



OFFICE OF THE  
PLANNING BOARD

TOWN HALL, 10 CENTRAL STREET, MANCHESTER-BY-THE-SEA, MA 01944-1399

Minutes of Planning Board Meeting  
June 24, 2019 – Town Hall

Present: Members Coons, Delisio, Fish, Foley, Russell, Acting Chairman Mastrogiacomo  
One Vacant Seat

Acting Chairman Mastrogiacomo called the meeting to order at 7:15 p.m.

Acknowledgment of receipt of letter of resignation from Mr. Canny.

Mr. Mastrogiacomo reported that Mr. Canny had submitted his resignation to the Planning Board and the Board of Selectmen. The Board will miss his professionalism.

Discussion of process for advertising and selection of Board member to fill vacant seat

Mr. Mastrogiacomo reported that the Selectmen will advertise the vacancy in the Cricket, requesting that applications be submitted by July 16, 2019. The Planning Board and the Board of Selectmen will meet with the applicants and vote jointly.

84 Old Essex Road, vote to extend date Decision is filed with Town Clerk to July 9

Mr. Mastrogiacomo acknowledged receipt of a letter from Robert Griffin of Griffin Engineering Group, LLC extending the date that the Decision on 84 Old Essex Road Special Permit is to be filed with the Town Clerk to July 9, 2019. Upon motion made by Mr. Coons and seconded by Ms. Fish, it was VOTED to extend the date that the Decision is to be filed with the Town Clerk to July 9, 2019.

Preparation for June 26 meeting with Bobrowski.

The secretary will re-send to the Board Mr. Bobrowski's memorandum on zoning diagnostics which the Board received in May, 2019.

96 Pleasant Street, Update on Infiltration System and Driveway, Johnson

Members acknowledged receipt of a letter from Engineer John Judd of Gateway Engineering in which he states that the system as designed is effective.

Mrs. Delisio reported that the problem of water running into the street has not been resolved. Additional water has been discharged into the catch basin. Mr. Judd's response does not address the change.

Ms. Fish said it is her opinion that if water is being pumped out of the basement into the catch basin the water table was higher than what was designed.

Mrs. Foley said the DPW gave Mr. Johnson permission to put in underground to the catch basin.. They are currently on a generator pumping water to the street. She suggested that the Board go back and reassess what was brought before the Board in 2018.

Mr. Russell said the infiltration system takes run off, and not ground water out of the basement.

Mrs. Foley said that Mr. Johnson got permission from the DPW to go to the catch basin.

Mr. Mastrogiacomo said an infiltration system captures roof and driveway runoff. Storm water does not have any limits. There is no enforceable limit.

Members were asked to look again at the letter from the DPW.

#### Town Planner Report, Brown

Responding to Town Planner Brown's written inquiry, it was the consensus of the Board that monthly reports from the Town Planner were sufficient unless there are circumstances that will make going back to twice a month necessary.

#### Surf Village Conservation Restriction Update, Brown

No action to report.

#### Master Plan Edits and Final Approval, Brown

Mr. Russell reported that the final changes are due at the end of July.

#### CPC Update, Mastrogiacomo

Mr. Mastrogiacomo reported that there was no meeting in June. He said there was \$400,000 spread between historic preservation, open space and affordable housing this year. Applications for next year are due December 1, 2019.

#### Driveway/Curb Cuts, Discussion, Foley

Mrs. Foley submitted the revised document she has prepared in which she incorporated Town Planner Brown's comments.

Mr. Russell said he would like to see driveways handled by the Police, Fire and DPW as in other communities.

Mrs. Foley will submit the document to DPW and Building Inspector for comments and then return it to the Board. Its purpose is to be a Guide to Applicants.

#### Water Resource Overlay Protection District (4.9), Discussion, Foley

Tabled to a future meeting

#### Stormwater Management Special Permit (6.15), Discussion, Foley

Tabled to a future meeting

Development Scheduling: Sewer Connection Limitation (6.11) Discussion, Delisio  
Mrs. Delisio will meet with Town Administrator. Table to next meeting.

Minutes: June 10

Upon motion made by Mr. Coons and seconded by Mrs. Delisio, it was VOTED to approve the minutes of June 10 as slightly amended.

Matters not received in time to appear on Agenda:

Upon motion made by Ms. Fish and seconded by Mr. Coons, it was VOTED that Mrs. Delisio be the Planning Board representative to the MAPC/NSTF.

Upon motion made by Mrs. Delisio and seconded by Mrs. Foley, it was VOTED to pursue how to get money for a Parking Study.

There being no further business to come before the meeting, and upon motion made by Mr. Coons and seconded by Mrs. Foley it was VOTED to adjourn. Adjourned at 9:10 p.m.

Submitted,

Approved by the Board on July 22, 2019

Helene Shaw-Kwasie  
Secretary

Clerk Pro-Tem

N.B. These minutes are not verbatim. They are the secretary's interpretation of what took place at the meeting.

Documents used at this meeting

Letter from Mr. Canny

Letter from Mr. Griffin

Driveway Procedure Draft prepared by Mrs. Foley