros to the Board dated September 23, 2013, herein referenced into the record. Ms. Tawadros stated that she spoke with the Building Inspector and the Fire Department regarding the industrial park; Building Inspector would like to see an as-built of the property. She stated that the applicant is requesting storage for 100 cars. She stated that there is another applicant here this evening for the same property and each applicant has a different site plan for the property which is confusing. Mr. Sullivan asked if the Fire Department had concerns. Ms. Tawadros stated that the Fire Department does not have a problem with the proposal, but has trouble finding the buildings in the industrial park as they are not labeled. The Planning Clerk stated that the proposal is not an application in front of the Board at this time; Mr. Hadley's request for the storage of 100 cars has been denied by the Building Inspector instructing him that he needs to apply for site plan review. Mr. Hadley stated that the previous tenant also stored vehicles in the same area. He stated that the used cars are wholesale for auction. Mr. Escolas stated that the Board needs a current site plan. Mr. Sullivan stated that the applicant is required to get a Class II license from the Board of Selectmen. He suggested that the Board request a site plan from the owner of the property; does not see a problem with the proposal. Mr. Escolas questioned if there are wetlands in the area. He recalled that the auto auction's site had to be paved and stormwater management had to be in place. He stated that the applicant can submit an application and it will go through the proper departments; applicant will need to show that 100 cars can fit in the space before Board of Selectmen will issue a license. He stated that the owners of the property needs to have a good site plan so that it can be modified when a new tenant comes in so that parking can be calculated. Mr. Sullivan suggested that a letter be sent to the owner that the Board requests an updated site plan of the property.

Submission: 6 Boulder Park Way – Application for Site Plan Review and Approval – Applicant: ACT, LLC d/b/a Atlantic Coast Trailers (sale of trailers). Present for the applicant was Ms. Leslie Maroney. Mr. Escolas requested the applicant to fill in the date on the application. Ms. Maroney stated that she has moved her business, Atlantic Coast Trailers, from 10 Boulder Park Way to 6 Boulder Park Way; needs Class I license from the Board of Selectmen for the new location. She stated that the business is storage of trailers only. Referencing the aerial photograph of the site, she showed the location of the building and the areas to be for storage of up to 40 trailers. Mr. Sullivan stated that he felt that the application could be considered for minor site plan review. Mr. Mosher concurred.

MOTION was made by Mr. Sullivan and seconded by Mr. Stafford to accept the site plan submission for the storage and sale of trailers from Atlantic Coast Trailers. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

MOTION was made by Mr. Sullivan and seconded by Mr. Stafford to approve the site plan for 6 Boulder Park Way of Atlantic Coast Trailers for the storage and sale of up to 40 trailers as identified on the plan using the minor site plan review process as the applicant is moving from one location in the Industrial Park to another, conditioned upon final approval by the DPW Engineer and all other pertinent Town Boards and Departments. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

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Mr. LeBlanc rejoined the Board at this time.

Submission: 240 Main Street – Application for Site Plan Review and Approval – Applicant: Gary J. Manganiello d/b/a Josephina’s Kitchen (mobile food cart). It was discussed that the location of the food cart is at Hometown Liquors. Present for the applicant was Mr. Gary Manganiello. Mr. Manganiello stated that the cart is located on the lawn behind the parking area. Mr. Sullivan stated that the Board is in receipt of a memorandum from Ms. Tawadros to the Board dated September 23, 2013, herein referenced into the record, that indicates that the food cart may impact the current parking. Mr. Escolas asked if the applicant had a license from the Board of Selectmen. Mr. Manganiello stated that he has licenses through the Board of Health; was previously located at the Home Depot for the last year. Ms. Tawadros stated that the required number of parking spaces for the package store is 19; parking will need to be calculated for the mobile food cart. Mr. Manganiello stated that when he is busy, the package store is not. He stated that he opens at 11:00 a.m. and is busy from 11:00 a.m. to 3:00 p.m. He stated that if parking was an issue, the owner would not have allowed him to be there. He stated that his hours of operation are Monday through Saturday, 11:00 a.m. to 5:00 p.m. Mr. LeBlanc stated that if the Board approves the site plan, it can be conditioned with the hours of operation. Mr. Escolas deemed the submission complete.

MOTION was made by Mr. LeBlanc and seconded by Mr. Mosher to accept the submission for 240 Main Street for a mobile food cart. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

Mr. Escolas asked if the applicant had an agreement with the owner of the property to use the restroom. Mr. Manganiello stated that he does; it is required to have bathroom use.

MOTION was made by Mr. LeBlanc and seconded by Mr. Mosher to approve the site plan for a mobile food cart at 240 Main Street using the minor site plan review process, conditioned that the hours of operation for the food cart are 11:00 a.m. to 6:00 p.m., Monday through Saturday. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

Discussion: Boulder Park Way. Mr. Escolas stated that there is an issue with the site due to the lack of an updated site plan.

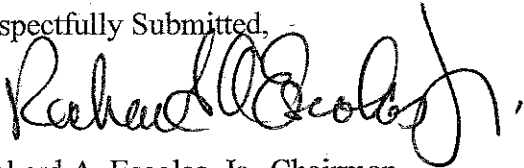
MOTION was made by Mr. Sullivan and seconded by Mr. Stafford to send a letter to the owners of Boulder Industrial Park requesting a current as-built and site plan for the Industrial Park as soon as possible as there is confusion as to the current build out of the Park and that future applications and approvals could be impacted if the Board does not have a current plan. There being no further discussion, the Board voted in favor and the Motion carried. Abstain: Mr. LeBlanc.

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Adjourn:

MOTION was made by Mr. LeBlanc and seconded by Mr. Sullivan to adjourn. There being no further discussion, the Board voted in favor and the Motion carried unanimously. Time: 10:05 p.m.

Respectfully Submitted,



Richard A. Escolas, Jr., Chairman
OXFORD PLANNING BOARD
/mh

DOCUMENTS AND EXHIBITS

1. 41 Conlin Road: ANR plan
2. 2 Old Webster Road: e-mail correspondence from the Planning Clerk to Chuck Scott dated September 11, 2013
3. 25 Ashworth Drive: Letter from Guerriere and Halnon to the Board dated September 23, 2013; revised plans; memorandum from the Board of Health to the Board dated September 6, 2013
4. Warrant Article – Accessory Apartment Zoning By-Law Amendment: proposed amendment
5. Warrant Article – Sign By-Law Amendment: proposed amendment
6. 51 Federal Hill Road: E-mail correspondence from Sheri Bemis dated September 18, 2013; letter from Bertin Engineering to the Board dated September 17, 2013; memorandum from Randa Tawadros to the Board dated September 23, 2013
7. 56 Conlin Road: stormwater management & land disturbance applications and plan
8. 425 Main Street: site plan application and plan
9. 104 Old Worcester Road: site plan as-built dated September 19, 2013; letter from Quinn Engineering to the Board dated September 12, 2013; Memorandum from Randa Tawadros to the Board dated September 19, 2013
10. 357 Main Street: site plan as-built dated September 17, 2013
11. 6 Boulder Park Way: zoning determination dated September 18, 2013
12. 6 Boulder Park Way: site plan application and plan
13. 240 Main Street: site plan application and plan

All documents and exhibits are on file in the Land Management Department