

OXFORD PLANNING BOARD MEETING MINUTES JUNE 11, 2018

Meeting brought to order at 7:00 p.m. by Chairman Richard Escolas. Members present at this time: Richard Escolas, Jeffrey Stafford, Norman LeBlanc, Dale Mahota, Kristine Bird and Mark Lee. Absent: Edward Hashey. Staff present: Mary Herriage, Planning Assistant.

7:00 p.m. Planning Board Reorganization.

MOTION was made by Mr. Stafford and seconded by Ms. Bird to appoint Richard A. Escolas, Jr. to serve as Planning Board Chairman. Discussion: Mr. Escolas stated that he is thankful for the Board's vote of confidence in choosing him as the Chairman again. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

MOTION was made by Mr. LeBlanc and seconded by Mr. Mahota to appoint Jeffrey Stafford to serve as Planning Board Vice-Chairman. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

MOTION was made by Mr. Stafford and seconded by Mr. Mahota to appoint Norman LeBlanc as Planning Board Clerk. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

MOTION was made by Mr. Stafford and seconded by Ms. Bird to appoint Dale Mahota as Planning Board Assistant Clerk. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

MOTION was made by Mr. Stafford and seconded by Mr. Lee to authorize the Clerk, Norman LeBlanc, after majority vote of the Board's acceptance of a plan, to affix his signature on all plans Not Requiring Subdivision Approval in lieu of a majority of the Board's signatures until the next annual re-organizational meeting. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

MOTION was made by Mr. Stafford and seconded by Ms. Bird to authorize the Assistant Clerk, Dale Mahota, to act in the absence of the Clerk, after majority vote of the Board's acceptance of a plan, to affix his signature on all plans Not Requiring Subdivision Approval in lieu of a majority of the Board's signatures until the next annual re-organizational meeting. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

MOTION was made by Mr. Lee and seconded by Mr. Stafford to authorize the Chairman, Richard A. Escolas, Jr. to act in the absence of the Clerk and Assistant Clerk, after majority vote of the Board's acceptance of a plan, to affix his signature on all plans Not Requiring Subdivision Approval in lieu of a majority of the Board's signatures until the next annual re-organizational meeting. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

MOTION was made by Mr. Lee and seconded by Ms. Bird to authorize the Vice Chairman, Jeffrey Stafford, to act in the absence of the Clerk, Assistant Clerk, and Chairman, after majority vote of the Board's acceptance of a plan, to affix his signature on all plans Not Requiring Subdivision Approval in lieu of a majority of the Board's signatures until the next annual re-organizational meeting. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

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MOTION was made by Mr. LeBlanc and seconded by Mr. Stafford to appoint Edward Hashey to be the First Delegate to C.M.R.P.C. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

The Board did not entertain a Motion to appoint an alternate delegate to CMRPC as the Board of Selectmen makes that appointment.

The Board members signed the required reorganization documents.

7:00 p.m.: Plans Not Requiring Subdivision Approval: 2 Hudson Road – ANR Application – Applicant & Owner: Alan & Verena Berthiaume – 3 lots. Mr. Escolas turned the ANR over to Vice Chair Stafford. Mr. Stafford read the application into the record and deemed it complete. He stated that the applicant is subdividing the property at 2 Hudson Road into 3 lots, each with sufficient lot size and frontage.

MOTION was made by Mr. LeBlanc and seconded by Ms. Bird to approve the ANR plan dated May 21, 2018 for the property at 2 Hudson Road as a plan not requiring subdivision approval. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

Mr. Stafford returned the meeting to Mr. Escolas.

7:10 p.m.: Continued Public Hearing: 158.5 Dudley Road: Applications for Stormwater Management and Land Disturbance Permits – Applicant: James Loach – Owner: Conner Land Trust, LLC (construction of new single family home with associated site work and drainage). Planning Board members present for this public hearing were Mr. Escolas, Mr. Stafford, Mr. LeBlanc, Mr. Mahota, Ms. Bird, and Mr. Lee. Present for the applicant was Mr. James Loach, applicant, and Mr. Peter Engle from Bertin Engineering. Mr. Engle provided a revised plan to the Board members. Mr. Escolas stated that since the last meeting, the Board received correspondence from the Fire Department dated June 11, 2018 regarding the grade of the driveway and recommending conditions and read the same into the record. Mr. Stafford commented that the driveway is very long. Mr. Escolas questioned if Mr. Duval received a copy of the revised plan. Mr. Engle replied in the affirmative. Ms. Herriage stated that Mr. Duval had not commented on this project for tonight's hearing because Mr. Engle and Mr. Duval met with the Fire Department today to discuss the driveway grade. She stated that the Board could assume that Mr. Duval was deferring to the Fire Department regarding the grade and that he previously provided comments for the opening public hearing. Mr. Escolas stated that he concurred with the assumption that Mr. Duval was satisfied with the plan. He requested comments from the public. There were none.

MOTION was made by Mr. Stafford and seconded by Mr. LeBlanc 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. Stafford and seconded by Mr. Lee to approve the Stormwater Management and Land Disturbance Permits for 158.5 Dudley Road and approve the plan with a revision date of June 11, 2018, conditioned upon meeting the criteria of all Town Boards and Departments and per the request of the Fire Department, that the driveway cannot exceed the 10% grade and once the grade has been met by excavation, the Fire Department is to be notified for an inspection and that two (2) hammer heads will be placed within the driveway for Fire Department apparatus placement and turn around, one to be located at the top of the driveway in the area of the

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residence and the second to be located within the center of the 845-850 grade marks on the site plan, both of which hammer heads must be 30' x 15' and be able to accommodate fire apparatus. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

7:15 p.m.: Public Hearing: 5 & 7 Brown Road – Application for Special Permit – Applicant & Owner: Steven B. and Geraldine A. Nowicki (common driveway to serve 2 lots). Planning Board members present for this public hearing were Mr. Escolas, Mr. Stafford, Mr. LeBlanc, Mr. Mahota, and Ms. Bird. Mr. Lee stepped down for this public hearing. Present for the applicant was Mr. Jason Dubois from DC Engineering & Survey. Mr. Escolas read the public hearing notice into the record. He stated that the Board is in receipt of correspondence from Judy Lochner, Conservation Agent, to the applicants dated May 24, 2018 and read the same into the record, and in receipt of a memorandum from Jared Duval, Assistant DPW Director, to the Board dated June 11, 2018 and read the same into the record. He stated that the Board is also in receipt of e-mail correspondence from Captain Kenneth Sellers of the Fire Department dated June 11, 2018 and read the same into the record. Mr. Dubois stated that the project has gone through the Conservation Commission and the Board of Health. Referencing the plan, he stated that the common driveway starts at the beginning of 5 Brown Road and then splits off to serve both 5 and 7 Brown Road. He stated that the width of the driveway is 18 feet per the by-law and reduces to 12 feet adjacent to the wetland which is allowed by the by-law. He stated that the driveway is approximately 400 feet long to the point where it splits which area provides a wider radius for fire apparatus. Mr. Stafford questioned the maintenance agreement. Ms. Nowicki, speaking from the audience, stated that there is a maintenance agreement. Mr. Escolas questioned if the turnaround areas at the end of each driveway meet Fire Department Requirements of 30' x 15'. Referencing the plan, Mr. Dubois stated that the driveway is 18 feet wide at the split and has a 30 foot radius. Mr. Escolas commented that for the previous public hearing at 158.5 Dudley Road with a 700 foot driveway, the Fire Department wanted 2 turnaround areas. Mr. Stafford questioned the length of the driveway from the split. Mr. Dubois stated that it is approximately 300 feet but it is fairly flat. Mr. LeBlanc questioned the width of the driveway from the split. Mr. Dubois responded that each driveway is 13 feet wide from the split and widens to a hammerhead at the garage areas. Mr. LeBlanc questioned the size of those hammerheads. Mr. Dubois estimated that they substantially comply with Fire Department requirements. He questioned if the Board would allow millings instead of pavement. Mr. Stafford commented that it would have to be maintained by the owners and could be torn up from plowing. Mr. Dubois stated that the drainage is designed for impervious surface. Mr. LeBlanc stated that it would have to be acceptable to the Fire Department as well. Mr. Escolas requested comments from abutters. There were none.

MOTION was made by Mr. LeBlanc and seconded by Mr. Mahota 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. LeBlanc and seconded by Mr. Stafford to approve the Special Permit for the common driveway to serve two lots known as 5 Brown Road and 7 Brown Road and approve the plan dated April 23, 2018, conditioned upon the applicant submitting the common driveway maintenance agreement to the Board and that it be attached to the deed. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

Mr. Lee returned to the Board at 7:33 p.m.

7:20 p.m. (7:33 p.m.): Public Hearing: 223 Old Webster Road: Application for Special Permit – Applicant & Owner: Thomas F. Walsh (in-law apartment). Planning Board members present for

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this public hearing were Mr. Escolas, Mr. Stafford, Mr. LeBlanc, Mr. Mahota, Ms. Bird, and Mr. Lee. Present for the applicant was Mr. Robert Konkel and Mr. Thomas Walsh. Mr. Escolas read the public hearing notice into the record. He stated that the Board is in receipt of a memorandum from Jared Duval, Assistant DPW Director, to the Board dated June 11, 2018 and read the same into the record. Mr. Walsh stated that the in-law apartment was built in 2005. He stated that he is selling the property and was advised by his realtor to seek a special permit for the in-law apartment. Mr. Stafford questioned the number of bedrooms. Mr. Walsh stated that the main dwelling has 3 bedrooms and the in-law apartment has 1 bedroom. Mr. Konkel stated that he constructed the addition and Gil Nobert added on to the leach field to increase the septic capacity. Mr. Stafford commented that one of the units must be owner occupied. Mr. LeBlanc stated that the separate dwelling unit would be considered an accessory apartment. Mr. Escolas requested comments from the public. There were none.

MOTION was made by Mr. Stafford and seconded by Mr. Mahota 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. Stafford and seconded by Mr. Mahota to grant the Special Permit for an accessory apartment at 223 Old Webster Road, conditioned that one of the dwelling units must be owner occupied. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

Minutes: May 14, 2018.

MOTION was made by Mr. Lee and seconded by Ms. Bird to approve the Minutes of May 14, 2018. There being no further discussion, the Board voted in favor and the Motion carried. Abstain: Mr. Mahota.

Action Item: 302 Main Street: Application for Site Plan Review and Approval – Applicant: CVS Caremark Corporation – Owner: 302 Main Street, LLC CMP 10562 (improvements to existing parking area). Present on behalf of the applicant was Mr. Philip Henry from CDG Engineering. Mr. Escolas stated that the Board is in receipt of a memorandum from Jared Duval, Assistant DPW Director, to the Board dated June 11, 2018 and read the same into the record. He stated that the plan looks good and shows some much needed landscaping. Mr. Stafford questioned how long it will take to construct the improvements. Mr. Henry stated that it will probably take about a week. He stated that CVS has improved dozens of stores throughout New England for handicapped accessibility and considers Oxford a smaller project. Mr. LeBlanc stated that there were no issues brought up at Tech Review and appreciates the updated landscaping. He questioned when the landscaping will be done. Mr. Henry stated that it will be done at the same time as the parking lot improvements. There were no further comments from the Board members.

MOTION was made by Mr. LeBlanc and seconded by Mr. Stafford to approve the site plan for CVS Caremark Corporation at 302 Main Street for improvements to the existing parking area and approve the plan dated May 30, 2018. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

Action Item: 20-28 Dana Road: Application for Site Plan Review & Approval – Applicant & Owner: Chase Corporation (expansion of existing paved parking area and repair of existing paved parking area). Present on behalf of the applicant was Mr. Richard Pond, Mr. Ken Stuart, and Mr. Chris MacKenzie. Mr. Escolas stated that the Board is in receipt of a memorandum from Jared

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Duval to the Board dated July 11, 2018 and read the same into the record. The applicant stated that he received approval from the Conservation Commission last Wednesday and has made a couple of revisions to the plan per the request of the Commission, which revisions he explained to the Board. The applicant presented the revised plan to the Board dated June 4, 2018. There were no further comments from the Board members.

MOTION was made by Mr. Stafford and seconded by Mr. Mahota to grant site plan approval for the expansion of parking and repair of existing parking area at 20-28 Dana Road and approve the site plan with a revision date of June 4, 2018. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

Action Item: 31 Joe Jenny Road – Acceptance of SWM As-Built Plan. Mr. Escolas stated that the Board is in receipt of the as-built plan dated May 23, 2018, along with a memorandum from Jared Duval to the Board dated June 11, 2018 and read the same into the record.

MOTION was made by Mr. Lee and seconded by Ms. Bird to accept the stormwater management as-built plan dated May 23, 2018 for 31 Joe Jenny Road. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

Submission: 742 Main Street: Application for Site Plan Review & Approval – Applicant: Perry Petrillo on behalf of Wal-Mart Real Estate Business Trust – Owner: Wal-Mart Real Estate Business Trust (exterior site changes in conjunction with on-line grocery pick-up service). Mr. LeBlanc stated that he attended Tech Review for this project and there were no major issues; minor discussion regarding signage. Present on behalf of the applicant was Mr. David Vollaro of Petrillo Architects. Mr. Vollaro explained that Wal-Mart has a new program of on-line grocery pick-up. He stated that a portion of the stockroom will be modified and 8 new parking spaces will be added on the north side of the building. He explained that a customer can order groceries either on-line or over the telephone, park their vehicle in a designated space, and an employee would deliver the groceries to the vehicle. He stated that there is no new wall signage proposed, but directional signage to direct customers. Mr. Escolas questioned how the program would impact employees. Mr. Vollaro responded that Wal-Mart will hire new employees. Mr. Escolas stated that the site plan should reflect the additional employee parking. Mr. Vollaro stated that Wal-Mart has found that people using the program are existing customers. Mr. Stafford commented that he has an issue with the garden area taking up parking spaces, the lack of stop signs and clear parking lot direction, and the lack of a sidewalk from Route 12 to the top of the driveway. Ms. Bird agreed that it is a very busy store and can be scary with so many vehicles and pedestrians. Mr. Escolas stated that a gas station was formerly located where the first entrance is and believes there were more barriers and islands to define the entrance and now there is only striping on the ground which does not help in the winter. He stated that it would be nice if that area were better delineated. Mr. Stafford stated that removing the outdoor sales area would also alleviate that problem. Mr. Escolas stated that when Wal-Mart expanded the building, the outdoor sales area was to be eliminated. Mr. Vollaro stated that he is open to guidance on the issues and would bring the issues to Wal-Mart's attention. Mr. Escolas stated that the Board can accept the submission and list it on the next agenda. He stated that it would be advantageous to iron out the issues in conjunction with the proposed pick up service. Mr. Vollaro questioned if it would be helpful to have the civil engineer reach out to the Board. Mr. LeBlanc itemized the Board's wish list: 1. continue the sidewalk from the existing sidewalk to the top of the driveway; 2. add a stop sign at the first entrance/exit; and 3. find some way to delineate the travel lane from the first entrance/exit.

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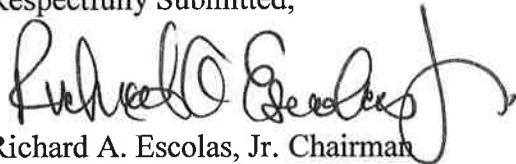
MOTION was made by Mr. Stafford and seconded by Ms. Bird to accept the site plan application submission for 742 Main Street without requiring a public hearing and list it as an Action Item for the next meeting. There being no further discussion, the Board voted in favor and the Motion carried unanimously.

Miscellaneous: Master Plan Update/Planning Board Projects. Mr. LeBlanc stated that the downtown zoning changes were postponed to the next Town Meeting and suggested that the Board focus on those changes and start on something new the first of the year. He mentioned that the Board had previously discussed a policy on design standards and proposed that it be looked at further. Mr. Stafford recalled that when Home Depot was proposed, the Board suggested design standards, but there was nothing in the by-law to enforce it. Ms. Herriage stated that in going through the By-Law, there are a few other sections that mention either the Central Business or Central Professional zoning districts which will need to be updated.

Adjourn:

MOTION was made by Mr. LeBlanc and seconded by Ms. Bird to adjourn. There being no further discussion, the Board voted in favor and the Motion carried unanimously. Time: 8:15 p.m.

Respectfully Submitted,



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

DOCUMENTS AND EXHIBITS

1. Reorganization Documents
2. 2 Hudson Road: ANR application
3. 158.5 Dudley Road: e-mail correspondence from Captain Kenneth Sellers dated June 8, 2018; e-mail correspondence from Peter Engle of Bertin Engineering dated June 11, 2018; revised plans dated June 11, 2018; e-mail correspondence from Captain Sellers dated June 11, 2018
4. 5 & 7 Brown Road: public hearing notice; letter from Judy Lochner to the Applicant dated May 24, 2018; memorandum from Jared Duval to the Board dated June 11, 2018; e-mail correspondence from Captain Sellers dated June 11, 2018
5. 223 Old Webster Road: public hearing notice; memorandum from Jared Duval to the Board dated June 11, 2018
6. 302 Main Street: memorandum from Jared Duval to the Board dated June 11, 2018; revised plan dated May 30, 2018
7. 20-28 Dana Road: memorandum from Jared Duval to the Board dated June 11, 2018; revised plan dated June 4, 2018
8. 31 Joe Jenny Road: stormwater management as-built plan dated May 23, 2018; memorandum from Jared Duval to the Board dated June 11, 2018;
9. 742 Main Street: site plan application

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