

# TOWN OF FITZWILLIAM

## PLANNING BOARD

### Minutes

April 18, 2023

**Planning Board Present:** Suzanne Gray, Chair; Tom Rothermel, Vice Chair; Barbara Young, Secretary; Robin Peard Blais; Ed Goodell; Richard Mays; Martin Nolan, Selectmen's Representative; and Kevin Woolley, Alternate.

**Planning Board Absent:**

**Staff Present:** Lori Nolan, Land Use Coordinator.

**Guests Present:** Steve Filipi; and Joan Wolfe.

Chair Suzanne Gray called the public meeting to order at 7:00pm and held roll call.

#### **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, property owner, to the meeting and summarized the case to date. The Planning Board had not yet received the report back from the third party reviewer, David Maclean. The LUC was asked to follow up with Maclean.

**Gray motioned to continue Case # 22-11, Filipi Contracting LLC, to May 2 at 7:00pm. Barbara Young seconded. Motion passed unanimously.**

Yes: 7 [Gray; Rothermel; Young; Peard Blais; Goodell; Mays; M. Nolan]; No: 0; Abstained: 0

#### **Preliminary Consultation**

Filipi Contracting LLC – Boundary Line Adjustment at Upper Troy Road [Map 15, Lot 6-12] and 119 Upper Troy Road [Map 15, Lot 11] in the rural district.

Steve Filipi, property owner, presented explaining that he would like to do a boundary line adjustment for a portion of the lot for Lot 6-12 (back portion). The cell phone tower would remain on Lot 6-12, but the land beyond the tower would be transferred to Map 15, Lot 11 (119 Upper Troy Road). Filipi showed the Planning Board the map of the area and property, but acknowledged that a survey must still be drawn up before the public hearing. Filipi also updated the Planning Board that the Village Water District has not approached him yet. Gray advised Filipi to work with the LUC to apply for a boundary line adjustment.

Cell Tower: The LUC updated the Planning Board that Verizon Wireless has applied for a construction permit to co-locate on the American Tower (formerly called Blue Sky Tower). The equipment will be located at 105 feet. The LUC was asked to find out a timeline for when the project would begin.

#### **REVIEW OF MINUTES**

After a brief discussion and one edit, **Tom Rothermel motioned to approve the minutes of April 4, 2023 as amended. Martin Nolan seconded. Motion passed.**

Yes: 6 [Gray; Young; Rothermel; Peard Blais; Mays; M. Nolan]; No: 0; Abstained: 1 [Goodell]

#### **Preliminary Consultation**

Joan Wolfe – to discuss a home business in the form of a sewing shop at 73 Old Troy Road. [Map 9, Lot 11-2 – Rural District]

Gray welcomed Joan Wolfe to the meeting. Wolfe explained that she obtained a construction permit to install a cottage style shed last year. She will use the shed as a workshop room (12x18 feet) to do mending, alterations, and custom work to clothes. Her property has two driveways, but she will utilize the driveway to the house for the sewing business. She started in February but all the job exchanges have taken place off-site. She is expecting two cars per day. There will be no employees but she envisions an apprenticeship program possibly in the future. If the work load becomes too much, she plans to outsource some of the work.

The Planning Board reviewed the Home Occupation/Home Business regulation.

Young asked if Wolfe planned to sell other products on-site, like fabric, thread, etc. Wolfe did not envision this happening as the space is not big enough. Young explained that if Wolfe started selling other products, Wolfe would need to return to the Planning Board for a Site Plan Review.

M. Nolan asked about parking. Wolfe explained that the first driveway is circular and will be used for the business. Parking will be in front of the shop. The second driveway goes to the lower level of their property and will not be used for the business. There will be no street parking allowed.

M. Nolan asked if the shed received an occupancy permit. Wolfe was unsure. M. Nolan requested that an occupancy permit be obtained as the shop will have electricity and heat.

Gray advised Wolfe that if the business changes, Wolfe will need to come back before the Planning Board.

**Gray motioned to accept Joan Wolfe, dba The Sewing Room, at 73 Old Troy Road, (Map 9, Lot 11-2) as a home occupation under Chapter 127-14:A-2-A. Ed Goodell seconded. Motion passed unanimously.**

Yes: 7 [Gray; Rothermel; Young; Peard Blais; Goodell; Mays; Nolan]; No: 0; Abstained: 0

### **OLD BUSINESS**

Housing Navigator Grant: The Housing subcommittee (Gray, L. Nolan, and Corinne Marcou) met with Rik Ekstrom, consultant, earlier today. We will be applying for a HOP (housing opportunity program) grant for ordinance review. We will also be conducting interviews with various residents for their feedback on housing. The group discussed housing topics like accessory dwelling units, tiny homes, and the new cottage style housing project in Dover. It has been emphasized the need to balance rural character vs workforce housing. The Planning Board asked about town-owned properties that could be developed for housing. A brief discussion occurred about the process the Town uses to sell property. Rothermel questioned the length of time the Town holds onto properties before they are sold. Young asked if there is a process for deeding properties. M. Nolan explained it is a case by case basis as the town is not in the real estate business. Some properties have too big of a liability to take. There was a brief discussion about adding restrictions to deeds, for example prohibiting multi-family buildings (apartments) not be for individual ownership.

Turnkey Lumber: M. Nolan updated the Planning Board that Turnkey will be using a grinder to prepare the debris for disposal. The debris will ultimately be removed from the site. The LUC also stated that Turnkey has applied for a construction permit for a 30x30 foot storage building.

### **NEW BUSINESS**

Membership: Robin Peard Blais resigned as member but requested to remain as an alternate. The Planning Board was in agreement for Peard Blais to be an alternate. This marks 30 years of service to the Planning Board for Peard Blais.

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

Yes: 7 [Gray; Rothermel; Young; Peard Blais; Goodell; Mays; Nolan]; No: 0; Abstained: 0

The meeting was adjourned at 8:38 pm.

Respectfully Submitted,  
Lori Nolan  
Land Use Coordinator

**Minutes approved as amended on May 2, 2023.**