

**Call to Order:**

The Planning Board Meeting was called to order at 7:33PM on May 25, 2021 via Cisco Webex online video conferencing platform. Present were Chair Zachary Bergeron, Vice Chair Rocky Leavitt; Members Ann Knowles, Vincent Chiozzi, Jr., Neil Magenheimer, and associate Morgan von Prella Pecelli. Also present was Paul Materazzo, Planning Director.

**DISCUSSION ITEMS:****Town Meeting Preparation and Review of Warrant Articles:**

Town Meeting will be held on Saturday, June 5, 2021 at 9:30AM at Andover High School. Similar to last year, it will take place outdoors under a large tent in keeping with current MA COVID restrictions. All Planning Board members confirmed that they will be in attendance.

Mr. Materazzo presented a script to the Planning Board outlining each Town article that the Board has already voted on, concerning approval, disapproval, or no action, along with a recommended speaker that would state the Board's position at Town Meeting. As Chairman, Mr. Bergeron was noted on most articles; however, any member that would like to report on a specific article was invited to volunteer during the discussion.

Mr. Materazzo stated that he will be meeting with the Town Moderator on May 27, 2021 to review the script. He will also get more information on logistics, including seating assignments, and said that an email to the Planning Board with these details would be forthcoming. Mr. Materazzo anticipates that the Board will be seated in the audience and requested that members sit in an area that is easily accessible to a microphone. Mr. Materazzo proceeded to review the list of articles.

**Article 15. West Elementary School Design and Construction**

The Planning Board recommends approval (5-0).

Mr. Bergeron agreed to report on this article.

**Article 18. Lease of Sanborn Solar**

The Planning Board recommends approval (5-0).

Mr. Bergeron agreed to report on this article.

**Article 32. Terms for Boards, Committees & Commissions**

The Planning Board recommends disapproval (4-0).

Mr. Materazzo recommended that Mr. Leavitt report on this article, based on comments he had shared during the Board's discussion at a previous public meeting. Mr. Materazzo praised Mr. Leavitt for the rationale he provided on why the Board should not approve this article.

Mr. Leavitt agreed to report on this article.

**Article 34. Noise and Vibration Standards Bylaw**

The Planning Board recommends disapproval (4-0).

Mr. Bergeron agreed to report on this article.

**Article 35. Land Acquisition – 138 & 140 Chandler Road**

The Planning Board recommends approval (3-0).

Mr. Chiozzi asked how other boards or committees have voted on this article. Per Mr. Materazzo, the Select Board, Finance Committee, Open Space Task Force, and the Conservation Commission all voted unanimously to approve this article. Mr. Chiozzi also requested clarification on the voting requirement and value of the property. Mr. Materazzo reported that this article requires a majority vote. [Should we note here that after the meeting Paul determined that this article required a 2/3 vote, not a majority and emailed us with this information?] He further explained that the land was valued at \$3.5M-\$4M during appraisal and negotiated at \$3.9M-\$5M. The sum that will be presented to the warrant is \$4,025,000 for acquisition of the land and related costs, including demolition and removal of a house and debris.

Mr. Bergeron agreed to report on this article.

**Article 36: Amendment of Open Space Land Acquisition Bonding Appropriations**

The Planning Board recommends approval (4-0).

Ms. Knowles volunteered to report on this article.

**Article 37. General Bylaw Amendment – Outdoor Dining or Retail License Bylaw**

The Planning Board recommends approval (5-0).

Ms. Knowles asked if this article has a presentation and who the assigned Planning Staff member is who report on it. Mr. Materazzo reported that Jacki Byerley is preparing a slide and graphic for Town Meeting. He proceeded to discuss this article in more detail. He explained that if the community is supportive of restaurant and retail businesses expanding within the public realm, approval of this article would amend the Town's general bylaw to allow for these opportunities to move forward.

Ms. Knowles volunteered to report on this article.

**Article 38: Amend Andover Zoning Bylaw Article VIII – Seasonal Placement of Tables and Chairs and Retail Fixtures**

The Planning Board recommends approval (5-0).

Ann Knowles volunteered to report on this article.

Mr. Materazzo highlighted the following list of articles that the Planning Board voted to take no action on and stated he does not anticipate the moderator will need to call on members for comment:

Article 6	Financial Housekeeping of Articles (A-H)
Article 13	Stabilization Fund Bond Premium
Article 14	Water Treatment Plant Maintenance
Article 20	Andover High School Design
Article 23	Capital Projects from General Fund Borrowing
Article 24	Capital Projects from Free Cash
Article 25	Capital Projects from Water and Sewer Enterprise Funds
Article 26	Establish New Revolving Fund – Student Technology Rental

Regarding Article 20, Andover High School Design, Mr. Bergeron asked for clarification on why the Planning Board had voted to abstain, whereas they had voted approval on Article 15, West Elementary Design and Construction, which has a similar naming convention. Mr. Materazzo reviewed the article which states that the Town will vote to appropriate the sum of \$1,238,419.73 by repurposing funds from Article 1 of the 2013 Special Town Meeting to be used towards the design of Andover High School. Ms. Knowles responded that because the article was purely financial, the Planning Board decided to take no position.

Mr. Materazzo stated that he will amend the script and send a final version to the Board before Town Meeting.

**Meeting Minutes:**

On a motion by Mr. Magenheim, seconded by Mr. Leavitt, the Planning Board voted to approve the minutes for the February 9, 2021, March 9, 2021, and March 24, 2021 meetings. **Vote: (6-0)**

**Summer Planning Board Meeting Schedule Review:**

Mr. Materazzo reviewed the summer schedule, with meetings currently planned for July 13, 2021, July 27, 2021, August 10, 2021, and August 24, 2021. He asked that Planning Board members review their schedules and report back on their availability before the next meeting. A meeting would need to be postponed if the Board did not have a quorum present.

Mr. Bergeron and Ms. Knowles stated they are not available on August 24, 2021. Mr. Chiozzi can not attend on August 10, 2021.

Mr. Materazzo informed the Board that following June 15, 2021, when the state of emergency in MA has been lifted, the Planning Board will resume in-person meetings. Mr. Materazzo will share an email from the Town Manager's office that will provide more information. He noted that the Town Offices will be open to the public on May 31, 2021 and the Town is following guidance from the state and CDC with regards to mask-wearing.

**Other Planning Related Business:**

**Town Yard Selection Committee:**

Mr. Materazzo informed the Planning Board that the Selection Committee has completed their initial review of 9 proposals that were submitted for the redevelopment of the Town Yard site and has narrowed down their selection to 4 proposals. Regarding the type of development and density, the proposals range anywhere from 120 units of housing with a retail component to 136 units of housing to 10,000 square feet of retail space. Mr. Materazzo shared the 4 development teams, which include Trinity Financial, Procopio Companies, Miko Development, and Leggat McCall Properties. Final plans will be submitted on July 22, 2021, and Mr. Materazzo anticipates having an update for the Planning Board at the July 27, 2021 or August 9, 2021 meeting. Consideration of the proposals will be weighed against criteria that the community helped to develop. The Selection Committee will then select one proposal to be presented to the Select Board in late August or early Fall.

**146 Dascomb Road:**

Mr. Materazzo informed the Planning Board that the Lupoli Companies sold this property to Northbridge Companies. The Town has not had the opportunity to connect with the new owner; therefore, Mr. Materazzo cannot speculate on whether they will continue the plan that was adopted by the Planning Board. Ms. Knowles asked if the new owner would abide by the master plan. In response, Mr. Materazzo explained that any change to the adopted plan would require a hearing with the Board. He suggested coordinating a meet and greet with the Northbridge Companies at a future meeting to introduce them as a community partner. Mr. Chiozzi inquired if the infrastructure will be impacted. Mr. Materazzo reported that the remaining balance of the MassWorks grant has been returned to the state; however, the state is interested in collaborating with the Town on this site should the Northbridge Companies want to move forward with a project. Mr. Leavitt expressed his frustration, given the time and effort that was dedicated to the approval of the special permit. Mr. Chiozzi asked about the design and how much has been completed. Per Mr. Materazzo, it is close to 25% of the design work. Mr. Chiozzi stated that because the infrastructure was part of the approval, Northbridge Companies would be responsible if funding was not available when they reapply. He added that he assumed they took this into consideration before purchasing the property.

**Planning Board Reappointments:**

Mr. Magenheim stated that some of the Planning Board terms are expiring at the end of June and asked for an update on reappointments. Per Mr. Materazzo, Planning Board members will be presented to the Select Board for reappointment and will be given advance notice when they are added to the agenda. He added that in the next fiscal year, a meeting will be held to discuss the election of officers.

**Adjournment:**

On a motion by Mr. Magenheim, seconded by Mr. Leavitt, the Planning Board voted to adjourn the meeting at 8:05PM. **Vote: (6-0)**

**Documents:**

2021 Annual Town Meeting Warrant – 5.17.21

Town Meeting Draft Script – 5.24.21