

**Note: These proposed minutes should be considered preliminary until they are approved by the board at a future meeting.**

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**NORTHFIELD PLANNING BOARD  
THURSDAY, SEPTEMBER 17, 2020  
REGULAR MEETING - 4:00PM  
STANLEY WICKEY PAVILION, TOWN HALL, NORTHFIELD  
MEETING MINUTES**

Members Present: Acting Chair Meg Riordan (MR); Homer Stavely (HS)

Members Absent: Stephen Seredynski, Tammy Pelletier

Others in Attendance: Virginia Hastings, Howard Hastings, Peggy Sloan from Franklin Regional Council of Governments (FRCOG), Laura DiBari, Michael DiBari, Wendy M. Levy - Northfield Boards Clerk

***I. CALL TO ORDER***

MR called the meeting to order at 4:03pm.

***II. APPROVE MINUTES***

MR tabled approving the previous meeting's minutes.

***III. REVIEW OF SUBDIVISION REGULATIONS (JOINED BY FRCOG)***

MR introduced Peggy Sloan from FRCOG to review potential subdivision regulation changes. Ms. Sloan explained the regulation changes will require a public hearing and a review from Town Counsel.

Ms. Sloan invited questions.

A discussion ensued on the regulation addressing cul-de-sac and hammerhead roadways, and the difference between them, especially vis-à-vis firetrucks.

Highlights include:

Ms. Sloan requested the turning radius of the town's fire trucks from the Northfield Fire Chief.

HS asked which type of roadway the firefighters prefer; Ms. Sloan said they prefer culs-de-sac.

MR discussed snowplowing on the two types of roadways.

MR asked for clarification on the number of housing units on the two types of roadways. Virginia Hastings commented.

Ms. Hastings asked about school buses turning around on the two types of roadways.

Ms. Sloan assured the Planning Board the potential subdivision regulations can be altered after the Fire Department confirms their preference for roadways.

Ms. Hastings commented on the section of the potential subdivision regulations addressing street acceptance. She said she likes Montague's example.

A discussion ensued on homeowners' associations and funding. Ms. Sloan cautioned against getting



too far into those types of details, as it may make the document too long, and the Town Counsel can help the Planning Board with that detail when it comes up. HS and Ms. Hastings commented.

Ms. Hastings asked how this document affects Subdivisions ANR (not requiring agency approval). Ms. Sloan said it does not affect it, because an ANR is not a subdivision. Howard Hastings commented. A discussion ensued.

Ms. Hastings asked about the complexity of changing regulations. Ms. Sloan responded: it requires a public hearing, it does not require a Special Town Meeting, and it's possible to make changes.

A discussion ensued on Northfield's Tree Warden and that person's duties.

MR, HS, and the Hastings thanked Ms. Sloan. MR thanked the Hastings. HS asked the Hastings to thank Sam for his work.

Action items:

- The Planning Board will ask the Highway Department and the Fire Department about the fire truck turning radius and how a cul-de-sac will affect it, and about firehose length.
- At Ms. Sloan's request, the Planning Board will consult with the Town Clerk or Town Counsel on the date of the town's subdivision regulations.
- At Ms. Sloan's recommendation, the Planning Board will ensure applications are attached to the regulation document. The Planning Board will either review them, or create them, as needed. MR will follow up with Town Administrator Andrea Llamas on this.
- MR will follow up with Ms. Sloan on whether the Planning Board wants her help with the public hearing for the regulation changes. MR will first consult with the Town Counsel and Steve Serebinski (the Planning Board Chair who is currently on medical leave), and then decide the best strategy for choosing the time and location.

#### ***IV. REVIEW OF PLANS (LAURA DIBARI)***

Laura and Michael DiBari presented their plans for turning their retail building into multiple-family housing. Ms. DiBari explained the property is zoned for residential. She noted the plans include possible minor exterior changes, such as altering the roof-pitch of the carport. The building is currently a condo, and Ms. DiBari explained which parts are included and excluded from the plans.

The condo association wants to make the building completely residential, not mixed-use, in their four units, said Ms. DiBari. The other side of the building, where there are two units, could change to all residential, too, she added.

The plans include the following apartments:

- 2 1-bedroom units
- 1 2-bedroom unit
- 1 3-bedroom, 2.5-bath unit

MR and HS reviewed the plans with Ms. DiBari. MR and HS questioned the Planning Board's jurisdiction over these plans. Ms. DiBari said Building Inspector Jim Hawkins advised she and Mr. DiBari bring their plans to the Planning Board for approval, but she also isn't sure why.

MR asked the DiBaris about changes to parking. Mr. DiBari explained that they will remove some

parking spaces. Ms. DiBari said they will "green up" those former parking spaces. HS expressed his approval for the change, and noted the environmental benefit to removing paved spaces, specifically for the reduction of stormwater run-off.

MR and HS praised the design plans.

Action items:

- MR will consult with Steve Seredynski and Andrea Llamas about whether it's relevant for the Planning Board to assess the DiBari's plans.
- MR will provide Ms. DiBari with the answer.

***V. OPPORTUNITIES FOR LEARNING (e.g. WEBINAR)***

There were none.

MR will send webinar information to HS.

***VI. ADJOURN MEETING***

**MOTION BY HS TO ADJOURN THE MEETING AT 5:13PM. MR SECONDED.**

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

*Approves 1/14/2021 [Signature]*