



TOWN OF WESTPORT
856 Main Road
Westport, Massachusetts 02790

Tel. (508) 636-1037
Fax (508) 636-1031

PLANNING BOARD

PLANNING BOARD MEETING MINUTES

April 3, 2018

Chairman James T. Whitin called the meeting to order at 6:00 pm with Vice-Chair David Cole, Members Marc De Rego and Robert Daylor and Town Planner James Hartnett. Member Andrew Sousa was absent.

Pre-Application Consultation (ANR) Robinson & Cole (18-004A) Request by applicant to discuss Site Plan Approval for use as a temporary construction yard (1-2) years for a parcel of land located on State Road Assessors' Map 3, Lot 144A.

Attorney George Watson was present with Kevin Sousa, Construction Manager. Watson explained that they would like to use this parcel as a transition station area for a project in Rhode Island storing large steel poles. Because they will have a temporary trailer, he feels this triggers site plan approval. Transmission structures, steel poles, 90 feet in length (in 2 pieces) will be stored there. Three poles a day are estimated to be moved. The RI project calls for steel poles that will replace wooden poles and the wooden poles will remain on their original site until removal. There will also be a small crane on site. The layout was submitted with the application. He stated there will also be two port-a-jons on site and the site will be staffed. The gate is designed so as to not obstruct traffic on the state highway. The crane would not be fueled on site as it does not belong to them.

Whitin noted that the owner has already cleared a majority of the lot. Whitin felt that it was not necessary to file for site plan review. Daylor, DeRego and Cole also agreed. No vote was necessary as this was a consultation. The applicants were requested to inform the Building Inspector/Zoning Enforcement of their activity.

ADMINISTRATIVE ITEMS

- a. Endorse Decisions for Riverside Woods Form-C and Special Permit for LID.
Daylor motioned to endorse the decisions for the Low Impact Development application and the Definitive Subdivision Plan Form C for Riverside Woods. Seconded by Cole. The vote was unanimous with all four in favor.
- b. Close out Consultant Review Engineering accounts for: "Clean Energy – Horseneck Road".
There is \$867.00 left in the account plus any interest accrued. Cole motioned to close the consultant review account for Clean Energy – Horseneck Road and to return any balance and interest to the applicant. Seconded by DeRego. The vote was unanimous with all four in favor.
- c. ATM Articles Discussion.
 - Hartnett stated that the voting begins with the ballot vote at Town Elections on April 10 which asks if people want to prohibit recreational marijuana in Westport. If this is approved, then the zoning by-law would be taken up at Town meeting but would require 3/4 vote. Hartnett displayed the flow chart of the progression of actions if the ballot were approved or not. Whitin suggested that they invite the Moderator to explain the progression for Town meeting at the next Planning Board Meeting.

- SRF Funding. Article 17 related items.
Hartnett asked the members to decide on the type of request that will be made to consultants: Request for Qualifications or a Request for Proposals.
Daylor suggested it be an RFP as long as the Board is comfortable with the scope of work. By making it a one step process it would save time. An RFP would require the bidder to explain how they will deliver the deliverables. After discussion, members were comfortable with going with the RFP for the total fee of \$150K for the scope of work and an amount not to exceed of \$30k to cover the consultant's hourly public outreach and participation costs as a reimbursable expenses.
 - The draft 'Question & Answer Document' was explained how it came to be by Cole. He has spoken with the Town Administrator and received positive input. Cole suggested that this be published in local newspapers. He asked that the Board give it a formal review and approval and then it be taken to the Board of Selectmen for their review and approval.
 - Slides
Members reviewed slides and made some minor edits. Hartnett will check with moderator when is the latest the slides can be submitted for presentation at ATM. Members also would like a summary published in the Shorelines and Chronicle. Daylor has also discussed this at "candidate events" he participated in to solicit votes in support of the article at Town Meeting. Members suggested Cole shorten the Q&A write-up.
 - Phil Weinberg's letter to FinCom regarding Article 17. Noted.
- d. Letter to Little Compton Comprehensive Plan.
Members reviewed the draft. Whitin motioned to send the letter. Seconded by DeRego. The vote was unanimous with four in favor.
- e. MVP Grant update
Bill Napolitano met with staff last week to begin planning the public outreach and asked to distribute a survey to the core members of the group. Copies of the survey were sent to Marine Director, Police, Fire & Highway. Only one response was received. The members were asked to provide feedback prior to the public meetings scheduled at the public library on May 11 & 18, 2018 from 9am to 1pm. Cole offered to draft a newspaper article. Hartnett will check with Napolitano for his input.
- f. Annual Appointments to other committees are coming up - members will reserve action until next meeting.
- g. Personnel Issues.
Whitin stated that he spoke with the BOS on Monday and requested to post the position due to vacating personnel. Hartnett recommended posting the Assistant Planner II.
De Rego motioned to post the Assistant Planner II position. Seconded by Cole. The vote was unanimous. Hartnett will coordinate with Town Administrator to fill the position and request clarification for portions of the job description.

TOWN PLANNER REPORT

- a. Working with Roberta Carvalho from the WRWA, Chris Gonsalves and Maury May, Hartnett completed and filed the MS4 permit that was due on May 1, 2018. He noted that the requirements for the new permit are much more detailed. Cole asked that a letter of appreciation be sent to Carvalho and the WRWA for their considerable help.
Cole asked about starting the stormwater report and asking them to contribute. It is not known at this time how this will get executed as the town is not staffed. The Board would like to use their help to do some of the report if possible.
- b. Town Landing – SITEC Engineering has submitted a revised plan to the Landing Commission on the site design. Members reviewed a copy of the revised plan and Hartnett summarized some of the details to include optional street lights, handicapped accessible parking, river access and provisions for a portable restroom. Cost options are to be finalized over the next few months.
- c. Culvert Grant – Hartnett and Whitin met with the BOS last night to discuss the Culvert Grant. Hartnett stated that the BOS agreed to submit the grant which was done today.
- d. DLTA Grant – The \$16K contract with SRPEDD to begin work on the DLTA Grant has been signed and work should begin soon on the area on Route 6 and Rt 177.

MATTERS NOT REASONABLY ANTICIPATED. None.

CORRESPONDENCE

- a. Building Dept. Zoning Determination Lees Wharf 2065 Main Road. Noted.
- b. TEC Reports -Noquochoke Village (15-012 SPA-IHSP). Noted.
- c. Ch91 Dock Lic Notification. Noted.
- d. MS4 General Permit Annual Report 2018. Noted.
- e. Town of Dartmouth Notice of Public Hearing 4-9-18 Zoning Bylaws recodification. Noted.
- f. Town of Dartmouth Notice of Public Hearing 4-9-18 Citizen petition to remove Section 28. Noted.
- g. Buzzards Bay Coalition letter. Noted.
- h. 2018 SRPEDD Annual Special Recognition and Commission Awards and Nomination of SRPEDD Commissioner for Planning Board are due.
Daylor nominated Whitin to serve as Planning Board Commissioner. Cole seconded the motion.
The vote was three voting in favor and Whitin abstaining.
- h. BOS Recycling and Waste Policy - FYI. Noted.
- J. Ch91 Guidance 4/3/18. Noted.

MINUTES

March 20, 2018

Cole motioned to approve as written. Seconded by Dalor. The vote was unanimous with all four in favor.

INVOICES

ESRI soft wear license renewal for GIS \$700.00

Hartnett: March Mileage and phone expenses reimbursement \$95.45

ADJOURNMENT

Members unanimously adjourned at 8:07 pm

Respectfully submitted,

Lucy Tabit, Assistant Planner