

BEDFORD PLANNING BOARD
Bedford High School Library
Regular Session Minutes
March 23, 2015

MEMBERS PRESENT: Amy Lloyd, Chair; Sandra Hackman, Clerk; Jeffrey Cohen; Lisa Mustapich

MEMBERS ABSENT: Shawn Hanegan

STAFF PRESENT: Glenn Garber, Planning Director; Catherine Perry, Assistant Planner

STAFF ABSENT: Cathy Silvestrone, Planning Administrative Assistant

Ms Lloyd called the meeting to order at 6:30 PM.

Emergency Evacuation notice given by Ms. Hackman

Note: All meeting submittals are available for review in the Planning Office.

FINALIZATION OF PRESENTATIONS FOR ANNUAL TOWN MEETING: Comments on non-Planning Board Articles

Art. 9 – Alcoholic Beverage Licenses

Lisa Mustapich's draft statement in support of Article 9 was reviewed at the last meeting and minor editing suggestions have been incorporated.

Art. 15 – FY 16 Community Preservation Budget

The Board reviewed statements in support of the Washington Street Bridge replacement and Narrow Gauge Trail resurfacing proposals, drafted by Jeff Cohen, to be presented in the event that the items are held for discussion. The Board was satisfied with the wording.

Mr. Cohen also supplied wording in support of the Bicycle Repair Stand, a smaller item which supports similar aims. He mentioned that the location for the stand has not yet been determined.

MOTION: Ms. Mustapich moved that the Planning Board support the proposed Bicycle Repair Stand, in the event that this item be held for discussion at Town Meeting, as it supports alternative transportation options in town. Mr. Cohen seconded the motion.

VOTE: 4-0-0

FINALIZATION OF PRESENTATION FOR ANNUAL TOWN MEETING: Progress With Comprehensive Plan Implementation

Sandra Hackman outlined the changes she has made in condensing staff's written summary of progress into a 10 minute presentation with emphasis on points previously agreed. A few PowerPoint slides have been supplied to the Assistant Town Manager to accompany the presentation. The Board was satisfied with the presentation. Mr. Garber reported that the Moderator has agreed to allow 10 minutes for it.

REPORTS:

Development Permitting and other work items (brief verbal update by staff)

Catherine Perry provided updates on the following items:

- Staff met with a developer interested in the property at 1-3 DeAngelo Drive, adjacent to 54 Loomis Street, to discuss a potential mixed use development with retail and residential elements.
- Staff attended a further internal meeting concerning the partially developed Bedford Woods Office Park where the owner has raised a question about the need for and practicality of implementing an emergency access connection to Oak Park Drive.
- Staff held a telephone conference with the Westfield State student intern and he is coming in for a work session on Tuesday.
- Ms. Perry attended a town staff meeting on records management where an IT provider introduced a new electronic documents system called LaserFiche. Staff in all departments will be encouraged to scan all documents that need to be retained into this system, simply tagged with the document type, and they will feed into the archives where they can be managed according to the state's retention schedules. Optical character recognition will enable the text content to be searched. Ms. Perry noted that for land use permitting departments, there is a greater need to organize records in a structured and interactive way around map locations, or at least street addresses, and preferably with an interface such as a database that allows multiple ways of indexing, searching and reporting. Therefore there is still a need to explore and discuss operational document organization and permit tracking software solutions that will mesh with the archives.

Glenn Garber reminded the Board that on April 7, the agenda will include a preliminary subdivision plan review for 30 Chelmsford Road and a preliminary discussion of a cottage style Planned Residential Development at 162/ 150A/158 South Road.

Planning Board Liaison/ News items (brief verbal updates)

Amy Lloyd and Jeff Cohen reported from a Citizen Planner Training Collaborative (CPTC) conference that they and Ms. Perry attended on Saturday. They found the training on vested rights and nonconforming uses, and the discussion on inter-board permitting coordination, interesting.

ADJOURNMENT

MOTION: Ms. Mustapich moved to adjourn and proceed to Town Meeting. Ms. Hackman seconded.

VOTE: 4-0-0

TIME: 7:17 PM

Minutes respectfully submitted by Catherine Perry
Approved April 7, 2015