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**MEETING MINUTES**

**Wednesday – March 14, 2018- 7:00 P.M.**

(Town Offices –2nd Floor Conference Room)

Chair Widing called the meeting of the Planning Board to order at 7:00.

Members Present: Chair Sarah Widing, Vice Chair Bill Oelfke, Members John Gailey, Janet Tice, and Barbara Yocum

Members Absent: Associate Member Bonnie Lawrence

***Joint Meeting with the Board of Selectmen: MRPC to Discuss Community Development Block Grant Program (CDBG)***

Brian Keating, a representative for the Montachusett Regional Planning Commission (MRPC), began his presentation to both Boards. Mr. Keating stated that he wanted to give an overview of the CDBG program to the Planning Board, and noted the past success of Shirley in receiving these grants.

Mr. Keating noted that it was his desire to begin the process to apply for a grant for the upcoming fiscal year and remarked on how this process had been done previously.

Mr. Keating noted the need for public input throughout the application process, and stressed the need for public forums, surveys, etc. The Town needs to make low-to-moderate income citizens aware of the CDBG program.

Mr. Keating noted that in the past the Town has taken advantage of the CDBG program for things like heating fuel assistance and housing rehab projects for low-to-moderate income residents of Shirley.

Mr. Keating went on to explain the history of the CDBG program, funding caps, and the limitations of the program.

Ms. Yocum asked, “Who writes the application?” Mr. Keating informed the Boards that the MRPC would write the application based on the feedback from the Town.

Chair Cappucci of the Board of Selectman stated that he believed that the Town should focus on similar projects which have been funded in the past, specifically the heating fuel assistance and home rehab programs. He also noted that he would like the Planning Board to take the lead on this initiative, as this program will require significant planning.

Chair Cappucci sought a motion to have the Planning Board take the lead and responsibility of coordinating with the MRPC regarding the CDBG program.

Vice Chair Oelfke of the Planning Board noted that while the Planning Board can take the lead there is a need to have consistent feedback from the Board of Selectmen regarding this program, as they control financing and have ultimate say over the progress of the Town.

Vice Chair Oelfke then asked Mr. Keating how the process of applying for CDBG program works. Mr. Keating stated that the Town would need to submit a Community Development Strategy, and considering that the Board of Selectmen had shown an interest in continuing to fund the types of projects for which these grants had been used in the past, suggested using a previous Community Development Strategy as a guideline.

Mr. Keating informed the Boards that it was likely from 2016/2017.

Ms. Tice noted that the Town had recently updated its Master Plan, and thought it would be useful to “mine” that document, stating that it includes a plan of action.

Mr. Keating responded that a CDS is essentially a “mini Master Plan.”

**Ms. Flagg, Vice Chair of the Board of Selectman, made a motion to delegate the lead and responsibility of coordinating with the MRPC on the CDBG to the Planning Board.**

* **Ms. Haase of the Board of Selectman noted her disagreement that a motion be needed for this, and that the two Boards will need to work closely together on this initiative.**

**Motion by Ms. Flagg passes 3-0, unanimous.**

Vice Chair Oelfke asked Mr. Keating to bring a step-by-step action plan to the April 11, 2018 meeting of the Planning Board, so the Board can better understand deadlines which must be met.

Mr. Keating requested that the CDBG program be able to present at the first meeting the Planning Board every month.

Ms. Tice noted that the $800,000 which would be the maximum granted by the CDBG program would be for all projects considered, including home heating fuel assistance, home rehabs, and updates done to historic buildings in town.

Ms. Yocum asked Mr. Keating if he had a staff or he was solely responsible for writing grants, and coordinating with all of the towns under his prevue. Mr. Keating responded, telling the Boards that he has a committed staff and noted that his department was not a “one man show.”

**Vice Chair Oelfke motioned to extend a standing invite for the first meeting of every month to Mr. Keating to discuss the CDBG program. Mr. Gailey seconded the motion. Motion passed 5-0, unanimous.**

**Ms. Flagg of the Planning Board motioned to close the meeting of the Board of Selectmen at 7:45 p.m. Seconded by Ms. Haase, motion passed 3-0, unanimous.**

***MRPC to Discuss the Complete Streets Program***

This agenda item was discussed at the Monday March 12, 2018 joint meeting of the Board of Selectmen and Planning Board, and as such no representative from the MRPC was available to give a presentation.

***Release of a Covenant: 1 Morgan Lane (Votes may be Taken)***

Justin Bailey, Esq., announced that he would be presenting on behalf of his clients, the sellers of 1 Morgan Lane. Atty. Bailey stated that his clients sought the release of the covenant on 1 Morgan Lane and presented the Board with the original covenant. He also produced a document signed by Albert R. Chevrette, Highway Surveyor for Shirley, dated December 20, 1999. This document stated that Mr. Chevrette believed the “road and monuments” in the Meadows Phase II, which Morgan Lane is a part of, could be accepted by the town if the Planning Board chose to submit it for acceptance. Atty. Bailey further explained his belief that although the utilities on this house are tied to Clark Road, this was because it was the easiest place for this property to tie in, with the least destruction to Clark Road. He further stated that this home was originally to be facing Clark Road, and would have been a numbered Clark Road residence, but the developer “turned” the home’s orientation at the time of construction.

Vice Chair Oelfke stated he had no objections to the release of this covenant, especially in light of the discovery of the letter from Highway Surveyor Chevrette.

**Vice Chair Oelfke motioned to release the covenant for 1 Morgan Lane. Mr. Gailey seconded the motion.**

Ms. Yocum asked if someone wants to make a road a town road, who would undertake that process?

Vice Chair Oelfke stated that the developer would be responsible for that process.

Chair Widing noted that there was a standing motion and asked for any further discussion from the Board, which there was not.

**Motion to release the covenant for 1 Morgan Lane passed, 5-0, unanimous. The Board signed a document provided by Atty. Bailey which he then notarized.**

**Administrative Matters**

***Discussion of Re-visit of Article 4 from Special Town Meeting***

Mr. Gibbons explained to the Board the deadlines required to meet timeline for Spring Town Meeting as in regards to Article 4 and the amendments that may be made to it.

***Reimbursement for March 17 Citizen Planning Training Collaborative (CPTC)***

Mr. Gibbons informed the Board that he would be getting clarification from Town Account Karen Barrett about the process of reimbursement for Ms. Tice’s CPTC training which was to take place on March 17, 2018.

***Approval of Payment: Lowell Sun Legal Ads $302.52***

Mr. Gibbons presented the Board with a bill from Media One Publishing for $302.52.

Vice Chair Oelfke noted that there was a balance forward of $140.00. He requested Mr. Gibbons get clarification on what that balance forward was from, to ensure the Board did not approve payment of a bill which may have already been rectified.

**Vice Chair Oelfke motioned to approve payment of $162.52, the total listed less the “balance forward.” Mr Gailey seconded the motion. Motion passed 5-0, unanimous.**

***Approval of Meeting Minutes***

The Board was presented with the meeting minutes from the February 28, 2018 meeting as written by Mr. Gibbons.

**Vice Chair Oelfke motioned to accept the minutes as presented. Mr. Gailey seconded the Vice Chair’s motion. Motion passed 5-0, unanimous.**

***Adjournment***

**Vice Chair Oelfke motioned to adjourn at 8:35 p.m., the motion was seconded by Mr. Gailey, motion passed 5-0, unanimous.**

Minutes prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Michael Gibbons, Administrative Assistant

Accepted:­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ March 28, 2018