

**Call to Order:**

The Planning Board Meeting was called to order at 7:30 PM on February 11, 2020. Present were Chair Zach Bergeron, and members Rocky Leavitt, Ann Knowles, Neil Magenheim, Vincent Chiozzi, and Morgan von Prella Pecelli. Also present was Jacki Byerley, Planner.

**Courtney Lane Home Owners Association Amendment Request:**

Residents of Courtney Lane requested that the Town begin to plow their private roadway. The Board approved the creation of the private roadway along with the conditions stating that maintenance would be completed by the residents. The residents have reached out to private contractors to plow their street, but were unable to draw up a contract based upon the terms the residents requested. The maintenance requirement was listed in the Home Owners Association (HOA) agreement. The Board asked the residents if they understood that was part of the HOA. The residents stated that they didn't fully understand the impact of the condition.

The Department of Public Works (DPW) is concerned about the lack of space on the roadway to turn around. The residents stated that contractors for the DPW have plowed the road accidentally in the past and were able to turn around. The Town hires private contractors to assist with plowing and its possible that one of the contractors did not know they were not supposed to plow the roadway.

Peter Yang, resident of 4 Courtney Lane, presented a map and pictures of the snow-covered road to reflect what the residents typically face after a snow storm. Mr. Yang has lived in Andover for six years and is an active member of the community. He has school-age children and it is difficult for them to get to the bus stop after snow storms. The Board asked Mr. Yang why they have not hired a private contractor to plow their roadway. He stated it was because the HOA is considered a commercial organization and the road would be considered commercial property. The contractors that are hired to plow commercial properties typically plow large parking lots, but refuse to plow small roadways. Mr. Yang said Courtney Lane is used by neighboring residents and has a high volume of recreational activity (pedestrians walking, running, and biking). Town Maintenance of the streets would be helpful for more than just the residents of Courtney Lane. He stated that since the Town has already plowed the roadway accidentally; it seems to be an easy lift financially and logistically.

Mr. Leavitt asked if the residents have ever looked into a property management company that would be able to contract this type of work. Mr. Yang said that they do not mind taking care of everything besides the plowing and property management companies typically do more than plowing contracts. Mr. Leavitt said this allowance would set a precedent for future private ways and it defeats the approval process. Mr. Bergeron said that he does not think the Board can approve the amendment. Mr. Magenheim pointed to the fact that there is more to plowing roadways than just moving snow. There is the component of sanding and cleaning the sand in the spring. Mr. Leavitt said that there has to be someone that will contract with the HOA for the winter season. Ms. von Prella Pecelli asked if the Town could provide a list of private contractors with whom the Town contracts to the neighbors. Ms. Byerley stated that the Town could provide such a list.

Mr. Magenheim moved to deny the request to amend the HOA agreement. Mr. Leavitt seconded the motion. The motion passed with a unanimous vote.

### **Phillips Academy Site Plan Review for Dover Use (Pan Athletic Center):**

Mr. Bergeron recused himself from this discussion and left the room.

The Pan Athletic Center site plan includes the demolition of the Smith and Cage building on campus and the construction of the new building on the same site. A presentation of the site plan was given by Steve Garvin of Samiotes Consultants, Inc. The application for a site plan review was submitted under a Dover Use review by Phillips Academy.

Ms. Byerley recapitulated the interdepartmental review (IDR) which was held last week. During the IDR the Police Department stated that they would like more information on the applicant's truck route, Department of Public Works has comments about the sewer system, and the Conservation Commission will be discussing the project on February 18, 2020. Ms. Byerley also wanted to make sure the parking lot was configured to be more convenient for pedestrian access.

The trees being removed are for Field House Road, but the project includes the planting of roughly 50 trees to replace the ones which are being removed. Ms. Knowles asked if they will be native trees. They will be native, and they will be more manicured than the ones planted at the Snyder site.

The materials used for the structure will be a white membrane roof with ballasted solar panels. The solar will not cover all of the energy needs. The building will have cogeneration as well. The applicant is attempting to meet the requirements of a LEED certified building.

The exterior lighting leading to the building will be as low as can safely provide. There will also be lighting in the rear parking lot.

Steve Goldman of Andover Trails, from the audience, stated that he would like to see the school maintain the continuity of the Bay Circuit trail.

Ms. von Prelle Pecelli asked where the accessible parking will be and how many spaces will be provided. There will be accessible parking in the North West corner of the parking lot and they will maintain 2% of parking for accessible spaces. The applicant will also be installing electric car spaces with charging docks.

Accessibility remains a problem which needs a solution. There is an elevator planned, but getting into the building is still an accessibility hurdle.

Tom Childs, an abutter in the audience, spoke to the admirable job Phillips did on the hockey rink, but mentioned that there should be a tree buffer between the baseball field and the parking lot. The applicant responded saying that there are a good number of trees, but they are young. In phase two of building, the parking lot will no longer be there. There will be another structure where the parking currently is.

Ms. Byerley asked if the Board would like to recommend to continue the discussion on the site plan review on February 25, 2020 or March 10, 2020. The Board agreed that March 10, 2020 will give the applicant enough time to implement the changes discussed in the IDR and during this Planning Board Meeting. Mr. Magenheim moved to continue the discussion to the March 10, 2020 Planning Board Meeting at 7:30 PM. Ms. Knowles seconded the motion. The Board voted unanimously to continue the meeting on the specified date.

Mr. Bergeron returned to the meeting.

**Jillian Way Bond Reduction:**

Mr. Magenheim moved to recommend the Board approve the reduction of the Performance Guarantee to secure the proper construction and completion of the services and ways to \$59,900.00 as recommended by the Department of Public Works in a memo dated January 31, 2020. Ms. von Prella Pecelli seconded the motion. The Board voted with a unanimous vote.

**Approval of Meeting Minutes January 3, 2020 and January 14, 2020:**

Mr. Magenheim voted to approve the minutes from the January 3, 2020 and January 14, 2020 Planning Board Meetings. Ms. von Prella Pecelli seconded the motion. The Board voted unanimously to approve the minutes.

**Town Meeting Warrant Articles (P6, P7, P8, P9, P21, P23, P30, P31):**

Mr. Leavitt moved to take no action on Town Meeting Warrant Articles:

- P6 - Capital Projects From General Fund Borrowing
- P7 - Capital Projects From Free Cash
- P8 - Capital Projects From Special Dedicated Funds
- P9 - Capital Projects From Water and Sewer Enterprise Funds
- P21 - Fiscal Year 2021 Revolving Accounts
- P23 - School Department Supplemental Funding for Circuit Breaker
- P30 - Stabilization Fund Bond Premium
- P31 - Water Treatment Plant Maintenance

Mr. Magenheim seconded the motion. The Board approved the motion to take no action with a unanimous vote.

Mr. Magenheim left the meeting.

**Burt Road Development – 3, 3R and 4 Executive Place – Special Permit for Major Non-residential Project:**

Peter Ellison with The Engineering Consultants, Inc. (TEC) was present for the continued discussion. The Board discussed the narrow, 22-foot, roadway proposed by TEC at the site. The Department of Public Works and Public Safety personnel had issues with the proposed road width. TEC has put stakes at the roadway in question so that the Board could see what the roadway would look like at 26 feet and 30 feet wide. The Board viewed 26 feet as the minimum width possible for the proposal. The Fire Department suggested that 26 feet would be wide enough for a fire apparatus. The discussion will continue with more recommendations from DPW.

Mr. Leavitt moved to continue the public hearing on March 31 at 7:30 PM. Ms. von Prella Pecelli seconded the motion. The Board voted unanimously to continue the public hearing on the specified date.

**Adjournment:**

Mr. Leavitt moved to adjourn the Planning Board Meeting. Ms. von PELLE Pecelli seconded the motion. The Board voted unanimously to adjourn.

**Documents:****Courtney Lane Home Owners Association Amendment Request:**

1. Courtney Lane Home Owners Association amendment
2. Courtney Lane Home Owners Association
3. Courtney Lane Plans
4. Department of Public Works Recommendation – January 31, 2020
5. Jacki Byerley Memo to Planning Board – February 5, 2020
6. Resident Petition – January 21, 2020

**Phillips Academy Site Plan Review for Dover Use (Pan Athletic Center):**

1. Peer Review Letter – January 8, 2020
2. Peer Review Letter – January 28, 2020
3. Floor Plans
4. Civil Plans and Survey
5. Landscape Plans
6. Jacki Byerley Memo to Planning Board – February 3, 2020

**Jillian Way Bond Reduction:**

1. Jacki Byerley Memo to Planning Board – February 4, 2020

**Approval of Meeting Minutes January 3, 2020 and January 14, 2020:**

1. January 3, 2020 Planning Board Meeting Minutes
2. January 14, 2020 Planning Board Meeting Minutes

**Town Meeting Warrant Articles (P6, P7, P8, P9, P21, P23, P30, P31):**

1. Paul Materazzo Memo to Planning Board – February 5, 2020

**Burt Road Development – 3, 3R and 4 Executive Place – Special Permit for Major Non-residential Project:**

1. Burt Road Improvements concept – February 4, 2020
2. Email from Fire Lt. Robert Stabile – February 7, 2020
3. Jacki Byerley Memo to Planning Board – February 5, 2020