Webster Planning Board
Meeting Minutes
February 25, 2019

A meeting of the Webster Planning Board was held on Monday, February 25, 2019 in the Board of Selectmen Meeting Room, Webster Town Hall, 350 Main Street.

Present: Chairman Paul Laframboise, Vice Chairman Michael Dostoler, Members Cathy Cody, Tom Klebart, and Dan Morin. Also present: Ann Morgan, Town Planner; Kelly Gorham, Planning Department Clerk; and Chuck Eaton of CME Associates, Inc.

1. Call to Order: Chairman Laframboise called the meeting to order at 6:32 p.m.

2. Action Items
      Motion to approve the meeting minutes as drafted and edited made by Mr. Dostoler. Mr. Morin seconded. Motion passed unanimously 5-0.
   b. Draft Meeting Schedule 2019 – Motion to accept draft meeting schedule for 2019 Planning Board meetings made by Ms. Cody. Mr. Dostoler seconded. Motion passed unanimously 5-0.
      Motion to send letter of support to the Town of Webster made by Mr. Klebart. Mr. Dostoler seconded. Motion passed unanimously 5-0.

3. Public Hearings
   a. Solar Project - 0 Juniper Lane - Juniper Lane Solar, LLC (Applicant); Kathryn Rose (0 Juniper Lane), Finamore Management Company (0 Harvard Street, 0 Klebart Avenue) - Owners. Proposed large scale ground mounted 10 megawatt solar project on 60 acres off Juniper Lane. Project area will consist of 19 acres spanning three parcels zoned Agricultural Single Family Residential (ASFR) or Conservation District (CD). (Continued from 1/22/19)
      Ms. Morgan noted that the Applicant (not present) had been notified that one of the eligible members to vote on this application would not be in attendance due to illness. The Applicant notified staff that they would like a continuance due to the lack of members to fulfill the super majority voting requirement. No testimony was taken.

      Motion to continue the public hearing to Monday, March 18, 2019 at 6:30 p.m. made by Mr. Klebart, seconded by Mr. Morin. Motion passed unanimously, 5-0.

4. Public Meeting
   a. Site Plan Review – 41 East Main Street – Webster First FCU (Applicant / Owner) – Construction of a new bank branch and associated site work. (Continued from 1/22/19)
      Jason Dubois presented the application. Branch Manager Kevin David and Architect Bill Masiello were also in attendance. Chuck Eaton of CME Associates was also present to provide an overview of his comments which were distributed to the Board.

      Site fencing was discussed, in particular the fencing that runs along western side of the site. Mr. Masiello noted that they would be providing vinyl stockade fencing around the proposed dumpster and a vinyl chain link fence around the site. Mr. Laframboise noted that the existing fence along the western edge of the site was in poor condition and asked if it belonged to them or the abutter. Mr.
Masiello stated that the fence belongs to his client and that they would be replacing it with a black vinyl coated chain link fence. Mr. Dubois noted that the fence detail was on the plan set. The fence would range in height with the higher (6 foot) sections towards the front of the site and lower (4 foot) sections at the rear.

Drainage was discussed. There is a 2:1 slope with riprap inside the fencing and riprap will be used to aid drainage. Mr. Dostoler asked if there is possibility of flooding onto the neighboring property. The slope is graded north and that area of property is paved so the water will run off. There is a 12 inch pipe that runs on along the western edge of the site. Mr. Dubois noted that the drainage from this pipe exits the site at the northwest corner through another pipe which is covered with a handmade grate. They can build a manhole structure with a catch basin at the end of the rip rap.

The proposed slope rip rap was discussed with regards to the size of the stones. Mr. Eaton noted that rip rap was an acceptable component of the site plan but asked the Board to better clarify their preference for the size of stone as it relates to the aesthetic of the site. Mr. Laframboise asked that the stone be larger than pea stone in size and that a detail be provided on the plan set. Mr. Masiello noted that it would not be visible from the street and Mr. Laframboise stated that the abutters would.

It was noted that the plan would need to be revised to reflect the desired rip rap and fencing.

Mr. Dubois reviewed the building footprint and parking. The main lobby area is 1400 square feet and there are 18 spaces for employees and the public. Mr. Laframboise compared it to the current branch and noted that it does not feel that there are enough spaces. Mr. Dubois reviewed the onsite parking provided further adding that there is also parking available on the street. The drive thru has been adjusted for fire truck access and the ATM roof line canopy was trimmed back closer to the building. The queuing lane shows capacity for 15 cars. Handicapped parking detail has been added to the plan.

Site signage was discussed. Mr. Laframboise asked if the applicant planned to submit their proposed sign as part of the site plan review process. He noted that Board approval of the site sign would expedite the process eliminating the need for an additional application to the Planning Board. Mr. Dubois reviewed their intent to construct a sign and asked if it could be added to the site plan after the Board rendered a decision to which the answer was no. The lighting plan must conform to the requirements set out in the Zoning By-law.

Mr. Dostoler asked if they knew what their client was planning to do with the site they will vacate once this building / site is ready to be occupied. They stated that they did not.

The Board continued the review to March 18, 2019 at 6:30 p.m.

5. Old Business

a. Engineering Review – Dunkin’ Donuts (2 locations – 128 Main Street and 170 Thompson Road) – No one was present from Karlee Management as had been previously arranged. The project manager had been out on medical leave and it was possible that she still is. Ms. Morgan explained that the site plan is still open for 128 Main Street as there is a question on whether or not the Board would require an as-built plan for the outdoor seating. Mr. Laframboise stated they need to file an as-built. There are still some outstanding comments on the as-built review for 170 Thompson Road. The northern access is too narrow for a railing and there is a steep step. Mr. Eaton noted that they also need to provide a notice of deed filing regarding the stormwater operations and maintenance plan. The second floor occupancy issue needs to be addressed by the Building Inspector. Mr. Laframboise asked if all the outstanding issues, including the second floor occupancy, could be discussed at once. He suggested that the Building Commissioner attend the next meeting.
b. Engineering Review – Gladys E. Kelly Public Library – 2 Lake Street – The as-built plan is not finalized. One sidewalk, on Negus Street, was poured outside handicap requirements. Mr. Eaton has discussed this with the Town Administrator and the Department of Public Works.

c. Engineering Review – St. Joseph Gymnasium – 47 Whitcomb Street – Additional information is needed regarding underground stormwater. Mr. Eaton noted that their surveyor is still working on the as-built plan. Ms. Morgan noted that their permit has long since expired and that she would send correspondence to them encouraging the completion of the project in the near future.

6. New Business

a. Wireless Communications Facilities – Eligible Facilities Request – Administrative Approval: 84 Old Douglas Road – 2 requests approved; 26 Park Road – 1 request approved; 29 Negus Street – 1 request approved.

Ms. Morgan noted that the Board granted the Town Planner the authority to review changes to wireless facilities under the parameters of the Jobs Creation Act (also known as the Spectrum Act) as required by law. Ms. Morgan will update the Board regularly with projects that met criteria and have been approved. She will consult the Board if there are issues.

7. Discussion Items

a. Potential Overflow Parking for Central MA Auto Auction – 61 Cudworth Road – The Board reviewed photos of the site. Luke Semmelrock, the General Manager of Mass. Auto Sales, stated that they currently own one lot located at 61 Cudworth Road which they have been using for overflow storage of vehicles for their site in Oxford. They have recently purchased 69 Cudworth Road which abuts the property at 61 Cudworth Road at the rear and are looking to expand their storage operations on the newly purchased property. Both lots are zoned B-5 (General Business – Without Sewer). Staff has reviewed the zoning. The Building Commissioner stated the use for both lots is allowed in that zoning district. The issue of site plan review needs to be addressed. He has determined that no site plan is required for 61 Cudworth Road as the use has been in operation for a number of years and is considered grandfathered. However the same use on a new lot would require site plan review as it is a change of use and they are generating more than 5 parking spaces for that use. Mr. Eaton explained what is required in respect to the Zoning By-law and stormwater management. Mr. Semmelrock, stated that the use is temporary storage for a mix of wheeled vehicles that will be transported to Oxford. He disagreed that such use required a site plan since he considered temporary storage to be different than what is called out in the Zoning By-law under the use allowances for the B5 zoning district. The Board disagreed. Ms. Cody asked about the hours of operation as well as visual impacts. The hours are 8:30 a.m.-5:00 p.m. Monday through Thursday and 8:30 a.m.-3:00 p.m. on Fridays. Hours may be extended, if necessary. A locked gate will be provided and they are seeking to get the trucks used for delivery of vehicles off of Cudworth Road. Ms. Morgan has received calls in the office regarding the use and impacts to the wetlands. Mr. Glen Krevosky stated they will have delineation done in the next few weeks and will submit a Notice of Intent to the Conservation Commission.

b. Electronic Message Sign – Webster Town Hall, 350 Main Street – Town Administrator, Doug Willardson presented. The Town has been given a State grant to install electronic message center LED signs in Town. One will be installed in the existing brick structure on the Town Hall front lawn which was built / donated by the Lions Club. Another sign will be located outside the Fire Department and Town Beach entrance. There will be another sign built across from Price Chopper where the Samuel Slater monument was moved from. This sign will be carved wood and may be lit from beneath. Mr. Morin asked how the sign outside Town Hall will be accessed. It will be wireless. Mr. Willardson
stated the sign could be used by other non-profit organizations to promote events, or to spotlight a local business, but not for advertising. It will be used for community notification. The third sign will be paid for through the Economic Development Fund. Ms. Morgan noted that the Town is exempt from filing a sign permit with the Planning Board because the signs are for the public interest and public announcements. Mr. Willardson noted that the sign would conform to the Zoning By-law with regards to times between messages, brightness and times of day that it was lit. Mr. Klebart asked if such dates at Town Meeting would be such a message. Mr. Willardson stated yes, that was the type of message intended for the sign, but also other non-profit groups wishing to advertise events for the general public would also be considered. He added that he has examples of content policies from other towns that he plans to use to craft a policy specific to the Town of Webster. Commercial advertising would not be considered. Mr. Dostoler asked how much grant money was received. Mr. Willardson responded that the two LED signs were being paid for by a $28,000 grant and that the other “Welcome to Webster” sign (not LED) was funded through the Economic Development Fund.

8. Correspondence – None.

9. Staff Update - 2019 Zoning Initiatives – Attorney General’s Response to Zoning Articles approved at October 2018 Town Meeting – Ms. Morgan explained that the zoning articles passed were marijuana articles not related to retail sales and changes to prohibit solar facilities in residential areas. The Town Clerk must advertise these changes for 2 weeks in the newspaper. Some towns are approving home delivery of marijuana products. The Town of Webster can deny a delivery business from opening through regulations, however the Town cannot prohibit the delivery and transport through and to Webster from other towns. Cafés are also a future possibility and would require zoning regulations. Warrant articles for rezoning will be coming to the Planning Board. Retail sales of marijuana are only allowed in overlay areas in the Town of Webster.

10. Any items which may lawfully come before the Board - None.

11. Adjournment

Motion to adjourn made by Mr. Morin, seconded by Mr. Klebart. Motion passed unanimously, 5 - 0. The meeting was adjourned at 8:09 p.m.

Minutes Approved: [Signature]  
Chairman Paul Laframboise  
Date: 4/29/19

EXHIBITS

- Public Hearing 3A - Solar Project - 0 Juniper Lane - Juniper Lane Solar, LLC - All materials associated with this application are on file in the office of the Town Clerk and the Planning Department.
- Public Meeting 4A - Site Plan Review – 41 East Main Street – Webster First FCU (Applicant / Owner) – Construction of a new bank branch and associated site work. All materials associated with this application are on file in Planning Department.
- New Business 6A, 6B, 6C - Wireless Communications Facilities – Eligible Facilities Request – Administrative Approval: 84 Old Douglas Road – 2 requests approved; 26 Park Road – 1 request approved,
29 Negus Street – 1 request approved. Memorandum from Town Planner to Planning Board, Eligible Facilities Request – Administrative Approval; dated February 25, 2019; 2 pages.

- Discussion Item 7A - Potential Overflow Parking for Central MA Auto Auction – 61 Cudworth Road; one email from Luke Semmelrock dated February 6, 2019; two color aerial photographs, 8½ x 11”; three pages total; attached.

- Discussion Item 7B: Electronic Message Sign – Webster Town Hall, 350 Main Street; Material submitted by the Town Administrator at the Planning Board Meeting on February 25, 2019; 5 pages. Attached.
The Planning Board held a duly posted meeting on Thursday, December 6, 2018 in the in the Board of Selectmen Meeting Room of the Webster Town Hall. Present at the meeting were Vice Chairman Michael Dostoler, Members Dan Morin, Cathy Cody and Associate Member Christella Gonsorcik (not voting). At that meeting the Board voted 3-0 to authorize the Town Planner exercise administrative action on modifications to wireless communications facilities that meet the criteria set forth in Section 6409 of the federal Middle Class Tax Relief and Job Creation Act of 2012. The law requires that action be taken with 65 days of receipt of an eligible facilities request. The Board further required the Town Planner to provide information to the Board on any such action.

The law requires that the entity seeking to modify a previously approved wireless communications facility submit an Eligible Facilities Request outlining the criteria for exemption. The parameters for consideration include but are not limited to: “substantial change” to the physical dimensions of the support structure (tower, monopole, etc.), certain limitations on protrusion of additional appurtenances added to the support structure, expansion of existing site including excavation, limitations on the number of new support equipment cabinets allowed within the approved site, and other criteria specific to local conditions regarding concealment and to those facilities located within a public right-of-way.

Since the last Planning Board meeting, the following Eligible Facilities Requests were reviewed and approved by the Town Planner. In each instance, a memorandum was submitted to Town Clerk outlining the approval. Copies of said memos can be found in each project file.

**Location: ..........................84 Old Douglas Road**
Applicant: ..........................Sprint, Tower Resource Management
Request: ..........................Modify existing facility by adding one microwave dish, one remote radio head (RRH), cable and hardware.
Application Received: ..................October 26, 2018; Approved by Town Planner: December 3, 2018

**Location: ..........................84 Old Douglas Road**
Applicant: ..........................New Cingular / AT&T, Smartlink LLC
Request: ..........................Install 9 panel antenna, 12 remote radio heads, 3 junction boxes, 2 fiber lines, 6 coaxial lines and associated ground equipment to be in installed within the existing base compound.
Application Received: ..................November 26, 2018; Approved by Town Planner: December 10, 2018
Location: ..........................26 Park Road
Applicant: ..........................New Cingular Wireless (AT&T), Empire Telecomm
Request: ..........................Replace 3 existing antennas with 3 new antennas and its ancillary equipment/cables; add 6 remote radio heads in the existing collocation space.
Application Received: ...............December 27, 2018; Approved by Town Planner: January 7, 2019

Location: ..........................29 Negus Street
Applicant: ..........................Verizon Wireless (AT&T), SAI Communications, LLC
Request: ..........................Replace 12 existing antennas with 12 new antennas, install 6 Remote Radio Heads (RRH), install cables and other equipment / supports to accommodate new equipment.
Application Received: ...............January 17, 2019; Approved by Town Planner: January 17, 2019
§ 650-38.7 Electronic message sign or center.

§ 650-38.7.1 Electronic message center signs are allowed by Special Permit.

Elements to be reviewed and regulated in allowing a Special Permit shall include, but not be limited to the following:

A. Such signs shall display static images only.

B. Such signs may change their static images no more than once every thirty (30) seconds as a freestanding or monument sign or once every thirty (30) seconds as a wall sign. In addressing this issue, the Planning Board may review sight distances and speed limits on surrounding roads.

C. Transitions from one static image to the next shall appear instantaneously without the appearance of flashing, animation or movement of any kind.

D. The background of any Electronic Message Center shall remain a consistent color and intensity during each message.

E. Such signs shall come equipped with automatic dimming technology that automatically adjusts the sign's brightness based on ambient light conditions.

F. No Electronic Message Center sign shall exceed a brightness level of 0.3 footcandles above ambient light as measured using a footcandle meter at a distance of twenty (20) feet from the display.

G. There shall be only one (1) Electronic Message Center allowed per property.

§ 650-38.7.2 Landscaping.

The area surrounding the base of all freestanding and monument signs shall be attractively landscaped. This landscaping may include low shrubbery, flowers or other such plantings that will not exceed one and one half (1 1/2) feet in height. These plantings will serve to obscure the supporting structure of the sign while adding to the overall appearance of the property.

§ 650-38.7.3 Site Plan Approval.
All signs shall be included as an element of all Site Plan Approval applications. The application shall include the location, size and height of all signs existing and proposed on the property. Applicants may be required to document signs on adjacent property if the Planning Board determines the circumstances warrant such to reach an informed decision.
make it difficult to have a readable message. Letting will not be clearly visible at distance. Manufacturer does not recommend this size as the sign area is restricted which will

Completed price - $15,791.05

Wiring to be plumbed through rear

2" x 2" Angle Steel

Steel Framework Mount

Powder coated aluminum framework

Control from your on and off site devices

Cloud based software with lifetime support

Full color LED display w/12,288 pixels

Crum LED technology

(2) 36" x 48" Single-sided signs

Electronic Message Center

12-26-18

Town Hall Monument - 36" x 48"
Welcome to WEBSTER
Home of Lake
Incorporated 1832

6ft w x 4ft h Carved sign panel with Green, Black, Gold & White painted graphics
Posts are representative of what final posts may look like - final post product not yet determined
Planning Board meeting on the 25th.

From: "Luke Semmelrock" <luke@cmaainc.com>
To: amorgan@webster-ma.gov

Ann,

I am looking to be put on the docket for the planning meeting on February 25.

Central Mass Auto Auction is in the later stages of acquiring a piece of land located at 61 Cudworth road. This property is going to be used as a storage lot for overflow vehicles for our Auction located at 12 Industrial Park Road East, Oxford MA.

We are looking to remove all top soil and replace with a proper replacement for the purpose of our intended use. Should you or any members of the planning Board have any questions please feel free to contact me at this email address or by phone at the cell number below.

Thank you,

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Luke Semmelrock
General Manager
Central Mass Auto Auction
12 Industrial Park Rd. East
Oxford, MA 01540
office - 508-987-8296
cell - 860-428-8992
fax - 508-987-6430
The information depicted on this map is for planning purposes only. It is not adequate for legal boundary definition, regulatory interpretation, or parcel-level analyses.