



# TOWN OF WAKEFIELD

## PLANNING BOARD

### NOTICE OF MEETING

July 13<sup>th</sup>, 2021 | 7:00 p.m.

Via Zoom: <https://us02web.zoom.us/j/81441832993?pwd=QVRyQjZMNHBldkNFd0xPeUpOSzJidz09>

## MEETING MINUTES

### ITEM 1 | Call to Order: 7:02pm

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

### ITEM 2 | Approval of Minutes – June 22, 2021

Vote anticipated

Motion to accept minutes by Theo Noell

Second by Bill Spaulding

Motion passed 4-0-0 by a roll call vote

NOTE: items taken out of order due to a scheduling conflict with the Attorney for Lovis Avenue project.

### ITEM 4 | Board Discussion - Review of current zoning around the Lake - approx. 7:07-7:22pm

\*update by Matt Lowry regarding letter going out to property owners. Timeline tight for Fall Town Meeting. Hope to have a forum and public hearings with input writing this properly for the businesses and the Town.

\*Bill Spaulding – would like to start public hearing soon. Worked on letter with Megan Menesale and hope to have that out soon. Willing to work with Erin Kokinda to get letter/email to property owners followed by phone call if it expedites the process.

\*Jim Hogan – question regarding forum agenda. Matt Lowry responded it would be a listening forum – nothing concrete yet. Bill Spaulding went over some details and will send Jim some info that has been discussed in the past.

### ITEM 3 | Lovis Ave Ext – Approval of Surety – 7:22pm-7:45

\*Atty Brian McGrail representing RW Lovis Ave LLC –requesting acceptance of Surety- presented construction cost estimate by the Engineering Dept. Revised Plans from 9/2/20 presented.

\*Matt Lowry - concerns on work being done – will there be street lights? Yes 2 in the Surety letter – where will they go and what type will they be? Fencing? Roadway work leading into Lovis Ave to be done before certificate of occupancy. Grading issue should be corrected.

\*Theo Noell – when was this project presented originally to Planning Board? 2016 and revised 9/2/20.

Theo asked what the \$140,000 surety is for, Matt explained that it was to cover the costs to complete the subdivision in the event that the developer is unable to finish construction.

\*Bill Spaulding – mentioned retaining wall and fence – concerned about safety



Bill Spaulding - Motion to approve the Surety as presented and for the Board to give signing power to  
Chair Matt Lowry  
Second by Jim Hogan  
All in favor 5-0-0 roll call vote

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**ITEM 5 | Items Not Anticipated by Chair - 7:45**

\*Bill Spaulding - Vision 2030 – please fill out survey and share. Welcome Jim Hogan. Would like to have an Electronic handbook for new members of Planning Board – will review with Matt Lowry and send to Jim Hogan.

\*Matt Lowry – working on master email addresses with Erin Kokinda. Bill Spaulding feels each Board member should have a Wakefield email

\*Theo Noell – mentioned open meeting law

**ITEM 6 | Adjournment**

Motion to adjourn by Theo Noell

Second by Jim Hogan

Adjourned at 7:55pm

Motion passed 5-0-0 by a roll call vote

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**NOTES | NEXT MEETING TUESDAY JULY 27, 2021**