



# TOWN OF WAKEFIELD

## PLANNING BOARD

MEETING MINUTES  
December 14<sup>th</sup>, 2021 | 7:00 p.m.

### ITEM 1 | Call to Order: 7pm

Attendance: Matt Lowry, Bill Spaulding, Megan Menesale, Theo Noell, Jim Hogan, Erin Kokinda  
Clerk: Susan Auld

### ITEM 2 | Approval of Minutes – November 23, 2021

Motion to accept minutes by Theo Noell, Second by Jim Hogan  
Motion passed 5-0 by a roll call vote

### ITEM 3 | Public Hearing - Stark Ave – Definitive Subdivision Plan – 7:15pm-9:58pm

\*Atty Jill Mann of Mann & Mann, Middleton, MA will submit an extension letter to the Board and will be contacting the Conservation Commission.

\*Jill Mann along with Peter Blaisdell of Williams & Sparages, Middleton, MA updated waivers and presented new plans dated 11/24/21 (to be found on Planning Board website) 2 turning radiuses done for largest fire truck, discuss waivers for street trees and sidewalk on north side, low impact development examples.

\*Matt Lowry – relying on Engineering Dept but they just received the report and we will be waiting for Bill Renaults recommendations. Questioned the turnaround for trucks in the cul-de-sac - ladder truck will have to do 3pt turn. Would like today's design standards used for this turnaround. Concerned with cars driving into/onto retention swales. Snowplowing to edge of roadway – when hard pack snow freezes where is the water going to run? If a home owners association would it only be 3 new homes – yes.

\*8:55pm -Discussed maintenance for stormwater management system/trenches, basins, infiltration structures.

\*Jim Hogan – storm water report – 24inch culvert – where is it draining too? Proposed Condition Watershed A on plans presented.

\*Bill Spaulding – questioned retaining walls and heights and the runoffs.

\*Theo Noell – street trees ?interfere with wall? Waiting to see where trees would be planted. Drainage design/climate change – Peter Blaisdell explained (8:35pm)

\*Megan Menesale – concerned about the turnaround at the cul-de-sac with snow plowing.

\*9:10pm – Jill Mann spoke regarding sidewalk waivers. Other waivers can be discussed with Bill Renault, Town Engineer. 9:15pm Board Members concerned with extending the roadway - seems dangerous and unsafe. Jill Mann explained the safety concern 9:24pm.

\*Megan Menesale has more concerns about the turnaround than the extension of the street.

\*9:40pm Waiver #20 regarding locating the trees to remain – Jill Mann will contact ConComm.

### PUBLIC COMMENT

\*no public comment

\*Public hearing continued to Tuesday, February 8, 2022 at 7:15pm



**ITEM 4 | Discuss Questions - Potential Future Lake Business Overlay District**

\*Bill Spaulding and Jim Hogan have been putting together slides for this presentation. Will send to all Board members and discuss Tuesday, January 11, 2022.

**ITEM 5 | Planning Board FY23 Budget**

Erin Kokinda presented FY23 budget

Motion to approve FY23 Planning Board budget as presented by Bill Spaulding, Second by Jim Hogan.

Motion passed 5-0

**ITEM 6 | Master Plan Advisory Committee Appointment**

\*Erin Kokinda is looking for a liaison to attend meetings – Theo Noell will be liaison for the Planning Board.

**ITEM 7 | Items Not Anticipated by Chair - 7:05pm-7:15pm**

\*Matt Lowry - procedure for street name changes – Tom Mullen believes a bylaw was dropped - recommends the Board put together a general bylaw and bring to Town Meeting. This will be on a future agenda. Bill Spaulding said board members have done extensive study on this and will put together and distribute to all Board members

\*Propose changes to revising rules and regulations – have a public hearing for input, vote and send to Town Clerk to be filed.

\*Conservation Commission – will help work through rules and regs with them but ultimately, they would update their rules and regs as a Board

\*No meeting on December 28. Next meeting Tuesday, January 11, 2022.

\*Mr. Luu looking for waiver to go to the ZBA for a variance.

\*Bill Spaulding – hybrid meetings are being prepared for per Town Administrator.

**ITEM 8 | Adjournment**

Motion to adjourn by Theo Noell

Second by Jim Hogan

Adjourned at 10:21pm

Motion passed 5-0 by a roll call vote

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**Notes | NEXT SCHEDULED MEETING TUESDAY JANUARY 11, 2021**

**Stark Avenue Definitive Plan filed on August 17, 2021, and the Public Hearing opened August 24, 2021. Planning Board's deadline to file a decision is prior to December 30, 2021 (135 days)**