



**Town of Hamilton Planning Board**  
**PO Box 429, 577 Bay Road**  
**Hamilton, MA 01936**  
**978-468-5584**

Minutes

Nov. 19, 2013

Welcome – Chairman Ed Howard opened the meeting at 7:30 pm. Planning Board members Claudia Woods, Rob McKean, Peter Clark, Rick Mitchell, Brian Stein and Jeffrey Melick were present. Planning Coordinator Kristine Cheetham was also present.

### **Agenda Items**

1. Building Inspector – Charlie Brett, Hamilton Building Inspector, met with the Board to review how he implements the zoning bylaws. The Board wanted confirmation that the building inspector received communication from the Planning Board when they issue permits with conditions. He confirmed that he has the permit decisions and reviews them prior to granting occupancy permits. The Board wondered what level of communication was needed between the Boards. The Planning Coordinator noted that she works closely with staff to convey decisions and concerns. The Building Inspector agreed that he would be willing to review the conditions of a special permit issued by the Planning Board so that he was familiar with their concerns. He also noted that specificity in the decision was very important.

The Board also questioned how the building inspector addressed violations. The Zoning Bylaw, Section VIII. G. addresses violations and penalties. He also suggested that if the Board had a concern, to put it in writing and he would inspect it. This is a component of his job.

2. Hamilton Development Corporation - R. Mitchell who is a member of the HDC provided an update on their activities relative to downtown planning. He informed the Board that

the public workshop held on Nov. 14, 2013 had about 60 attendees. The consultant provided information on transportation concepts, land uses and zoning recommendations. The information was based upon public input from three meetings over the summer and from previous studies of the downtown. A draft report would be out in December. He agreed that the draft report should be reviewed by the Planning Board. E. Howard asked if the members of the HDC had reached out to the owners of the Cumberland Farms property. R. Mitchell responded that a member of the HDC, who was not a member of the Planning Board, would be reaching out to them in the near future.

3. Patton Pool Project - Chairman Howard mentioned that a few folks in town questioned what role, if any, the Planning Board had in the Patton Park pool project. Several members of the Board felt that the project should have come before the Planning Board prior to a town meeting vote. Although the project was not at a regulatory stage, the Board agreed that their review and support of the project may have helped to further define the project for the community. P. Clark noted that the Selectmen set up a Subcommittee to review the plans for the pool. None of the Planning Board members served on this committee. Resident Bill Derry stated that he was working with a group of citizens who would like to see the pool rebuilt but have a few other options. They had plans to hire a consultant to provide a few options that could be phased in over time. He stated that when he had preliminary information from this consultant he would like to meet before several boards to secure their input. The Planning Board agreed to put him on the agenda at that time. The members of the Board expressed their interest in the parking, pedestrian access, incremental use of the Patton park area, and the overall plan for septic and drainage capacity for the site. He thanked the Board for their input.
4. Demolition Delay – C. Woods raised the issue of a demo delay bylaw because of the recent demolition of a home along the Aquilla Farm Road. E. Howard noted that the research was done on the bylaw but two questions remained: at what point in time do you set the demolition delay and for how long does it hold up a project. These questions should be discussed with the public. The Board agreed that a demolition delay bylaw was in place in most historic communities along the North Shore.
5. Roles and Responsibilities of the Planning Board – The Board continued a discussion from the previous meeting relating to their official roles and responsibilities. The town attorney was away on vacation and did not provide an answer to their question for this meeting. The Board was in agreement that they should have some role to play in the review and discussion of municipal projects. They did not define municipal. The Board would like to continue this discussion at the next meeting.  
ACTION: R. Mitchell made a motion to draft a letter to the town manager requesting that a statement such as the one below be adopted in the town bylaws relative to the powers of

the Planning Board: “The Planning Board shall be involved in all plans and projects that affect town growth and development.”

J. Melick seconded. All voted in favor.

6. Patton Estate – Chairman Howard mentioned that Selectmen Scuteri invited the Planning Board to tour the Patton Estate so that they are more familiar with the site. C. Woods reminded the Board that she requested at a previous meeting of the Board an update on plans for the Patton Estate in writing. She would like this presentation prior to a site walk. P. Clark, a member of the Patton Estate Sub-Committee, agreed to provide an update at the next meeting of the Board.
7. New Business: Letter from Resident Nancy Baker – The Board read the letter from Nancy Baker. K. Cheetham reviewed the bylaw for the Board relative to side and rear setbacks. The laws relate to structures and not natural features. The Board agreed to have the building administrator contact the property owner to explain the bylaw.

Adjourn – At 10:10 PM J. Melick made a motion to adjourn. C. Woods seconded. All voted in favor.