7:04 p.m.
Sand Hill School Community Center, 16 Dewey Avenue, Sandwich, MA & via Remote Participation Software

Present via ZOOM: Jennifer Reisig, Vice-Chair; David Darling; Mark Callahan; and James Dever
Absent: Jeffrey Picard, Chair; Robert King; and Paul Coteus
Also Present via ZOOM: Ralph Vitacco, Director, Planning & Development; and Leanne Drake, Town Planner
Absent: Sam Jensen, Assistant Town Engineer; Craig Geddis, Tree Warden; and Maureen McCabe, Sr. Administrative Assistant

Ms. Reisig states that this regularly scheduled meeting of the Sandwich Planning Board is being conducted remotely. On June 16, 2021 Governor Baker signed into law an Act extending certain COVID-19 measures adopted during the State of Emergency. This Act includes an extension, until April 1, 2022, of the remote meeting provisions of his March 12, 2020 Executive Order suspending certain provisions of the Open Meeting Law. All Board members are participating via videoconference. Ms. Reisig reads the Planning Board’s opening statement. She says that each vote taken this evening will be by roll call vote.

Approval of Minutes

Mr. Callahan motions to accept the minutes from the meeting held February 22, 2022, as submitted. Mr. Dever seconds. Ms. Reisig amends the date of the minutes being approved to February 1, 2022. Mr. Dever seconds.

Submission of New Plans

Ms. Reisig states there are no new plans submitted.

Old Business

Ms. Reisig states there is no old business to discuss.

Approval of Minutes

The Minutes of February 1, 2022 are unanimously approved by roll call vote.
New Business

- 84 Boardley Road – Scenic Road Permit – Bracken

Ms. Reisig reads the Public Hearing Notice into the record. Mr. Dever motions to open the Public Hearing. Mr. Callahan seconds. Ms. Reisig reads the following comment memos into the record:

- Memo to Jeffrey R. Picard, Chair from Sam Jensen, Assistant Town Engineer re: Application for Scenic Road Permit, 84 Boardley Road, Parcel 013-177-, dated February 10, 2022
- Memo to Maureen McCabe from David J. DeConto, Director of Natural Resources re: Scenic Road Permit- 84 Boardley Road, dated January 25, 2022

Ms. Reisig opens the matter up to Mr. Vitacco. Mr. Vitacco explains that because Mr. Geddis is unavailable he will speak to the matter. Through their conversations Mr. Geddis did not express any concerns with this application. The Tree Warden falls under the authority of the DPW. Their Memo stands on its own. The trees are being removed for the purpose of installing a driveway for the construction of a new premises. The applicants, through their representative, Mr. Bracken, have been following procedure. The minimum amount of trees will be removed. Mr. Don Bracken introduces himself. He adds they had an opportunity to place the driveway in a position that would not have trigged this Public Hearing. He met and consulted with the Engineering Department on the best driveway location. The Engineering Department suggested the driveway be placed as far away as possible from the intersection to the south of the site. There are no site distance issues and they are in compliance with the Town’s driveway regulations. The Engineering Department also reviewed the plans for drainage and there are no issues. Mr. Bracken talks about the five trees being removed. Mr. Dever asks if there are plans to replace the trees with plantings elsewhere. Mr. Bracken responds by saying a clearing on each side of the driveway for maintenance and clear site distance is required so there really isn’t any area on the property to add the trees. Mr. Vitacco talks to the Board about the process of determining replacement trees. The Tree Warden will work with the applicant to determine the placement of trees. Mr. Dever asks if there are plans to replant the trees in another area of town. Mr. Bracken responds by saying his client would be willing to work something out with the town. Ms. Reisig says the Board will discuss these details during deliberations. Ms. Reisig asks Mr. Bracken to share his pictures of the trees. Mr. Darling asks Mr. Bracken if his client understands there is a cost to cut down trees because of their replacement. Mr. Bracken says his client is willing to accept whatever the conditions will be in order to obtain approval. There are no further questions from the Board. Mr. Darling motions to close the Public Hearing. Mr. Callahan seconds. Unanimously approved by roll call vote.

Deliberation

- 84 Boardley Road – Scenic Road Permit – Bracken

The Board reviews and discusses the Scenic Road Permit application for 84 Boardley Road. The Board unanimously approves, by roll call vote, the Scenic Road Permit. The Decision, Findings and Conditions are on file in the Planning & Development office.
Board Discussion

- **COVID-19 Update**

  Mr. Vitacco reminds the Board that they decided to have virtual meetings in January and February due to the uptick of COVID-19. The positivity rate is really dropping; Mr. Vitacco provides detail. Virtual meetings are allowed until April 1, 2022. There has been no indication that this date will be extended. Mr. Vitacco asks Board members if they would like to resume in-person meetings in March. After a brief discussion, the Board decides to resume in person meetings in March.


  Mr. Vitacco provides an overview on each of these two projects. The Board reviews and discusses each request from the Board of Appeals. They decide not to forward a comment to the Board of Appeals on either application.

Other Matters Not Reasonably Anticipated

- Ms. Reisig asks if Board members would consider replacing the title “Chairman” with “Chairperson.” Board members briefly converse and decide to continue the conversation to a future meeting where more members are present and can contribute to the discussion. Ms. Drake says she will review the Planning Board Rules and Procedures to see which term is referenced in the document. With a formal vote the document which governs the Board can be changed to say “Chairperson” instead of “Chairman.”

Adjournment

Mr. Darling motions to adjourn. Mr. Callahan seconds. The meeting adjourns at 7:38 p.m.

Respectfully submitted,

Maureen McCabe

Supporting Documents:

1. February 1, 2022 Draft Minutes (4 pages)
2. 84 Boardley Road Public Hearing Notice (1 page)
3. 84 Boardley Road Scenic Road Application (2 pages)
4. Memo to Jeffrey R. Picard, Chair from Sam Jensen, Assistant Town Engineer re: Application for Scenic Road Permit, 84 Boardley Road, Parcel 013-177-, dated February 10, 2022 (1 page)
5. Memo to Maureen McCabe from David J. DeConto, Director of Natural Resources re: Scenic Road Permit- 84 Boardley Road, dated January 25, 2022 (1 page)
6. 84 Boardley Road, Don Bracken’s tree pictures (pictures not provided to the Board)
7. Request for Comment: #22-03: 45 Chase Road/Colonial Way (40B) – Appeal of Decision of the Building Commissioner – Swift (25 pages)
9. Planning Board Rules and Procedures (7 pages)