

MEETING MINUTES
GEORGETOWN PLANNING BOARD
Wednesday, July 25, 2012
Memorial Town Hall – 3rd Floor
7:00 p.m.

Present - Mr. Harry LaCortiglia; Mr. Christopher Rich; Mr. Bob Watts; Mr. Tim Howard
{Arrives at 7:40}; Mr. Howard Snyder, Town Planner

Absent - Ms. Matilda Evangelista

Meeting opens at 7:12 pm.

Approval of Minutes:

- 1 **1. July 11, 2012**
2 Mr. Rich - **Motion** to accept minutes of July 11, 2012 subject to any changes.
3 Mr. Watts - **Second**.
4 **Motion Carries; 3-0: Unam..**
5

6 **Old Business:**

- 7 **1. LISCO – Georgetown Shopping Center.**
8 Mr. Snyder – I did a site investigation and the tree that LISCO believes is in
9 agreement is the tree that is next to the power pole with the guide wire that comes
10 down. So, when you’re driving from out of town towards Boxford, that’s the last tree
11 before the pole and it’s blocking that side of the sign that’s existing. They believe the
12 agreement is to remove that second tree there. There is one previously removed to
13 make way of the sign. I provided in the Planner’s packet all the information that is on
14 file and it is under Old Business. The removal of those trees was what created the gift
15 to plant trees in other public locations.
16
17 Mr. LaCortiglia – So it was approved. It just never happened for one reason or
18 another. What is our action here? How do we reiterate that they had permission for
19 the last three years to do it?
20
21 Mr. Snyder – I would say there was a 2nd item that occurred and that was the Planning
22 Board’s approval of the highway surveyors plant quantity, but it was never
23 determined until recently where those would go due to the cycle of the winter and so
24 forth.
25
26 Mr. Rich – **Motion** that this Board confirms the previous Board’s vote to accept the
27 plan dated 09/29/09 and titled Georgetown Shopping Center, LISCO.
28 Mr. Watts – **Second**.
29 **Motion Carries; 3-0: Unam..**
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32 **New Business:**

33 **1. 4 True Lane – Certificate of Compliance.**

34 Mr. Snyder – 4 True Lane is an affordable housing unit and is in the process of being
35 sold. There are DACD approved buyers for the property and there is currently an
36 amendment that is being made to the agreed upon purchase and sale. In accordance
37 with the deed writer that was added to the recorded property when it was first
38 purchased in 1995 is the requirement for this sign-off through the certification of
39 compliance. The purchase and sale agreement is for \$205k.

40

41 Mr. Rich – I really have a problem getting this the day before the meeting. I need
42 time to look at it. It's not fair to the Planning Board, it's not fair to the taxpayer's of
43 Georgetown.

44

45 Mr. Snyder – That's understood Mr. Rich. All of the information isn't available at
46 this time anyhow. I think noteworthy that we're discussing it and understand the
47 implications when it comes back to the Board at the next meeting.

48

49 **2. Sub-Committee report on Administrative Assistant Search.**

50

a) Interview #1:

51

52 Mr. Snyder – Mr. Chairman, we have our first interviewee for the admin assistant.

53

54 Mr. LaCortiglia – May I have your name for the record?

55

56 Gail Sadorvsky – {States her name}.

57

58 Mr. LaCortiglia – You are here to interview for the Planner's Assistant position.

59

60 Mr. Snyder – I just want to remind the Board, the way we've scheduled the
61 interviews tonight, Gail will be here from 7:30 – 8:00. The next one will be at 8:15.

62

63 Mr. Watts – My first question, can you tell us a little bit about yourself and why you
64 are qualified for this job.

65

66 Ms. Sadorvsky – I'm originally from Haverhill but I have just recently come back
67 from living in New York. My most recent position was working for the medical
68 board. I took all their minutes, I scheduled all their meetings, I put all their material
69 together eventually going from a binder to online notebooks so they could look at it at
70 home at the leisure. My qualifications working for doctors I think would fit quite well
71 with the Planning Board.

72

73 Mr. Rich – I participated at her initial interview and I have no further questions.

74

75 Mr. LaCortiglia – The question I have for you is do you have any problems with
76 Wednesday night meetings?

77

78 Ms. Sadorvsky – No.

79

80 Mr. Rich – Are you a notary, by chance?

81

82 Ms. Sadorvsky – I was in New York but not here.

83

84 Mr. Snyder – Gail if you could elaborate a bit your position with the medical board as
85 administrative coordinator you stated you attended Board meetings, follow through
86 on items discussed and preparation of Board meetings. Could you elaborate a bit on
87 your medical board binder you created.

88

89 Ms. Sadorvsky – I created a very large 3” binder twice a month with all the various
90 reports from the different department. It was shuffled back and forth and it became an
91 issue. It needed to be approved and was incumbent on me to create an electronic
92 binder. I worked closely with the IT department and we created the binder. The
93 doctors all had passwords to get in to see it. The secretaries were not allowed. People
94 felt the binders were so cumbersome that nobody flipped through those pages. There
95 was a certain amount of confidentiality. If anything ever needed to be approved it was
96 flagged and brought to their attention. I also brought a laptop with me to the meeting
97 and all the information could be flashed up on the wall. Often times, the doctor’s had
98 their laptops for viewing.

99

100 Mr. LaCortiglia – May I interrupt you for just a second; let the record show that Tim
101 Howard has arrived at 7:40 pm.

102

103 Mr. Snyder – I just wanted you to point that out Gayle because we had talked about
104 that and it’s relevant to the meeting packets that go out now electronically and hard
105 copy and to be able to modernize that in the future. You noted being able to put it up
106 on the screen for people watching. Do you have any experience with creation of the
107 standard office procedure type of binder.

108

109 Ms. Sadorvsky – The position I held at NorthShore, when I left I had to put together
110 information for the next person how she would acclimate. I put a manual together for
111 that type of guidance for the next person coming in.

112

113 Mr. Rich – I think what Howard is asking is do you have any issues as you progress,
114 if you were to get the job, a standard operating procedure manual of everything we
115 do?

116

117 Ms. Sadorvsky – Would I have any problem with that? No.

118

119 Mr. LaCortiglia – There are some M-Accounts, distinctive separate accounts that
120 wouldn’t need actual accounting experience but you would need to keep track of
121 them. Any subdivisions or projects that have been approved, essentially review
122 accounts. Monthly you would get a report from the Town Accountant, you’d have to
123 look at it and say we’ve paid “x” amount of dollars out of this account, we’re going to
124 have to bring this back up and you’d have to contact the applicant and explain we’d
125 have to bring the amount back up. Do you have any experience with that?

126

127 Ms. Sadorvsky – Certainly my own checking accounts at home. It doesn't sound like
128 we're doing CPA work it's basic tracking, in and out and accounting to where the
129 money went.

130
131 Mr. Rich – It's basically an escrow account the town hall holds to pay the developer's
132 bills incurred by the town for our inspecting engineers. There is a procedure where
133 the developer gets to review the bill, there is a period of time to object to it, then it
134 gets paid. That has to be put on a warrant for Howard to present to the Board. We
135 vote to pay it and then that goes back to the Town Accountant. But what our issue is,
136 we need to keep a bird's eye on it so it doesn't get below what we call the threshold
137 amount. When it does get to that minimum, the flag goes up and you send a note to
138 the developer saying your M-Account is down to this level and it needs to be brought
139 up to this level, kindly forward a check. And if they don't, you give them a couple of
140 nice letters and then it gets brought to the Board's attention.

141
142 Mr. LaCortiglia – Give Howard the head's up, put it on the Agenda and we deal with
143 it. Tim, any questions?

144
145 Mr. Howard – No.

146
147 Mr. LaCortiglia – Okay, we have another interview and I would certainly hope after
148 tonight we would take some action.

149
150 Mr. Rich – Last question. Your availability to start?

151
152 Ms. Sadorvsky – August 13th.

153
154 Mr. Watts – Do you have any plans to vacation?

155
156 Ms. Sadorvsky – No, just that week. August 6th.

157
158 Mr. LaCortiglia – Are there any other questions?

159
160 Mr. Snyder – No. Chris, Tilly and I had a good conversation the first interview. Gail,
161 thank you for coming in.

162
163 **Public Hearing:**

164 **1. 161 West Main Street.**

165 Mr. Snyder – The Planning office received a mylar and paper copy of the plan
166 presented and approved at the last meeting. We currently have a decision for that
167 suitable for recording with the Registry of Deeds. There have been no amendments to
168 the plan.

169
170 Mr. LaCortiglia – The draft decision; the conditions that were on it and distributed,
171 everyone got their comments back?

172
173 Mr. Snyder – Yes.

174

175 Mr. LaCortiglia - Those have all been incorporated in the most recent draft?

176

177 Mr. Snyder – If you’ll recall those were all incorporated at the last meeting.

178

179 Mr. LaCortiglia – I’m going to ask, just because we’re in a public hearing, are there
180 any members of the audience that would like to speak? Any final comments? Being
181 that there are none are there any questions from the Board? I hope you don’t have
182 any. I’ll hear a motion now.

183

184 Mr. Rich – **Motion** that we close the hearing.

185

186 Mr. Howard – **Second.**

187

188 Mr. Rich – **Motion** the Board approve and sign the *161 West Main Street Site Plan*
189 *Approval With Conditions*, dated July 11, 2012 including the findings of fact, the
190 special conditions. It’s a six page document that when we sign it will be the decision.

191

192 Mr. Howard – **Second.**

193

194 Mr. LaCortiglia – Any discussion?

195

196 Mr. Rich – The only thing that needs to be done. At the end of the decision, there
197 needs to be a place for all the Board members to sign. We can do that with just a ruler
198 and signatures and print the names, so we don’t hold this up. At the end it should say
199 “by order of the Board...”

200

201 **Motion Carries; 4-0: Unam..**

202

203 {The Board reviews the mylar}

204

205 **Correspondence:**

206

207 Mr. Snyder – The correspondence received by the Planning office, there was a
208 decision reached by the ZBA regarding 11 Martel Way and the special permit
209 application due to subject properties and in the water resource district. This approval
210 by the Zoning Board was made known at the last meeting, this is just a formalization
211 of that finding by the Zoning Board. As second letter of correspondence received by
212 the Planning office was review of 11 Martel Way in terms of that property site plan
213 application before the Board and that letter was written by the fire department. The
214 third subject to Martel Way, the application was received relative to the water
215 department. Both the letter from the fire department and water department gave their
216 comments on review of the site plan application and I reviewed the letters and would
217 like to note that all comments made by those departments are relative to the actual
218 structure and don’t impact the site plan that has been presented to the Board
219 previously.

218

219 Mr. LaCortiglia – So you’ve taken into consideration during the actual permit for the
220 building permit. Is there anything that impacts the site plan per-se? The site plan
221 approval process?

222

223 Mr. Snyder – I don't believe so.

224

225 Mr. Snyder – I'll just quickly note the construction observer reports received by BSC.
226 There are two of them. One for the 11th of July and one for the 12th in regards to
227 Harmony Lane. I did not see in that report if it was requested by the developer or if it
228 was just scheduled by BSC Group.

229

230 Mr. Howard – I think it was requested by the developer.

231

232 Mr. LaCortiglia – Is that the one dealing with the sidewalk?

233

234 Mr. Snyder – {Reads letter} There was pavement rights out of open spaces; driveway
235 needs to be cut; Central St. needs to be smooth surface; stone base for the sidewalk
236 needs to be completed; and then the one of the 12th states some items regarding the
237 bounds; some finished pavement with conditions; and some general...

238

239 Mr. LaCortiglia – You're referring to the one on July 11th?

240

241 Mr. Snyder – First, but now I'm referring to the 12th. As-Built Plan is still outstanding
242 and corner iron rods still haven't been set. Lot 1 is still undeveloped.

243

244 Mr. LaCortiglia – Can I call your attention to item number 7? It says that Frank, I
245 assume that's the developer, stated that Mr. Durkee may want the area between the
246 pavement of Central Street and the sidewalk to be stone rather than loam and seed as
247 he has seen cars pull over in this area. I don't think that should be stone. If you go up
248 the street, it's pavement, grassy area, sidewalk. Down the street, you have pavement,
249 grassy area and sidewalk and you may want to make note of that. I think anybody
250 driving would notice that. It doesn't seem to make any sense to be a stoned area as
251 opposed to loam and seed. It would be inconsistent. Could you follow up with Peter
252 Durkee on that because it seems to be a hearsay kind of thing.

253

254 Mr. Snyder – Yes. The last item of correspondence I'd like to note with the recent
255 town approval, this Spring of the town adopting the FEMA maps. Those FEMA maps
256 became effective July 3rd. I know at least 1 Planning Board member and some
257 members of the public had been concerned about subdivisions in the past that had
258 documentation that stated they were not, those would be nullified with the adoption of
259 the new FEMA maps and what this letter from FEMA states revalidates determination
260 for properties or structures referencing the community. Describing letters of map
261 change and then it lists them. What this in effect does is it revalidates all those
262 previous findings that properties that have done so and found out if they're not in the
263 floodplain, remain not in the floodplain.

264

265 **Public Hearing:**

266

2. 161 West Main Street.

267

268 Mr. Snyder – Regarding the new site plan package that the Planning office received;
269 the only modification made to that package is the incorporation of the pervious
270 pavement detail that is present in Georgetown subdivision regulations. This was
requested by the Planning Board and it has now been incorporated into the plans.

271
272 Mr. Rich – What were the issues raised by the Georgetown fire department and Water
273 Department?
274
275 Mr. Snyder – The fire department had a concern that the building would have a
276 master key access. There was a concern from the water department there were certain
277 backflow preventers and the water service; and all those comments were really
278 internal. Concerns that will be address when they file for a building permit.
279
280 Mr. Rich – Not a problem.
281
282 Mr. LaCortiglia – So the letters of the fire department and of the water department are
283 hereby incorporated into the file.
284
285 Mr. Rich – I just want to make sure in this letter that it says it’s required to be
286 recorded.
287
288 Mr. Snyder – It also states that it has to be filed with the Town Clerk. I believe within
289 30 days the Town Clerk’s file needs to be recorded with the Registry of Deeds.
290
291 Mr. Rich – You’re right.
292
293 Mr. Snyder – A copy of that recording need to be returned to the Planning Office.
294
295 Mr. Rich – **Motion** to close the public hearing for 11 Martel Way.
296 Mr. Howard – **Second.**
297 **Motion Carries; 4-0: Unam..**
298
299 Mr. Rich – **Motion to** approve and sign the decision entitled *11 Martel Way Site Plan*
300 *Approval With Conditions* dated July 25, 2012. It is a five page document.
301 **Mr. Howard – Second.**
302 **Motion Carries; 4-0: Unam..**
303
304 Mr. Howard – I have a question for you Harry. You didn’t like their original pervious
305 pavement decision?
306
307 Mr. LaCortiglia – No, I did not.
308
309 Mr. Howard –Does local code override what the State would accept, assuming the
310 State accepted?
311
312 Mr. LaCortiglia – The State has absolutely no standard at all whatsoever as far as
313 pervious pavement.
314
315 Mr. Howard – So it’s strictly a local thing.
316
317 Mr. LaCortiglia – that’s UNH’s recommended way of doing it. The one we picked
318 has a much better chance of staying pervious for a longer period of time.

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Mr. Howard – Is it a lighter version?

Mr. Rich – I think UNH tiered it. This is one type.

Mr. LaCortiglia – They tested it over the years, they had a huge parking lot to do. Literally, they paved this one this way; this one this way; the popcorn pavement is all the same anyway. What’s important is the sub-layers. That’s what makes or breaks it.

Mr. Rich – We picked the deepest one.

Mr. LaCortiglia – It’s not so much the depth, it’s the layering of filters to keep it as pervious as possible.

Mr. Howard – But whatever you put as a filter could clog. If you try to keep the finds out of what’s below it, it’s got nowhere to go.

Mr. LaCortiglia – Yes, it could. But hopefully the depth will be enough; it will work. It’s what they say will work.

Mr. Howard – Where does Larry Graham weigh in on that?

Mr. LaCortiglia – I don’t know. He’s the one who drew the porous pavement detail for us. He’s our inspector; the designing engineer.

New Business:

2. Sub-Committee report on Administrative Assistant Search.

b) Interview #2:

Mr. LaCortiglia – Wendy, are you by any chance a notary.

Ms. Beaumont – I am not.

Mr. LaCortiglia – You’d be taking minutes, I don’t know how much of this you’ve seen, but you’d be taking them live action pretty much verbatim. You’d have DVD back-up in case you missed anything and were unable to do it. If it gets crazy, too much chatter, you could raise your hands “Help”.

Ms. Beaumont – Yes, I’d be okay with that, especially the “help” part.

Mr. LaCortiglia – How long do you think it would take you to deliver a draft of those?

Ms. Beaumont – It would depend on how long the meeting was. I don’t know, I can’t tell you how long it would take.

365 Mr. Snyder – A typical Planning Board meeting is a few hours. The hope is to deliver
366 to the Planning Board usually the 3rd day after so it can be incorporated into the
367 Planner’s packet.
368

369 Ms. Beaumont – So the meeting is on Wednesday evening and then by the next day
370 you would want the draft? I think that’s very reasonable.
371

372 Mr. LaCortiglia – Within a couple of days.
373

374 Ms. Beaumont – I already went online and scoped them out.
375

376 Mr. LaCortiglia – Good, I’m glad to hear that. I’m glad you mentioned that.
377

378 Mr. Watts – Could you give us a quick synopsis of your background and why you
379 feel you’d be a good fit?
380

381 Ms. Beaumont – I have an extensive human resource background. I’m used to dealing
382 with customers. Used to customer service, I’m used to confidentiality, I’m used to
383 serving and helping people. I’m highly organized I’ve very detail oriented. I like
384 having the answers when they come up and at the very minimum where to go to get
385 the right answers.
386

387 Mr. Watts – Can you think of an example you feel shows very well organized that
388 you’re proud of?
389

390 Ms. Beaumont – The whole filing system of where I was. It was a non-profit
391 organization and they were not very well organized in following state and federal
392 guidelines. I revamped the entire file system and it was perfect, spotless. If I had ever
393 been audited there isn’t a doubt in my mind it would have passed.
394

395 Mr. Watts – And what applications in Microsoft Office Pro 2007 are you familiar
396 with?
397

398 Ms. Beaumont – Well, word, excel; I know some formulas. I have great experience
399 with spreadsheets. Powerpoint, to a certain point.
400

401 Mr. Watts – Do you use outlook?
402

403 Ms. Beaumont – Yes, I’m very familiar with that as well.
404

405 Mr. Snyder – Wendy, in 2 different point in your past experience, you mention ad-
406 hoc reporting analysis, can you elaborate on that a bit?
407

408 Ms. Beaumont – I did a lot of reports that dealt with the ADP system as well as a few
409 HR systems intertwined with payroll. I pulled a lot of information and exported into
410 excel. Some of the reports were for the EEO and different reports that needed to be
411 done. That wasn’t my primary position to do that, but I pulled a lot of information. I

412 also created a very detailed HR report about all statistics, people statistics, worker
413 statistics that was quite involved.
414
415 Mr. Snyder – Could you describe a little bit more the engineering department work at
416 the Charles River laboratories?
417
418 Ms. Beaumont – It was an admin position, filing of their drawings, as well as
419 planning meetings. It wasn't a real involved job.
420
421 Mr. LaCortiglia – So you have a lot of electronic, software experience?
422
423 Ms. Beaumont – Yes, I feel pretty confident.
424
425 Mr. LaCortiglia – So you know your way around a laptop? You wouldn't have any
426 problem backing up to a server for the Town? You could probably figure it out.
427
428 Ms. Beaumont – Yes, which is very important to do as I'm sure we all have learned.
429
430 Mr. Howard – Is the number of hours that this position is asking is requiring, is that
431 going to be adequate for you.
432
433 Ms. Beaumont – I'm only looking for part time work and I don't need any benefits.
434
435 Mr. Rich – What is your availability?
436
437 Ms. Beaumont – I could start next week.
438
439 Mr. Watts – Do you have any time off scheduled?
440
441 Ms. Beaumont – I do. August 14th through the next Thursday, so it's a little over a
442 week that I would need off for a planned vacation.
443
444 Mr. Howard – Do we have a meeting within that time frame?
445
446 Mr. Snyder – On August 8th and then August 22nd
447
448 Mr. Howard – How do you feel about dealing with developers that come in and are
449 unhappy with the way things are going?
450
451 Ms. Beaumont – Doesn't intimidate me at all. Customer service comes first. If
452 someone was extremely rude or used bad language, I might say something, but other
453 than that it doesn't bother me, it doesn't intimidate me. I think you should treat
454 people professionally regardless.
455
456 Mr. Howard – For the most part, when people come into the office they're looking for
457 something so they're not going to be nasty. It's not a good way to get what you want.
458
459 Ms. Beaumont – That's good to know.

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Mr. LaCortiglia – Do you think you'd have any problem maintaining some accounts for us? We have certain review accounts that have to be maintained up to a certain level. Essentially a developer comes in, they apply for whatever application it is they're there for and they have these review accounts. All the accounting would be done by the Town Accountant, but once a month we receive a report that would detail all the various, what we call M-Accounts, and you would be responsible for making sure they are up to the required level. Periodically, at different meetings, we will be pulling monies out of that to pay for engineering, review inspection, things of that nature; and we'd have to go into those accounts. If they started going below a bare minimum then you'd be responsible for picking up the phone, calling the developer, making sure those are brought back up. Do you think you'd have any problem with that? And getting your minutes out?

Ms. Beaumont – No. I like to learn. I like to learn and grow. It might be something little like in Word is exciting. I just like to learn new things. I'm very open to learning and growing. I'm a team player. As I told Howard, I'm more than willing to do anything except windows. Except wash your windows.

Mr. LaCortiglia – Anybody have any questions for Wendy? Thank you very much Wendy, thank you for your time.

Ms. Beaumont – Thank you again gentlemen, thank you for your time.

Mr. Rich – Which one of the candidates would you be most comfortable with?

Mr. Snyder – Well, I see both candidates as being well qualified. But, I see some strengths in Wendy that came out in the first interview and somewhat in the 2nd. Her ideas on some of the file management that was discussed previously. She seems to have more of a well-rounded experience not directly, but indirectly with the tasks that she would be involved with in the administrative assistant position in the planning office. Her experience in the engineering office meaning she has some exposure to the site plans and those types of drawings that she would be receiving; that she would be required for intake. She spoke a little about her past experience with ADP. She has some experience with financial assessments and so forth. So out of the 2, I would place Wendy out in front.

Mr. LaCortiglia – Bob, any comments?

Mr. Watts – Well, her focus on being organized is very attractive and she was able to quickly articulate. Is it appropriate for us to have this conversation?

Mr. LaCortiglia – It's absolutely necessary.

Mr. Watts – There are privacy issues.

506 Mr. LaCortiglia – No, there are not. Once it has made it passed the subcommittee,
507 Howard, Chris and Tilly. They made it to here. As soon as they made it to here, this is
508 in public session and you lay your cards on the table.

509
510 Mr. Watts – Okay, well, I was impressed by the way she was able to articulate
511 quickly and clearly what she did to organize those files. I think that’s the kind of
512 thing in my brief experience here, that we could use.

513
514 Mr. Howard – Are you saying Howard could use a little help along those lines?

515
516 Mr. Watts – Well, you’ve been challenged now for a while now?

517
518 Mr. Snyder – Yes.

519
520 Mr. Watts – And that’s rough, that’s rough. The fact that we don’t have a clear
521 accounting of all the M-Accounts. She’s going to be busy.

522
523 Mr. LaCortiglia – Tim, did you have a preference?

524
525 Mr. Howard – I prefer Wendy. Unfortunately, I missed the first half of the first
526 interview but there wasn’t anything lacking on her interview. I guess I shouldn’t say I
527 necessarily prefer her, but I can say she’s as good as certainly anyone I would be
528 looking for to fill this role.

529
530 Mr. Rich – My priority here is that the Planner is happy. Because when it hits the fan,
531 if it hits the fan, he’s sitting right in front of it. I just want to make sure that you get
532 the person you want. It’s your duty to see all of it gets done. I know what a stickler
533 you are for detail.

534
535 Mr. Snyder – With that, Wendy seemed to have more of a concept of organization
536 skills.

537
538 Mr. Rich – You have my support.

539
540 Mr. Rich – **Motion** to offer the position of assistant to the Planner to Wendy
541 Beaumont.

542 Mr. Watts – **Second.**

543 **Motion Carries; 4-0: Unam..**

544
545 Mr. Snyder – Okay, I’ll notify HR tomorrow. Thank you to the Board for being part
546 of the process and being patient while we work without an admin.

547
548 **Planning Office:**

549 1. M-Account.

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Mr. Snyder – Forest Street, aka Village of Georgetown. Escrow funds that were currently held for a sub-consultant review. It was a definitive subdivision and it was constructed. Escrow is held under Symes Development. I’m proposing the Board approve the release of funds at Forest St. as it is an accepted public way.

Mr. Rich – **Motion** to release the M-Account #26440 in the total amount of \$1,122.54.

Mr. Watts - **Second.**

Motion Carries; 4-0: Unam..

New Business:

1. ANR Plan – 4 Heather Road. { Applicant in attendance. }

Mr. Snyder – The Planning office received ANR Form A and it has been filed with the Town Clerk. In the planner’s packet you will find supporting documentation. I just want to note for the Board, the applicant resides out of state and he is here now to go over the ANR with the board.

Mr. LaCortiglia – I did notice one thing on the application, I noticed the date was incorrect. There is a blank spot that was filled out. December is definitely not the date that zoning was enacted in Georgetown. Let the record show on the second page of the application, on the first page that there was an error and that should be corrected to September 23, 1951.

Mr. Snyder – The State adopted it in 1952 I believe.

Mr. LaCortiglia – I’ll look it up. The E-Code has all the notes of all that. I don’t think this printed version has the notes as far as when everything was adopted.

Mr. Snyder – It will be confirmed.

Mr. LaCortiglia – Howard, please give us a little background here. This is a private way?

Mr. Snyder – To my knowledge, with the review of the plan, it’s understood on the official town map that Heather Road is actually a private way and if you go down, is it Moulton? Monroe and turn left there is a sign that says private way as well. If you look through the documents that you provided too, back to 1943, I believe, there is a deed that stated it was a Monroe street extension. Now, the conflict that I’m trying to resolve at this time is the fact that it is shown on the official street list in Georgetown. That is usually very well synced to the town map as to what’s private and what’s public. The other item that came up is that in the deeds it notes Heather Road as having a 20’ wide utility easement on it. It’s noted on the plan there is a 30’ wide Right-of-way but there is some written text in the deeds that state that property zoned to the center of Heather Road. Tonight’s meeting, I’d like for Jim to present his knowledge, because he’s been involved with the property since the 1950’s as a resident and owner. I was going to take that and do more of my due diligence and research and I’d like to present that to the Board in terms of the finding at a later time.

602 Mr. Howard – Seems 3 or 4 years ago a Heather Road property was being subdivided.
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604 Mr. LaCortiglia – No, it was a lot line adjustment.
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606 Mr. Marapoti – My name is Jim Marapoti representing the Marapoti Family Trust. By
607 way of background, if that’s okay. Historically in 1951 we bought what was described
608 in attachment 2 and 3 as Lots 2 and 3 which essentially is Lot A today.
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610 Mr. Snyder – I just want to note that the board members do not have the application
611 marked with “Attachment 2 so please describe those.
612
613 Mr. Marapoti – Attachment 2 gentlemen, is the deed of trust from 1989 which
614 includes all the original deeds which cite the original numbers of all the lots of what
615 was Monroe St. extension which is now Heather Rd. In that, it cites lots 2, 3 which
616 currently is essentially Lot A and lots 12, 13, 14, and 15 which would be on your
617 plan, lots C&D. That was as of 1951 when the land was bought. Lot D essentially is
618 lots 4&5.
619
620 Mr. LaCortiglia – Can I ask you to hold off for just one moment?
621
622 Mr. Snyder – In 1989, when it was formed into a trust, is that when all the land came
623 under single ownership?
624
625 Mr. Marapoti – No, my mom just wanted to put it into trust.
626
627 Mr. Snyder – So, in 1989, when it was formed into a trust, it all became under single
628 ownership at that time?
629
630 Mr. Marapoti – It was then. My mom had it as widow and as the benefactor of my
631 dad’s estate. My mom wanted to set it up for our family with me as the trustee to
632 ensure that the property was managed properly. This is the way I think it transpired. I
633 think what happened in the 80’s, this little map that you have that came out of the
634 assessor’s office all 4 parcels on the water became 6C72 and the 4 lots across the
635 street became 6C71 with approximately each 100’ lots. Those 6 lots were bought in
636 1951.
637
638 Mr. LaCortiglia – Do you have an actual stamped copy? I don’t see the engineer
639 stamp on this.
640
641 Mr. Marapoti – No I don’t. I just have the deed.
642
643 Mr. LaCortiglia – We need a plan drawn by John Desmond, surveyor. Do we have
644 that?
645
646 Mr. Marapoti – I don’t have a plan by John Desmond. I went to the registry for a
647 complete dump on all the records.
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649 Mr. LaCortiglia – This says it should be in plan book, plan #34.

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Mr. Rich – They won't have it online. It's got to be done there. This is too old to be online.

Mr. Marapoti – We've got other things that will corroborate what I'm trying to convey. The procurement of the land in 51, which is lots 2 and 3, 13, 14, 15. In 61 we bought lots 4 and 5 adjacent to 2 and 3 which amounted to 4 lots of 100' and across the street...

Mr. LaCortiglia – Can I ask you, only because it's 9:00 at night. Is this an accurate representation of what you currently own? With the exception of you're showing a division of the 1st lot, the lot on the water into 2 lots and you're showing lots C and D used to be 1 lot but now you're showing that as a division.

Mr. Marapoti – By way of explanation, it used to be, as of the mid 80's, it used to have 4 lots and 4 lots. Then the assessor to my understanding made it all 1 lot on the water and 1 lot across the street, so 6C in the assessor...

Mr. LaCortiglia – How does the Assessor do those? Maybe what we need to do is find Plan Book #32, Plan #34 and take a peek at that and see what Mr. John Desmond, surveyor says.

Mr. Howard – I think when you combine 4 lots to 1 in order not to pay taxes on 4, you get screwed down the road. You can't just flip it back to 4 lots.

Mr. Rich – Well you lose the 4 lots. What's the minimum building lot?

Mr. LaCortiglia – 15,000 sq. ft.

Mr. Rich – So you're trying to make this – what you own, into this, what you've presented us?

Mr. Marapoti – Yes.

Mr. Snyder – As I understand it, all the lots being created are labeled A, B, C and D.

Mr. Rich – Lots 2, 3, 4, 5 and 6 are going to constitute on this plan Lot A and B.

Mr. Marapoti – Lots 2, 3, 4 and 5 are going to constitute Lot A and B. So the lots are being shifted.

Mr. Rich – 12, 13, 14, and 15 are going to constitute C and D. So you're taking 4 lots on the water and making them 2 and taking 3 lots on the other side and making them 2. This professional land surveyor, if he did his homework and certified this plan shows that this plan...

696 Mr. LaCortiglia – And we’re doing it on a private way which is interesting because
697 this is an A&R process. Perhaps we can have the surveyor, Chris Mellow can show
698 the old lot lines that represent this. If he could show the old lot lines.
699

700 Mr. Rich – Where you’re going from in the approval process then the other issue is
701 the private way.
702

703 Mr. LaCortiglia – Yes, the overriding issue at that point is with ANR endorsement,
704 can that be done on a private way?
705

706 Mr. Marapoti – According to Mr. Mellow, yes.
707

708 Mr. LaCortiglia – I’m talking about according to the courts.
709

710 Mr. Snyder – My cursory research when getting into a private way, there is 3
711 different types of private ways. The first is called a failed public way. What that
712 means is it was a way laid out by private owners for the future adoption by the public.
713 For some reason, that didn’t happen or documentation was lots. A statutory private
714 way is one that is open to the public but not publicly maintained. And then the private
715 right-of-way are easements which serve the specific lots. What I brought up in the
716 beginning, what I’m concerned about is getting proper documentation to show this is
717 a private way that was either intended to become a public way at one point or if it’s a
718 private way, doesn’t have any easements or covenants on it. As I said, the deed shows
719 it to the center line of Heather Road.
720

721 Mr. Rich – How many houses presently on Heather Way are not owned by the
722 Marapoti’s?
723

724 Mr. Marapoti – Five families live past our home.
725

726 Mr. Rich – In order for it to comply with the town you said it’s a 30’ way, is it paved?
727

728 Mr. LaCortiglia – No, it’s gravel.
729

730 Mr. Rich – Does the town plow it?
731

732 Mr. Marapoti – Yes, the town plows it and do maintenance on it twice a year.
733

734 Mr. Rich – There is a boiler plate easement that can be executed by the proper
735 bureaus that can be given to the town has to be accepted by the Selectmen and it’s got
736 a ways to go with that. Basically, it gives an easement from the center line to another
737 line to pass or re-pass and to maintain a road.
738

739 Mr. Marapoti – We already have an easement for the water line. We have utilities on
740 there now.
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742 Mr. LaCortiglia – Bearing in mind, the mere fact of plowing a road does not mean
743 that we maintain it.

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Mr. Marapoti – Here’s what I understood, with the boiler plate document that we picked up. I was my father’s guardian, my mother and father were separated, there’s a little bit of family stuff here. My dad, I was his guardian, the only thing I have as a recollection of what happened with the decision the town made on what were the public streets, what are the private? I had a piece of paper that said your road is a private way there is no, the only thing we are required to do, as long as it is maintained in such a way that a fire truck can get down there or an ambulance can get down there, we will do the absolute minimum maintenance on the road, but this is not to be a maintained road. Does that make any sense?

Mr. LaCortiglia – It was not intended to be public. The mere fact that the town plows does not make it a public way. If we accept the road, we have a liability. There is no assumption it’s a public road.

Mr. Snyder – It could be being plowed now because the town needing access to the easement.

Mr. Marapoti – I think everyone on our road understands through the graciousness of the town – they plow it minimally adequate and twice a year they drag a blade across it to keep it so it isn’t too badly rutted.

Mr. LaCortiglia – Did we see something from Peter Durkee that he does that?

Mr. Snyder – Yes. I would like to add just a few more comments not only for the Board’s consideration but for Jim. When an ANR is being considered on a private way there’s a couple of things to consider. I think through your deeds whether it was Monroe St. extension or whether it was Heather Rd. that it was in existence as early as 43?

Mr. Marapoti – Oh I’ve got something when the ice house was across the way there. It shows the road was there in 1915.

Mr. Snyder – Whenever the lots were laid out, really before it was subdivision controlled, it meets all the minimum frontage requirements. Is each lot accessible onto the way and that’s true. Does the way provide adequate access to the lots? And is the practical access from the way to the building portion of the lots. That can be all items the Board will consider. As I understand it, if the Planning Board does approve this A&R and it’s because it’s on a private way, the lots wouldn’t be considered buildable because it’s not on a public way.

Mr. Marapoti – None of the lots would be buildable?

Mr. Snyder – That’s why I’m going to try to find out more about the implications. I need to research out the bylaws. If an ANR approved on an adequate private way it does confide with building permits because it does not conform to zoning. That’s what I’m going to clarify for the Board and the Applicant. That the zoning states you can build a house on a Way that is not public.

792
793 Mr. LaCortiglia – We have to do more research.
794
795 Mr. Rich – I think what you’re going to find is if the current zoning is 10,000 sq. all
796 the lots are either at 10 or exceed 10.
797
798 Mr. LaCortiglia – Where is this 1943 plan? That is the one that shows the Monroe St.
799 extensions. Who was it laid out by?
800
801 Mr. Marapoti – Harry Hill of Georgetown. Incidentally, do you know why the name
802 got changed? The name was changed from Monroe St. extension to Heather Rd.
803 because the owner in Lot 1’s daughter drowned on our property in 57 and she was
804 Heather Key. So, they changed the name to Heather. Judge Key was a State
805 Representative. He worked with the town and changed the name in 1951, the year we
806 bought the land.
807
808 Mr. LaCortiglia – Maybe what we need to do is pull those from the registry.
809
810 Mr. Rich – We need the old plan is what you want to do.
811
812 Mr. Marapoti – How much of a trail is needed?
813
814 Mr. Snyder – I think pre-dating 52 would satisfy the Board.
815
816 Mr. LaCortiglia – September 23, 1952.
817
818 Mr. Howard – There again, if you took all those lots and you turned them into 1 and
819 that was after, then what?
820
821 Mr. LaCortiglia – We’d be in the position of creating the lot.
822
823 Mr. Rich – The fact that we create the lots doesn’t define them as buildable. All we’re
824 doing is moving property lines, lot lines, if you will.
825
826 Mr. Howard – We can’t move property lines.
827
828 Mr. Rich – We’re creating new ones. It’s common ownership.
829
830 Mr. Howard – I’m not sure we can do that.
831
832 Mr. Rich – I’d like to see how the assessor got from 4 lots to 1.
833
834 Mr. LaCortiglia – Mr. Mellow says based on reference plans deed as the results of a
835 field survey.
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837 Mr. Howard – When you take multiple lots and turn them into 1 lot, your taxes go
838 way down because you’re being taxed on 1 lot. There’s something about not being
839 able to switch back.

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Mr. Rich – They would still comply with current zoning.

Mr. Snyder – Jim, you’ll be meeting with the assessors tomorrow to talk about if they can find the information about when the lots were combined.

Mr. Rich – I would ask Jay. The plans reference the deeds but there is nothing referenced.

Mr. LaCortiglia – What we would be asking for sir, is a list of deed references listed on the plan. Many surveyors and engineers list out the references which they create their plan.

Mr. Howard – They may have to be reviewed by an attorney.

Mr. Snyder – Jim also, the deed states how the property is zoned from the center line of Heather Rd. If you can find in your research if there is any type of agreement that created the right of way to allow people on your property to access across. At some point there may have been an easement that became a right of way. I believe you may find it written out in the deed.

Mr. Rich – **Motion** to adjourn.

Mr. Howard – **Second.**

Motion Carries; 4-0: Unam..

Meeting adjourns at 9:30 pm.