

Development Review Team Meeting
 Wednesday, October 22, 2014
 180/186 Summer Avenue

Staff Present (see attached sign in sheet for contact info): Town Manager Bob LeLachuer, Assistant Town Manager Jean Delios, Police Chief Jim Cormier, Fire Chief Greg Burns, Building Inspector Glen Redmond, Town Engineer George Zambouras, Public Works Director Jeff Zager, David Savio Police Department.

Others: Carl Mitnacht and Virginia Adams and Ronald Weston Historical Commission

Applicant: Jack Sullivan Engineer, Marc Mawell Architect, John Williams, Robert Littleton, Dan Couet

Plans Reviewed: Existing Conditions/Demolition Plan, Site Plan of Land; Grading, Drainage and Utility Plan, and Construction Details prepared by John D Sullivan III PE, Sullivan Engineering Group, LLC dated October 9, 2014 and Proposed Site Plan A-101, Proposed Second Floor Plan A-102, Proposed Exterior Alterations A-201, Existing Site Plan EX-101, Exterior Floor Plans EX-102, Existing Exterior Elevations EX-201 prepared by Maxwell Architects, LLC dated October 7, 2014.

The proposed project is to save the existing historic structures (house and barn) and add a 5,620sf school building for a child enrichment program.

The following is a list of comments from the DRT. Action items are denoted in **bold**. The Applicant should revise the submission based on comments from the DRT in advance of submitting for Site Plan Review. The DRT notes will be part of the Site Plan Review Application and it is recommended that all Action Items be addressed as part of that submission.

DRT Comments			
Action Items in Bold			
Town Manager			
	Comment	Policy/Regulation	Status
1. Time Frame	What is the project time frame?		Applicant stated the project would start late spring/early summer
Planning			
	Comment	Policy/Regulation	Status

1. Parking and Curbing	Parking spaces should be calculated under the new Zoning bylaw. Vertical granite curbing is encouraged.	Reading Zoning By-Law – Section 6.1	Applicant noted the calculation changes. Stated the parking will be ADA compliant.
2. Submittal of Application	A complete application submittal must be received before passing on to the CPDC. Signage is part of the site plan review. A limited site plan will still be needed even with Dover Amendment. One meeting in December.	NA	Applicant noted.
3. Play Area	How is the playground area going to be protected by cars – fencing, bollards?	NA	Applicant stated the playground could be moved due to changes in the parking calculation
4. Site Circulation	How would you navigate the turn if a car needs to go in the back of the property to find parking?	NA	Applicant noted.
5. Architectural Design	What is the architectural design of the building?	NA.	Applicant described and agreed the plan submitted and what is described are different – will be accurate in the site plan review
6. Landscaping, signage and drainage	Where is the landscaping, signage and drainage?	NA	Applicant stated not developed yet, but there will be one sign for the front
7. Trash/Recycling	State Law an applicant would need two dumpsters, to separate trash and recycling	NA	Applicant noted.
8. Vacant Property	Owner’s responsibility to maintain a vacant property.	NA	Maintaining the lot will be done
Fire			
	Comment	Policy/Regulation	Status
1. Barn	Additional upgrade might be needed if the barn is to be used for storage. The barn might not be allowed to just sit there and not be used	NA	Applicant noted.

2. Operation of Business	Will there be naps and how does this service run?	NA	Applicant stated the program is for children under 4, but no naps. Two sessions are run, one in the morning and afternoon. The school operation should be considered low impact. Not all staff work from the school; they go to the children's houses. Criterion has two other facilities in residential areas.
2. Emergency Vehicles	Concerned if a fire truck and ambulance will have difficulties getting out of site	NA	Applicant noted and will look into options
3. Traffic Violations	Would the owner give the police department permission to enforce parking and if necessary give ticket?	NA	Applicant noted.
4. Vacant Property	Concerns building be vacant before permitting process	NA	Applicant stated professional maintenance department will be checking on property. Will let Town know if it will be vacant
Police			
	Comment	Policy/Regulation	Status
1.Alarm System	Suggest a security system and a contact list be forwarded	NA	Applicant noted.
2. Hours for Construction	This will be discussed at the preconstruction meeting	NA	Applicant noted.
3.Signs	To post NO parking signs to help with the emergency vehicles. Also install a stop sign at enter and egress	NA	Applicant noted.
Building			
	Comment	Policy/Regulation	Status

1. Barn	What is the proposed use of the barn? Building Inspector not sure if the barn is considered under the same use as the house. The ZBA might have to approve.	NA.	Applicant stated the barn will be stabilized and if used a dry system will be installed. It will only be used for storage. The entire lot should be considered under 1 lot per the Building Code. They were only saving the barn for historic reasons. If significant expense will tear it down.
Public Works			
	Comment	Policy/Regulation	Status
1. Snow Removal	Questioned if snow removal will be done.	NA	Applicant stated the snow storage will be in the back of the site.
Engineering			
	Comment	Policy/Regulation	Status
1. Water, Sewer and Gas	Water and sewer will need to be updated or replaced. The gas line will need to be checked for pressure.	NA	Applicant noted.
2. Porous Pavement	Agreed with applicant porous pavement is fine.	NA	Applicant noted
3. Curb Cut	BOS might have to approve the driveway when a single lot.	NA	Applicant noted
4. Trees	Suggest showing on plan the trees that are going to be saved.	NA	Applicant noted
5. Handicap Spaces	“Sprinkle” the handicap spaces around the building, not all up front.	NA	Applicant noted