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**Town of Freetown
Planning Board**

Minutes of the Tuesday April 19, 2022
Held at the Police Station Community Room, 15 Memorial Drive

Present: Robert Jose, Debra Robbins, Jim Frates, David Crose

Absent: Chris Mello

Call to Order: Robert Jose called the meeting to order at 6:01 p.m.

Reorganization of the Board

A motion was made by Debra Robbins, seconded by Jim Frates, to nominate Robert Jose as Chairman. The motion carried with three in favor, Robert Jose abstained.

A motion was made by Robert Jose, seconded by David Crose, to nominate Debra Robbins as Vice Chairman. The motion carries with three in favor, Debra Robbins abstained.

Discuss Creating and Funding the Town Planner Position

Deborah Pettey, Interim Town Administrator, explained that the Town needs a Town Planner. The former Chairman of the Planning Board, Keven Desmarais, has stepped down and all the duties he would take on, on volunteer time, there is not enough time for the current staff to take on. A Town Planner's main duties are to advise the Planning Board, be a liaison between all of the land use Boards and Departments such as the Zoning Board of Appeals, Conservation Commission, and Building Department, be that front facing person for residents and applicant to give them a direction to go in when they have questions as well as grant writing and managing the grants after they are awarded. They did budget \$65,000 for this position at the upcoming Town meeting.

Mr. Jose asked if the Town has a Master Plan? Ms. Pettey replied no; however, she has applied for grants through the One Stop for Growth and through DLTA through SRPEDD to help get funding because creating a Master Plan is costly. Mr. Jose asked who the Planner reports to? Ms. Pettey replied they report to the Planning Board for day-to-day operations but are typically hired by the Selectmen. Mr. Jose asked what the qualifications would be for a Planner. Mr. Pettey answered that some positions require a master's degree, but typically a background or degree in urban planning. Ms. Pettey stated that some towns combine a Conservation Agent and Planner position. The Town is undergoing an organizational study that should be completed prior to Town meeting that will further identify and explain the needs of the Town.

Mr. Jose stated that he would like to see the draft job description and attend the budget meeting on May 5th prior to making a recommendation on the creation of this position.

Continued Site Plan Review and Special Permit – 5 Bryant Street

Nyles Zager, of Zenith Consulting Engineers, was present. Mr. Zager explained that this went through peer review, and the one remaining comment that Environmental Partners was about the importance of the Operations and Maintenance Plan inspections being performed and maintained properly. Mr. Zager stated that they could put this as a condition of approval. The stormwater system is designed for a 100-year storm event, and should the water overtop, it will stay on property. Mr. Frates asked if records were kept for the O+M inspections. Mr. Zager replied yes. Mr. Jose asked if anything changed with the waivers. Mr. Zager replied that they removed the waiver for the handicap space and added that designated space to the plan.

A motion was made by Debra Robbins, seconded by Jim Frates, to close the public hearing. The motion carries unanimously.

A motion was made by Debra Robbins, seconded by David Crose, approve the special permit application and to grant the waiver requests and O+M plan as submitted on the plan set revision date April 7, 2022. The motion carries unanimously.

A motion was made by Debra Robbins, seconded by David Crose, approve the site plan review application and to grant the waiver requests and O+M plan as submitted on the plan set revision date April 7, 2022. The motion carries unanimously.

Determination of Site Plan Change – 1180 Innovation Way (Amazon Facility)

Derek Redgate, of Highpoint Engineering, explained that they would like to remove some pavement and add some pavement in a different spot, resulting in a net increase of approximately 2,500 sq ft. of impervious area. Mr. Jose asked if they are maintaining the same amount of parking spaces. Mr. Redgate replied they still have to iron out the exact number. Mr. Jose stated that they can apply for a Minor Site Plan Review Application.

Sign Complete Streets Policy

The Board signed the Complete Streets Policy that was voted on and approved at the 03.39.2022 meeting.

Board Payroll and Bills Approval Authorization Form

A motion was made by Debra Robbins, seconded by Jim Frates, to approve Robert Jose as the signatory for payroll and bills. The motion carries unanimously.

Minutes

A motion was made by Jim Frates, seconded by David Crose to endorse the 03.39.2022 and 04.05.2022 meeting minutes as submitted. The motion carries unanimously.

Any other business to properly come before the Board

Mr. Crose gave his Associate member resignation to the Board that as of April 5, 2022, he is a full voting member of the Board and resigns from being an Associate member.

A motion was made by Debra Robbins, seconded by Jim Frates, to accept the Associate member resignation of David Crose. The motion carries with three in favor, David Crose abstained.

Mr. Jose stated that we should advertise for the Associate member position.

Meeting Adjourned

A motion was made by Debra Robbins, seconded by Jim Frates, to adjourn. The motion carries unanimously, and the meeting was adjourned at 6:59 pm.

This is a True Record by me.

Attest: _____
Victoria D'Antoni, Planning Technician