

Holliston Planning Board Meeting Minutes of January 22, 2015

In Attendance: Chairman Geoffrey Zeamer, Nikki Borman, and David Thorn. Warren Chamberlain and Taro Matsuno were absent.

Call to Order: The Chairman called the regular meeting to order at 7:30 p.m. in the Selectmen's Meeting Room (#105) of the Town Hall, 703 Washington Street.

General Business:

1. Approval of Minutes of January 8, 2015

On a motion by Ms. Borman, seconded by Mr. Thorn, the draft minutes of January 8, 2015 were approved as written.

2. Approval Not Required Subdivision(s)

Mr. Thorn made a motion to empower the Agent to endorse the division of land prepared by GLM Engineering Consultants, Inc. dated January 8, 2015. The plan shows the creation of a building lot from excess land of two abutters, including an exchange of land area and frontage along Forest Park Drive. The plan is also subject to approval by the Board of Appeals as it involves a parcel previously subject to a Special Permit and Variance within the Deer Creek at Holliston Definitive Subdivision. Ms. Borman seconded with all in favor.

3. Highlands at Holliston of Bond Reduction/Form E

Per request of the applicant, discussion of the submitted Form E and Ms. Sherman's comment letter of January 14th was tabled until further certifications can be obtained and signed off.

4. FY16 Budget

The members reviewed a draft FY16 operating budget for the department that was prepared in accordance with the Finance Committee's 1.5% overall increase guideline over FY15. The P/T clerk position does not adhere to the suggested salary 1% increase because of the step increase due at mid-year anniversary. An additional \$50 was added to cover the Planner's longevity. The Chairman expressed a goal of a second scenario with a 2.5% increase for the Planner and additional funding (\$5000) for special projects and technical assistance within the Professional Services category. Members approved submittal of both scenarios to the Finance Committee for their February 10th meeting.

Continued Discussion

Washington Hills Senior Residential Development-Site Plan Review Amendment

Mark Mastroianni and Reed Blute from Pulte Homes of New England were present along with Matt Leidner of Civil Design Group, LLC to discuss plan revisions and project updates since the discussion in December 2014. Supplemental materials dated January 13th and plan revisions dated January 14th were discussed in detail, including the issues of site lighting, sidewalks, and mail delivery. Ms. Sherman was asked to follow-through with the Holliston Postmaster to discuss the potential for de-centralized delivery. Suggestions were made regarding placement of light fixtures along the main site drives and a lighting diagram was requested. Mr. Leidner will research whether the Dark Skies-approved fixture selected is available in LED. Additional "texture" will be added to the advance pavement markings at the trail crossing. This will be forwarded to the Trails Committee for their input.

**Holliston Planning Board
Meeting Minutes of January 22, 2015**

A draft approval by Board of Health Agent Scott Moles was discussed briefly. Mr. Mastroianni noted that the team had met with the Conservation Agent and their consulting civil engineer to discuss peer review comments on the proposed stormwater management and had also met with the Trails Committee to discuss the mechanics of the driveway crossing and the trail construction on the area. Mr. Leidner proved the members with a signed memorandum of understanding with the Trails Committee dated January 22, 2015 detailing the plan changes discussed, including signage selection and placement, advance warning pavement markings, parking spaces, construction of 580ø of trail per the specification of the Trails Committee, and in-kind contribution of \$14,000 to the Friends of Holliston Trails, Inc. A construction sequencing plan and pre-construction meeting with the Committee is also part of the agreement.

Adjournment - The meeting was adjourned at 9:35 p.m. on a motion made and duly seconded. The next meeting was scheduled for February 12, 2015.

Respectfully submitted,

Karen L. Sherman, Town Planner