

TOWN OF FITZWILLIAM

PLANNING BOARD

Minutes

March 7, 2023

Planning Board Present: Suzanne Gray, Chair; Barbara Young; Ed Goodell; Tom Rothermel; Kevin Woolley, Alternate; and Martin Nolan, Selectmen's Representative.

Planning Board Absent: Paul Haynes, Vice Chair; and Robin Peard Blais, Secretary.

Staff Present: Lori Nolan, Land Use Coordinator; and Glenn Smith, DPW Director.

Guests Present: Corinne Marcou; Todd Horner; Steve Filipi; and Rik Ekstrom (remote).

Chair Suzanne Gray called the public meeting to order at 7:02pm and held roll call.

With the absence of two members, alternate Kevin Woolley was seated as a voting member.

Public Hearing, continued

Case # 22-11: Filipi Contracting LLC – Minor Subdivision (3-lots) at Upper Troy Road. [Map 15, Lot 6-12 – Residential/ Rural Districts]

Gray welcomed Steve Filipi, applicant, to the meeting. She then summarized the case to date. Glenn Smith, DPW Director, explained that he met with Filipi in regards to driveway curb cuts for the proposed new lots. Smith explained that last year (2022), all catch basins were cleaned out. Due to lack of maintenance, most catch basins were full and blocked with sediment. Some had up to 4 feet of sediment. He is confident that the catch basins in this area will collect run-off. However, roadside ditching still needs to be done in the area of the subdivision. For this proposal, Smith will require a minimum of two culverts for each driveway. Each lot would be required to have a 15 inch by 30 foot culvert running parallel to the road. The culverts for the southernmost lot would be required to tie into the catch basin system. With the requirement of a 15 inch culvert, a minimum of a 30 inch ditch would be required. Three large trees located in the right-of-way will need to be removed to obtain the required sight lines. This area has not been maintained in quite some time. With maintenance and these improvements, Smith felt the existing situation will be improved. However, he cannot envision the future and any future storms.

Gray had concerns about rain events carrying leaves and sediment, which would clog the catch basins. Smith stated with regular maintenance, this will not be an issue. Young commented that the catch basins were already cleaned when they conducted a site walk and there were run-off issues. Rothermel felt that with deeper ditches and regular maintenance, the stormwater management plan will work. Smith felt the improvements will help to make the area a lot better in regards to run-off. He explained the driveway culverts are technically a homeowner's responsibility to keep clear. However, most do not maintain so the town does as they have a duty to maintain roads. Young asked if the driveway permit requirements will be in writing. Smith stated yes. The LUC also commented that the final driveway inspection must occur before a Certificate of Occupancy is issued. Goodell commented that the DPW does a good job with maintaining ditches, but the property owner has responsibilities to pick up leaves and sticks.

Rothermel asked about the culvert that was blocked off by DPW at the southern area of the subdivision. Smith explained that this happened before he was hired. However, he speculated that it was blocked because maintenance of the culvert required access on private property. Property owners also blow leaves into low lying areas, which render stormwater management plans ineffective. M. Nolan commented that there were a lot of complaints about water running into the Sugar Hill Road area washing out the road. Eliminating this culvert was the solution. Filipi commented that only road run-off goes down Upper Troy Road; all other run-off from the Pinnacle went down the now blocked culvert.

The LUC explained the second quote received for a hydrogeologist from David Maclean. Goodell was unsure how the no-build area was established from the previous subdivision file. Filipi indicated that he will not build in the water table or in bedrock. Goodell was unsure the effect of the bedrock aquifer may have. Filipi showed the wetlands areas and the anticipated building envelopes. He stated that Lot 6-12 will continue to utilize the common

drive. He will look into using the common drive for Lot 6-16 but he would need to ask for a waiver to have four homes on a common drive.

Gray motioned to contract with David Maclean to review the Planning Board's outlined concerns. Rothermel seconded. Motion passed unanimously.

Yes: 6 [Gray; Young; Goodell; Rothermel; Woolley; M. Nolan]; No: 0; Abstained: 0

Gray motioned to continue Case # 22-11 – Filipi Contracting LLC – to April 4, 2023 at 7:00pm. Rothermel seconded. Motion passed unanimously.

Yes: 6 [Gray; Young; Goodell; Rothermel; Woolley; M. Nolan]; No: 0; Abstained: 0

Community Housing Navigator program:

Gray welcomed Rik Ekstrom, consultant, and Todd Horner, South West Region Planning Commission, to the meeting. Gray gave background on the program and how it will review housing in general. Ekstrom then presented – giving his background and of the program. Horner commented that they will work to make the program work/be successful in Fitzwilliam. He asked for the Planning Board to think about what housing topics are important to Fitzwilliam. Gray mentioned that the Town will not have to wait until the program ends in 2024 to make changes, including ordinance proposals. Ekstrom stated that he is a facilitator/coordinators. The program allows for experts to be brought in for specific topics. Ekstrom explained that the first item is to assess the housing needs in Fitzwilliam. There is also an educational aspect. The State wants to see progress but good development takes time. Any HOP (housing opportunity planning) grant applications are due at the end of June. Ekstrom went over the proposed critical path document (timeline) at a high level. He suggested conducting one-on-one interviews with key stakeholders in town. He requested a list of people with diverse background – realtors, school administrators, developers, etc. After community outreach, then we will move to utilize the tools available. It was suggested to utilize the Farmers Market opening day, coffee hour at the Library, and the summer concerts on the common as ways to interact with residents. All information and documents from the navigator program will be saved in Google Drive.

The Planning Board agreed that a sub-committee would be best to work on this program. The sub-committee will be made up of Suzanne Gray, Lori Nolan, and Corinne Marcou to start.

REVIEW OF MINUTES

Young motioned to approve the minutes of February 7, 2023 as written. Goodell seconded. Motion passed unanimously.

Yes: 6 [Gray; Young; Goodell; Rothermel; Woolley; M. Nolan]; No: 0; Abstained: 0

Gray motioned to approve the minutes of February 21, 2023 as written. Young seconded. Motion passed unanimously.

Yes: 6 [Gray; Young; Goodell; Rothermel; Woolley; M. Nolan]; No: 0; Abstained: 0

NEW BUSINESS

Rothermel made mention of two previous cases. He had concerns that Paul Butler was approved for a variance for a shed, even though the Planning Board stated there is to be no further building. He also had concerns with the amount of vehicles and scrap in the front of the property at the new antique car business. The LUC will review the Notice of Decision and will file a complaint with the BoS. The LUC was also asked to look into the Covey House housing approvals.

With no further business to discuss, **Young motioned to adjourn the meeting. Goodell seconded. Motion passed unanimously.**

Yes: 6 [Gray; Young; Goodell; Rothermel; Woolley; M. Nolan]; No: 0; Abstained: 0

The meeting was adjourned at 9:30 pm.

Respectfully Submitted,
Lori Nolan
Land Use Coordinator

Minutes approved as written on March 22, 2023.