

## **Call to Order:**

The Planning Board Meeting was called to order at 7:30 PM on July 14, 2020 via Cisco Webex online video conferencing platform. Present were Chair Zach Bergeron; members: Rocky Leavitt, Ann Knowles, Vincent Chiozzi, and associate Morgan von Prelle Pecelli. Also present were Jacki Byerley, Planner and Paul Materazzo, Planning Director.

## **95 Sunset Rock Road**

Ms. Byerley introduced the agenda item; the public hearing for 95 Sunset Rock Road, which is a two-lot definitive subdivision and a special permit for earth movement. The applicant needed to satisfy the stormwater management rules and the DEP rules. The applicant had satisfied the Town respective to both rules as of this meeting. Ms. Byerley stated that the Board could now close the hearing and proceed with deliberations. Ms. Knowles moved to close the hearing. Ms. von Prelle Pecelli seconded the motion. Mr. Bergeron conducted a roll call vote and all members voted affirmatively.

Ms. Byerley stated that there are different conditions associated with the special permit for earth movement than the definitive subdivision. For the special permit for earth movement, it is up to the building inspector to determine if the truck route is acceptable. In the conditions for the subdivision, the Homeowners Association (HOA) has to specify how the stormwater will be maintained. Also, the HOA will designate other maintenance-related specifications. The remaining conditions are relatively standard. Ms. Knowles mentioned that condition number 25 should read "once established", not "was established".

At 7:45 PM, Mr. Leavitt joined the meeting and stated that he had watched the meeting live on television before joining.

No comments were received from the public and the public meeting was closed by vote.

Ms. Knowles made a motion to find that the subdivision complies with Town requirements, subject to the noted conditions. Mr. Leavitt seconded the motion. Mr. Bergeron conducted a roll call vote. All members voted affirmatively.

## **Town Meeting Update**

Mr. Materazzo updated the Board that Town Meeting is now scheduled to be held on September 12, 2020. During the August 11, 2020 Planning Board meeting, the Board will discuss and vote on Town Meeting Warrant Articles. The Board will have another meeting in September prior to Town Meeting if any Board business remains outstanding.

## **Occupancy Rates -- Assisted Living Residences Update**

Ms. Byerley updated the Board on the current occupancy rates for assisted living residences in Andover.

- Stone Hill at Andover, 141 Elm Street – 43% full
- Bridges by EPOCH, 253 Lowell Street – 65% full

The Board recognized that it is hard to determine the effect that COVID-19 has had on the occupancy of these establishments.

## **Approval of Minutes**

Ms. Knowles made a motion to approve the minutes of the May 12, 2020, May 26, 2020 and June 23, 2020 Planning Board Meeting minutes. Mr. Leavitt seconded the motion. Mr. Bergeron conducted a roll call vote with all members voting affirmatively.

## **Other Items**

Mr. Materazzo suggested that the Board discuss the chairmanship and Board member positions at the next meeting.

## **Adjourn**

Mr. Leavitt made a motion to adjourn. Ms. Knowles seconded the motion. Mr. Bergeron conducted a roll call vote with all members voting affirmatively.

## **Documents**

95 Sunset Rock Road

1. Cover Letter – June 29, 2020
2. Cover Letter – July 8, 2020
3. Cover Letter with Comments – July 7, 2020
4. Horsley Witten Memo to Jacki Byerley – July 2, 2020
5. Horsley Witten Memo to Jacki Byerley – July 10, 2020
6. Hydro CAD Report update – July 9, 2020
7. Permit Plan Set – July 8, 2020
8. Permit Plan Set – June 29, 2020
9. Memo with recommendations from Jacki Byerley to the Planning Board – July 10, 2020
10. Stormwater Report – June 29, 2020