

# PLANNING BOARD



19 WASHINGTON STREET  
SHERBORN, MASSACHUSETTS 01770

## MINUTES August 13, 2014

**Members Present:** John Stevens, Chris Tullmann, Eric Johnson, Associate Grace Shepard, and Town Planner Gino Carlucci

**Members Absent:** John Higley, Marian Neutra

**Others Present:** Eliot Taylor

Vice Chairman John Stevens called the meeting to order at 7:07 p.m. in the Sherborn Town Hall, Room 204A

### **ABBEY ROAD** (*Reference Document #1*)

The Planning Board discussed the three proposals for the peer review of the Abbey Road project: HydroAnalysis, Beals and Thomas, and Metrowest Engineering. All three firms have committed to attending one meeting each of the Planning Board, the Board of Health, and the Conservation Commission should they be selected to complete the peer review. Gino Carlucci reported that the Conservation Commission recommends using either HydroAnalysis or Beals and Thomas.

John Stevens asked how the three firms were made aware of the tasks they would be required to complete in the peer review. Mr. Carlucci informed the Board that, in the Request for Quotes (RFQ) given to candidates, he outlined the tasks to be completed by the firm carrying out the peer review and specifically referenced rules and regulations needed to satisfy the Board's requirements for special permit approval. The Board of Health and Conservation Commission also included their requirements in the RFQ document.

In reviewing the responses to the RFQ, Mr. Carlucci feels confident that each firm could fulfill what is being asked of them and does not have a strong preference toward any one firm. Chris Tullmann appreciates the breakdown of work and hourly rates of HydroAnalysis as opposed to that of Metrowest Engineering where the highest-paid analyst would be doing the majority of the work. While he still would not rule out any one firm, Mr. Tullmann's preference is for either HydroAnalysis or Beals and Thomas. Eric Johnson feels comfortable with the abilities of all

three of the firms in being able to meet the scope of the Planning Board's needs. Grace Shepard noted that, barring any obvious shortcomings of the lower-priced options compared to those priced higher, it is advisable to select the less expensive firms. The Planning Board elected to not make a fixed decision in the selection of a recommendation for the Abbey Road peer reviewer, but are comfortable with all three options. There is, however, a preference toward either HydroAnalysis or Beals and Thomas based on the higher cost-effectiveness of both, as compared to Metrowest Engineering. The final selection will be left to the Board of Health, to be decided at their meeting on August 20, 2014.

#### **GENERAL PLAN UPDATE** (*Reference Document #2*)

Grace Shepard drafted a Charge to Subcommittees document in anticipation of, and in preparation for, the upcoming first meeting of the General Plan Update Subcommittees. Her goal was to maintain the ideas of the previous Charge to Subcommittees document while making the language more clear and accessible. The draft establishes the purpose of updating the general plan, outlines the plan of action, and specifies the structure of each subcommittee. Mrs. Shepard plans to redraft the document further, based on input from tonight's meeting, and will send the updated version to Mr. Carlucci who will then make it available to the rest of the Board for review. The updated document will be discussed at the next meeting of the Planning Board on August 27, 2014.

The timing of the completion of the updated General Plan was discussed. The intent was to have the new General Plan presented at the 2015 Town Meeting. Planning Board members expressed that it is more important to have a deep understanding of the work involved in this undertaking and to do a thorough job than to hurry towards a deadline. Although, as Mr. Tullmann pointed out, setting general and somewhat adjustable guidelines can vastly improve productivity and advised that the Board should create basic timelines for the subcommittees to follow as they move through the General Plan Update process.

The timing of the first meeting of the subcommittee members was also discussed. It was decided that the Planning Board meeting on September 10, 2014 will be dedicated mainly to the Abbey Road project and the September 17, 2014 meeting will be for the introduction of subcommittee members, the selection of Chairs for each of the three subcommittees, the review of the General Plan Survey results, and any other related business. Mr. Carlucci feels contented with the membership quality and quantity in the subcommittees.

#### **GENERAL SURVEY UPDATE**

John Stevens would like to ensure that all members of the General Plan Update subcommittees have access to the General Plan Survey results and associated comments prior to the September 17, 2014 meeting. John Higley has yet to present the General Plan Survey results to the Board of Health and the Conservation Commission. Should Mr. Higley be unable to present the results to these boards, Eric Johnson volunteers to do so.

#### **OTHER BUSINESS THAT MAY COME BEFORE THE BOARD**

**Sherborn Brewfest** – The Board may hold a public hearing regarding an amendment to the Zoning Bylaw to provide for a special permit process for this annual event, specifically addressing the location, size, and duration of future Brewfests.

**Sherborn Meadows** – The issue of a light to be affixed to a building at Sherborn Meadows will be heard at the Planning Board meeting on August 27, 2014.

**4 Snow Street** – The Conservation Commission voted to accept the \$800 from David Parrish. John Stevens still wishes to address the possible reestablishment of a town tree fund.

**Doggy Daycare** – Doggy daycares are not currently allowed in the Town of Sherborn. The Planning Board may wish to reconsider this restriction in consultation with other boards.

## **MINUTES**

The minutes of July 23, 2014 were approved as amended.

The next meeting of the Planning Board will be August 27, 2014.

The meeting adjourned at 9:10 p.m.

Respectfully submitted,  
Samantha Shepherd  
Planning Board Clerk

## **DOCUMENTS REFERENCED DURING THE MEETING**

1. Summary of the three eligible firms for completing the peer review of Abbey Road
2. Grace Shepard's draft of the Charge to Subcommittees for the General Plan Update