

1. Amesbury Planning Board Meeting Minutes
2. Virtual Meeting –January 22, 2024, at 7:00 PM
3. Chairman Pascal Rettig called the January 22, 2024, Planning Board meeting to order at 7:00 PM. He read: Pursuant to Governor Baker’s March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20, and the extension of the Governor’s order until March 31, 2025, Order imposing strict limitations on the number of people that may gather in one place, this Meeting of the Planning Board on January 22, 2024, is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort is being made to ensure that the public can adequately access the proceedings as provided for in the Order.
4. *To submit a public comment, or dial in please email Becky Frey at freyr@amesburyma.gov. There will be a public comment portion of each public hearing discussed tonight.*
5. *The Chairman notes that tonight’s Planning Board meeting is being recorded by Amesbury Public Access Television; this legal step has been taken but does not act as the official record. The written meeting minutes by the Recording Secretary is the official record.*
6. *If you would like to dial in to speak you can email Nipun at Nipun@amesburyma.gov*
7. Pascal Rettig initiated roll call –
8. Keith Ratner – YES
9. Joel Nice – YES
10. Lorri Krebs- YES
11. David Frick – Absent
12. Michael Jewell - YES
13. Pascal Rettig - YES
14. Also: Nipun Jain (Planning Director) and Becky Frey (Community Development Coordinator)
- 15. Minutes 10-30-23, 11-6-23, 11-13-23, 12-11-23**
16. Pascal Rettig commented that he sent minor edits to Becky Frey for the 2023 minutes. Joel Nice and Keith Ratner agreed the minutes looked good.
17. Lorri Krebs motioned to accept the Planning Board Minutes from 10-30-23, 11-6-23, 11-13-23, and 12-11 2023 as amended. Seconded by Joel Nice.
18. Pascal Rettig initiated roll call –
19. Keith Ratner – YES
20. Joel Nice – YES
21. Lorri Krebs – YES
22. David Frick – Absent

23. Michael Jewell - Abstained

24. Pascal Rettig – YES

25. Motion passed 4-0

26. Keith Ratner motioned to approve the Planning Board Minutes from 1-8-24 as amended.

Seconded by Michael Jewell.

27. Pascal Rettig initiated roll call –

28. Keith Ratner – YES

29. Joel Nice – YES

30. Lorri Krebs - Abstained

31. David Frick – Absent

32. Michael Jewell - YES

33. Pascal Rettig - YES

34. Motion passed 4-0

35. Preapplication – 12 S Hunt Rd.

36. Lorri Krebs motioned to continue the preapplication for 12 S Hunt Rd. to the February 12, 2024, Planning Board Meeting. Seconded by Michael Jewell.

37. Pascal Rettig initiated roll call –

38. Keith Ratner – YES

39. Joel Nice – YES

40. Lorri Krebs – YES

41. David Frick – Absent

42. Michael Jewell - YES

43. Pascal Rettig – YES

44. Motion passed 5-0

45. Administrative – Bartlett/Rosedale

46. Nipun Jain commented that the City is currently holding two bonds for this project. The first is an erosion control bond in the amount of \$6,641.00 and the second is a performance bond in the amount of \$74,868.75. The project is complete, and the Inspectional Engineer is reviewing the As Built. Staff recommends that the Board release the erosion control bond in its entirety. The trees and landscaping have not gone through a full growing season. Generally, the Board waits for 1-2 growing seasons to make sure that the vegetation survives. There also needs to be some fences installed around the combined parcels that will demarcate the public open space. There are some outstanding legal documents pertaining to public access that need to be accepted by the City. That may involve some review and potential revisions. Staff recommends that the Board retain \$15,000 of the performance bond and release the remaining amount. This will allow for the driveway to go through one winter as well.

47. Keith Ratner motioned to release the entire erosion control bond in the amount of \$6,641 and \$59,868.75 of the performance bond for the Bartlett Rosedale project. Seconded by Lorri Krebs.

48. Michael Jewell questioned if he could vote on this matter. Nipun Jain confirmed that he could because it was an administrative item.
49. Pascal Rettig initiated roll call –
50. Keith Ratner – YES
51. Joel Nice – YES
52. Lorri Krebs – YES
53. David Frick – Absent
54. Michael Jewell - YES
55. Pascal Rettig – YES
56. Motion passes 5-0

57. Administrative – Point Shore Drive

58. Nipun Jain commented that the Board was holding an erosion control bond. The project has been built and there have not been any erosion issues. The vegetation has grown and matured. Staff recommends releasing the entire erosion control bond in the amount of \$5,000. The Board is also holding a performance bond in the amount of \$13,987. This was held for some minor outstanding items. There are a lot of documents, deeds and plans pertaining to the street acceptance that need to be finalized and recorded. The street was formerly accepted in December 2023. However, the Board should refer to the memo from DPW requesting that the Board withhold \$6,000 until that is completed. Staff recommends releasing \$7,987 of the performance bond leaving a balance of \$6,000. The last item is the review fees for Point Shore. There are no outstanding inspections for this project, so staff recommend releasing that in full.
59. Keith Ratner motioned to release the entire erosion control bond in the amount of \$5,000, the remaining review fees in the amount of \$398.71, and \$7,987 of the \$13,987.00 of the performance bond leaving a balance of \$6,000. Seconded by Joel Nice.
60. Pascal Rettig initiated roll call –
61. Keith Ratner – YES
62. Joel Nice – YES
63. Lorri Krebs – YES
64. David Frick – Absent
65. Michael Jewell - YES
66. Pascal Rettig – YES
67. Motion passed 5-0

68. Administrative – Maple St.

69. Nipun Jain commented that the Board is holding a performance bond and erosion control bond for Maple St. They have not had any erosion control issues, so Staff recommends releasing the erosion control bond in full. There are a few outstanding items pertaining to the performance bond. The first is that a historic plaque needs to go on the structure. The second is that a split rail fence still needs to be installed along the open space abutting lot 3. The final item is that granite steps need to be installed at the beginning of the open space and trail area. Staff recommends releasing all but \$10,000 of the performance bond.

70. Michael Jewell questioned if they should be holding back more than \$10,000. Nipun Jain responded that a historic plaque would run about \$5000. The rest would be intended for the granite steps and split rail fence. The Board should not hold more than \$15,000 to cover that.
71. Michael Jewell questioned if there was a reason why the developer has not done it yet. Nipun Jain responded that the fence is supposed to go at the last lot. The split rail fence is intended to allow for it to remain open space but visually demarcate the abutting property. It may be worth trying to make sure these fences are installed before the last two lots are built in a development. That would motivate a developer to do it sooner. It is worth noting that this is an ongoing theme. The Board will need to address this with Kimball Rd. soon as well.
72. Michael Jewell motioned to release the erosion control bond in the amount of \$4,785.00 and \$171,268.36 of the performance bond leaving \$15,000 in place. Seconded by Lorri Krebs.
73. Pascal Rettig initiated roll call –
74. Keith Ratner – YES
75. Joel Nice – YES
76. Lorri Krebs – YES
77. David Frick – Absent
78. Michael Jewell - YES
79. Pascal Rettig – YES
80. Motion passed 5-0.

81. Administrative – 14 S Hunt Rd.

82. Nipun Jain commented that there was nothing they needed to discuss on this item. This will be on the agenda from time to time in case the applicant needs to discuss a matter, or the Board has a question.

83. Administrative – Contracts, Bills and Invoices

84. Nipun commented that staff recommended paying the following invoices as submitted and reviewed. They know the work has been performed as submitted.
1. A Stantec Bill for Moncrief in the amount of \$127.50
 2. A Stantec Bill for Bailey's Pond in the amount of \$463.50
 3. A Stantec Bill for 14 S Hunt Rd. in the amount of \$885.60
 4. A Stantec Bill for Bailey's Pond in the amount of \$463.10
 5. A Stantec Bill for 47.5-57 Kimball Rd. in the amount of \$925.60
 6. A Stantec Bill for Bartlett/Rosedale in the amount of \$623.10
85. Keith Ratner motioned to approve payment of the Stantec Invoices listed above. Seconded by Michael Jewell.
86. Pascal Rettig initiated roll call –
87. Keith Ratner – YES
88. Joel Nice – YES
89. Lorri Krebs - YES

- 90. David Frick – Absent
- 91. Michael Jewell - YES
- 92. Pascal Rettig – YES
- 93. Motion passed 5-0.

94. Nipun Jain commented that there was one additional invoice for the AICP American Institute for Certified Planners. It is a certificate requirement for staff. The invoice is produced only after it is paid, but it would be in the amount of \$917.43 dollars. There is money to pay for this in the Planning Board budget. Staff is requesting the Board authorize the \$917.43 towards this item.

95. Keith Ratner motioned to approve payment of \$917.43 out of the Planning Board budget for Staff's AICP Certification. Seconded by Lorri Krebs.

96. Pascal Rettig initiated roll call –

97. Keith Ratner – YES

98. Joel Nice – YES

99. Lorri Krebs - YES

100. David Frick – Absent

101. Michael Jewell - YES

102. Pascal Rettig – YES

103. Motion passed 5-0.

104. Pascal Rettig questioned if someone would like to do a primary review of these meeting minutes. Keith Ratner commented that he could review this draft but may not be able to do every review. Nipun Jain commented that the Board members could share the work.

105. Adjournment

106. Michael Jewell motioned to adjourn the meeting at 7:47 pm. Seconded by Keith Ratner.

107. Pascal Rettig initiated a roll call vote –

108. Keith Ratner – YES

109. Joel Nice – YES

110. Lorri Krebs- YES

111. David Frick – Absent

112. Michael Jewell - YES

113. Pascal Rettig - YES

114. Motion passed 5-0