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**Town of North Reading**  
Massachusetts

TOWN CLERK  
NORTH READING, MA

*Community Planning*

## MINUTES

**Tuesday, January 22, 2019**

Mr. Warren Pearce, Chairperson called the Tuesday, January 22, 2019 meeting of the Community Planning Commission to order at 7:30p.m. in Room 14 of the North Reading Town Hall, 235 North Street, North Reading, MA.

### MEMBERS

PRESENT: Warren Pearce, Chairperson  
William Bellavance, Vice Chairperson  
Christopher Hayden  
Ryan Carroll

### STAFF

PRESENT: Danielle McKnight, AICP  
Town Planner/Community Planning Administrator  
Debra Savarese, Administrative Assistant

Mr. Pearce informed all present that the meeting was being recorded.

Mr. Bellavance moved, seconded by Mr. Carroll and voted 4-0: (Mr. Cody absent)

that the Community Planning Commission vote to approve the minutes of December 4, 2018 as written.

### **36 Erwin Road – Informal Discussion**

Informal discussion rescheduled to February 19, 2019.

### **Ipswich River Park/15 Central Street – park banners**

Mr. Bellavance moved, seconded by Mr. Hayden and voted 4-0: (Mr. Cody absent)

that the Community Planning Commission vote to approve the placement of two “36 x 96” signs at Ipswich River Park/15 Central Street, special event banners at the entrance of the Ipswich River Park during the period of 5/16/2019 to 5/17/2020.

### **Bradford Pond – Bond Reduction**

Mr. Bellavance recused himself from the meeting.

Attorney Jill Mann of Mann & Mann P.C. stated that the developer has completed the final coat on the roadway and Design Consultants, Inc. was asked to reduce the bond for all work completed on this subdivision.

Mr. Hayden moved, seconded by Mr. Carroll and voted 3-0: (Mr. Bellavance recused and Mr. Cody absent)

that the Community Planning Commission vote to accept the January 9, 2019 report from Design Consultants, Inc. and that the amount of \$49,770.60 be established as sufficient to ensure the completion of the Bradford Pond Estates Subdivision. (Previous bond amount of \$470,849.50) and authorized Danielle McKnight, AICP to sign the revised Tripartite Agreement.

Mr. Bellavance rejoined the meeting.

### **Dogwood Lane – Final Inspection**

Mr. Pearce stated that he spoke to Dana Rowe and he agreed to pay the \$1,250.00 for final inspection of the subdivision.

Mrs. McKnight stated that the inspection will include all items as shown on the plans. The sand filters are also included in this inspection because of the sensitivity of being near drinking water.

Mr. Pearce asked who would be responsible for maintenance of the sand filters and do they need do a periodic inspection for the filters.

Mrs. McKnight stated that the maintenance would be the responsibility of the Dogwood Lane Estates Homeowner's Association. She is unsure if there is anything in the Operation & Maintenance pertaining to periodic inspections, but she would review the document and let the board know. Mr. Pearce asked that this information also be shared with the Town Engineer.

Mr. Carroll asked if the planning department has a copy of the Homeowner's Association document. He owned a home in this subdivision and there was a lot of confusion as to what the homeowner's were responsible for.

Mrs. McKnight stated that there is a copy of the document in the file.

#### **Park & Ride Plan**

Mrs. McKnight stated that this was a community compact project that was started a little while ago. They are looking at possible areas to do a park & ride type of facility to help people get from North Reading to commuter rail stations. The Town contracted with MAPC after receiving the community compact grant. Travis Pollack who did the previous transportation studies is the person who has been working on this. He has given us the first two chapters and they're brief, but she thinks that he has done a good job. They have looked at concentrations of the town where we have higher concentrations of population areas and income levels, to try to figure out where people are most likely to have a need for some kind of a shuttle service, or park & ride situation where someone could park in North Reading and be shuttled to a commuter rail station. They're also looking at commuting patterns and where larger proportions of people are commuting to, and who is coming into town to work, so one of the exercises in this study is how to try to identify some potential areas for where a park & ride facilities might go. The draft chapters include a list of suggested locations.

Mr. Pearce stated that there is not much space available. He suggested 102 Lowell Road as a site.

Mr. Bellavance stated that there is also a small parcel across from 102 Lowell Road.

Mr. Hayden stated that 220-224 Park Street is listed on the sheet, but it doesn't exist in the GIS system. It's a wetland/conservation area.

Mr. Pearce stated that if it was made into a fee based park, it could become profitable.

Mrs. McKnight stated that the Rita Mullen field parking lot was suggested to Travis.

Mr. Hayden stated that adding more for parking, not the existing parking lot.

Mr. Pearce stated that the Rita Mullen field gets a lot of use. If they are mixed together and want to charge a fee it will be difficult to know who should be charged and who shouldn't. A designated site would be a better idea.

Mrs. McKnight stated that a few of the properties are private and would need to be negotiated with the owners.

Mr. Pearce stated that 99 Concord Street would be a good location because it's close to Rte. 93.

Mr. Hayden stated that 15 Central Street is at capacity when Parks & Recreation have their festivities going on, they have to use the over-flow parking to accommodate the vehicles.

#### **Master Plan – Discussion**

Mrs. McKnight stated that she received the presentation that was prepared by Carlos Montanez of MAPC. She will be meeting with Michael Gilleberto tomorrow to go through things. At the last meeting the board decided that having a round table discussion between the CPC, Finance Committee, School Committee, Select Board and Advisory Group, to talk about what we've learned so far, from the survey and two public meetings. Present the ideas and key pieces of information that we've gleaned from this and to say this is what we've heard, what do you think, we're about to draft the plan, give us some input. Mr. Pearce will give the introduction and Carlos will give most of the presentation and then we should have about an hour for discussion.

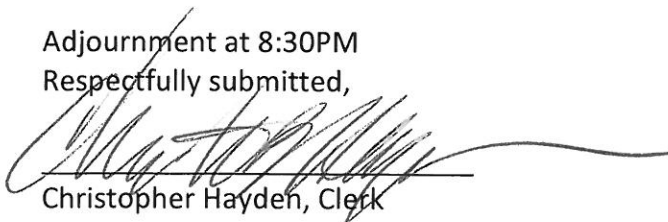
#### **Planning Administrator's Update**

##### **Land Utilization Committee – Grant**

Mrs. McKnight stated that the L.U.C. found a grant to help off-set the costs of the rail trail study and has submitted an application.

Adjournment at 8:30PM

Respectfully submitted,



Christopher Hayden, Clerk