

**MINUTES**  
**Pittsfield Planning Board**  
**January 14, 2013**

The Pittsfield Planning Board met on Monday, January 14, 2013 at 7:00 pm. in the Council Chambers of the Pittsfield Municipal Building.

**PRESENT:** Royce Sposato, Jan Laux, Holly Zadra, Kelly Flanigan, Brent Newhouse, Jack Wright and Alan Dunphy. **ABSENT:** Walter Reuter. **Also Present:** Town Manager Kathryn Ruth, Building Inspector Steve Seekins, Bill Robinson, James Robinson and Ron St. Pierre representing A. E. Robinson Oil Company Inc., Steve McCarron, David and Arlene Lyons, Al Rizza, Kevin Cooley, Greg Hughes, Brent Frost, Donna Hodges, and Pete Vigue.

1. Chairman **Alan Dunphy** opened the meeting by leading the Pledge of Allegiance to the flag.
2. Chairman **Alan Dunphy** welcomed new members **Holly Zadra** and **Jan Laux**.
3. Motion by **Kelley Flanigan** and seconded by **Royce Sposato** to adopt the minutes of the regular meeting of December 10, 2012.

**VOTE: UNANIMOUS AYE**  
**Alternate member Jan Laux abstained**

4. **ELECTION OF OFFICERS:**

Motion by **Royce Sposato** and seconded by **Brent Newhouse** that **Alan Dunphy** be elected Chairperson.

No other nominations.

**VOTE: UNANIMOUS AYE**  
**Alternate member Jan Laux abstained**

Motion by **Alan Dunphy** and seconded by **Royce Sposato** that **Kelly Flanigan** be elected Vice Chairperson.

No other nominations.

**VOTE: UNANIMOUS AYE**  
**Alternate member Jan Laux abstained**

5. **PUBLIC HEARING: NONE**

6. **NEW BUSINESS:**

Site Plan Review Pre-application Conference A.E. Robinson Oil Company Inc.  
494 Somerset Ave Tax map 11 Lot 32

Ron St. Pierre of Efficient Energy provided a site plan and front building elevation drawing and spoke on behalf of A. E. Robinson Oil Company. He advised that a new store would be built to the back of the existing building allowing the existing store to remain in operation during the construction.

The new fuel islands in the front of the lot would be built in stages to allow fuel sales to continue. He advised the impervious surfaces would be decreased due to the fact that the planting islands would be built. The issue of street setback requirements was discussed. The only area of concern was at the west property line where it abuts the 30 foot Right of Way. Steve Seekins noted no parking is allowed in the street set back area. However, since the 30 foot wide Right of Way does not meet the definition of a Right of Way, he would recommend that parking be allowed there. Holly Zadra asked if the trees near the south property line could remain. Ron St. Pierre advised the tree shown in parking space #14 could be moved to the planting island at the southeast corner of the lot. Ron St. Pierre advised he would obtain state DOT approval for the driveway entrances to Somerset Ave. He also advised the existing sign location would remain the same. He further advised the number of parking spaces meets town requirements.

The Planning Board members indicated that they were looking forward to reviewing the plans for the public in the near future.

**7. OLD BUSINESS/DISCUSSION:**

a. Comprehensive Plan work session:

1. Review of the Draft of the Comprehensive plan received December 2012

Chairman **Alan Dunphy** asked for comments on the plan from the audience during the session.

Donna Hodges spoke on the Mobile Home Parks section of the plan. She is concerned that when a mobile park ordinance is written, which is a condition of the comprehensive plan, that it clearly defines the requirements for heating oil drums, trees, shade, screening and concrete pads per state law.

Pete Vigue spoke stating the town should enforce the ordinances we currently have as they pertain to homes and businesses that have junk or accumulation of un-serviceable automobiles in their yards. He was especially concerned with the property on Leonard Street and the service station on the corner of Main and Easy Streets.

Chairman **Alan Dunphy** led a review of the minor typographical errors and other minor corrections needed in the historical sections of the draft Comprehensive Plan dated January 2013. See the attached document "Town of Pittsfield 2013 Comprehensive Plan Draft Technical Revisions" that list these changes.

**Alan Dunphy** advised he would be at the next Planning Board Meeting of 1-28-2013 however he would not be at 2-11-2013 meeting. **Kelly Flanigan** agreed to conduct the 2-11-2013 meeting.

**8. ADJOURNMENT:**

Motion by **Royce Sposato** and seconded by **Jack Wright** that the meeting be adjourned at 8:58 pm.

**VOTE: UNANIMOUS AYE**  
**Alternate member Jan Laux abstained**

**Respectfully submitted by**

Steve Seekins, Building Inspector

Kathryn Ruth, Town Manager