

**NORTHFIELD PLANNING BOARD  
THURSDAY, JULY 21, 2022  
REGULAR MEETING  
REMOTE LOCATION  
MEETING MINUTES**

Members Present: Chair Stephen Seredynski (SS), Joe Graveline (JG), Meg Riordan (MR), Homer Stavely (HS), Tammy Pelletier (TP)

Members Absent: none

Members of the Press: none

Others in Attendance: Wendy M. Levy (Board Clerk), Peggy Sloan (FRCOG), Pamela Bistrek, Beth Walker, Steve Wiggin

*Please note, because of Zoom's participation structure, attendance may be incomplete.*

**I. CALL TO ORDER**

Chair SS called the public hearing to order at 4:02pm.

MR shared a document showing the Planning Board's agenda for this meeting.

**II. ESTABLISH A QUORUM**

SS announced quorum has been met.

*JG joined the meeting at 4:03pm.*

**III. ANR - STEVE WIGGIN**

Mr. Wiggin was having technical difficulties, so SS tabled this item until Mr. Wiggin was able to fully join the meeting.

*HS joined the meeting at 4:05pm.*

**IV. ANR - PAMELA BISTREK**

MR shared a document detailing Ms. Bistrek's ANR (Approval Not Required) request. MR noted Ms. Bistrek had submitted an application, and all Planning Board members received this via email.

MR shared a document showing Ms. Bistrek's Plan of Land with the proposed boundary changes. The address of the Plan is 70 Luckey Clapp Road.

SS noted Ms. Bistrek's request is somewhat complicated, and asked her to explain it in simple terms.

Ms. Bistrek explained her request, Beth Walker, her daughter, assisted, and Board members asked clarifying questions. Highlights included:

- The boundaries of the center property will be enlarged to incorporate buildings, the garden, and



some surrounding land.

- It almost doubles the size of the parcel, going from 1.15 acres to 2.58 acres.
- The surrounding land is 39.86 acres.
- Thus, Ms. Bistrek seeks to take some of her surrounding land and add it to her center property at 70 Luckey Clapp Road.
- This does not affect any abutters.
- Frontage will not be affected, and this creates no non-conforming lots.

**MOTION BY JG TO APPROVE THE ANR OF PAMELA BISTREK. HS SECONDED.**

**ROLL CALL VOTE:**

**MR YEA**

**HS YEA**

**TP YEA**

**JG YEA**

**SS YEA**

**MOTION CARRIED UNANIMOUSLY.**

SS announced the documents will be in the Town Offices for the Planning Board members to sign.

*Pamela Bistrek and Beth Walker left the meeting.*

### **III. ANR - STEVE WIGGIN (continued)**

MR reminded Planning Board members they had seen Mr. Wiggin's request at the previous Planning Board meeting. She briefly reviewed the application.

MR shared a document detailing Mr. Wiggin's ANR request.

MR shared a document showing Mr. Wiggin's Plan of Land with the proposed boundary changes.

Mr. Wiggin explained his request and Planning Board members asked questions. Highlights included:

- Mr. Wiggin is creating a building lot.
- He might, in the future, create another lot. If he does, it will meet zoning regulations.
- An explanation of Mr. Wiggin's Plan of Land features, including the location of the driveway, house, and state boundary line.
- Mr. Wiggin wants to add a slice of land to the property where his house is located so the house has more frontage and land. This will allow him to sell it to his renter.
- The new lot will be just over 51,000 sq ft, and will be a conforming lot with proper frontage.

**MOTION BY HS TO APPROVE STEVE WIGGIN'S ANR. SS SECONDED.**

**ROLL CALL VOTE:**

**MR YEA**

**TP YEA**

**HS YEA**

**JG YEA**



**SS YEA**

**MOTION CARRIED UNANIMOUSLY.**

SS announced the documents will be in the Town Offices for the Planning Board members to sign.

*Steve Wiggin left the meeting.*

**V. FLOOD PLAIN BYLAWS - DRAFT**

SS said there are 12 properties in Northfield that are in the flood plain, and their combined value is \$12 million. In order for these properties to be insured, the town needs to complete a flood plain overlay and a flood plain bylaw. SS noted Peggy Sloan from FRCOG (Franklin Regional Council of Governments) drafted these two documents.

Ms. Sloan explained the need for this, and the process. Highlights included:

- The state recently drafted a new flood plain bylaw, which FEMA approved.
- The current flood plain maps are from 1980, and are poorly rendered. FEMA and MEMA are working on new maps, and they want Massachusetts towns to update their flood plain bylaws to allow property owners to get federal flood insurance.
- This comes with some new requirements: a town employee must be designated as the Flood Plain Administrator, and there needs to be a review process.
- In many small towns, the Town Administrator is the Flood Plain Administrator, and the Conservation Commission reviews applications.
- The Flood Plain Administrator has many responsibilities.
- The goal is to have no new development in flood plains.

SS noted Town Clerk Dan Campbell does not have the 1980 flood maps. Ms. Sloan said the town can order them from FEMA. Board Clerk Wendy M. Levy said she thinks she has the 1980 flood maps in the Land Use Room, and will give them to Mr. Campbell.

A discussion ensued on the timeline for completing these tasks, what a Flood Plain Administrator does, what other nearby towns have done, and that an applicant seeking to build in a flood plain will have to pay an engineer to assess elevations and water storage.

A discussion ensued on whether it is appropriate to have Town Administrator Andrea Llamas be the Flood Plain Administrator and to have the Conservation Commission review applications. All Planning Board members either agreed this is a good idea or expressed no opinion, with the exception of JG. JG dissented, and gave the reason that Ms. Llamas is overworked and the Conservation Commission has missed important things or gotten them wrong in the past. JG said the town could create a new position of Flood Plain Administrator, and the Building Inspector could be involved in the process of reviewing applications.

A discussion ensued on approving these items at Annual Town Meeting, and that any new paid town positions must be approved by Town Meeting.

SS said he will start the process by discussing it with Ms. Llamas. He noted the ultimate goal is to protect the 12 property owners in the flood plain. He said he wants MR, as Vice Chair, involved in this.



*Peggy Sloan left the meeting.*

**VI. APPROVAL OF MINUTES 5/19/2022**

**MOTION BY HS TO APPROVE THE 5/19/22 MINUTES. MR SECONDED.**

There was no discussion.

**ROLL CALL VOTE:**

**MR YEA**

**HS YEA**

**TP YEA**

**JG NAY**

**SS YEA**

**MOTION CARRIED 4-1, WITH JG DISSENTING.**

**VII. AUTHORIZE KP LAW RESPONSE TO JOSEPH GRAVELINE'S LATEST OML COMPLAINT**

**MOTION BY MR TO APPROVE OF KP LAW RESPONDING TO JOSEPH GRAVELINE'S LATEST OML COMPLAINT. TP SECONDED.**

There was no discussion.

**ROLL CALL VOTE:**

**MR YEA**

**TP YEA**

**HS YEA**

**JG NAY**

**SS YAY**

**MOTION CARRIED 4-1, WITH JG DISSENTING.**

**VIII. BUSINESS NOT ANTICIPATED BY THE CHAIR 48 HOURS PRIOR**

There was none.

**IX. VOTE TO ADJOURN**

**MOTION BY JG TO ADJOURN. MR SECONDED.**

**ROLL CALL VOTE:**

**MR YEA**

**TP YEA**

**HS YEA**

JG YEA  
SS YEA

**MOTION CARRIED UNANIMOUSLY.**


The meeting was adjourned at 5:02pm.

**Documents presented at this meeting:**

- The meeting agenda.
- ANR - Bistrek
- Plan of Land - Bistrek
- ANR - Wiggin
- Plan of Land - Wiggin

Respectfully submitted by Wendy M. Levy from minutes taken by Wendy M. Levy.

---

Approves 1/26/2023  
  
Chair