TOWN OF LUDLOW PLANNING BOARD
MINUTES OF THE MEETING OF
August 12, 2021

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TOWN OF LUDLOW

PLANNING BOARD MEMBERS

Christopher Coelho – Chairman (Present)
Joseph Queiroga – Vice Chairman (Present)(7:17 p.m.)
Raymond Phoenix (Absent)
Kathleen Houle (Present)
Rafael Quiterio (Absent)
Joshua Carpenter, Associate Member (Present)

The meeting began at 7:05 p.m. in the Selectmen's Conference Room.

Mr. Coelho announced that there wasn't a quorum for the public hearings until another Board Member arrives.

File Mail Item #30 – No permit for renovations violation – 68 Franklin Street – from Justin Larivee, Building Commissioner

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File Mail Item #31 – Warrant for October 4, 2021 Special Town Meeting – from Ellie Villano, Town Administrator

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Ms. Houle **MOVED** that we take a brief recess while waiting for an additional member to take further action on the items on the agenda.
SECOND Mr. Carpenter.
3-0 in Favor.

A brief recess was taken from 7:09 p.m. – 7:17 p.m.

PUBLIC HEARING – SITE PLAN – 0 Center Street (Assessors' Map 33, Parcel 1A) – Town of Ludlow (construct town cemetery)

SEE ATTACHED MINUTES

PUBLIC HEARING – SITE PLAN – 327 Moody Street (Assessors' Map 4, Parcel 2) – Jason Viadero, Project Manager, MMWEC (Stonybrook Solar Project, LLC) (approximately 6.9-MW solar photovoltaic generation system on MMWEC Ludlow campus) ***(mail items #32 & #33 included and tabled until 8/26/21)***

Mail item #32 - Review Comments on the Environmental Notification Form (ENF) for the Stony Brook Solar Project in Ludlow, MA, EEA #16405 – from Pioneer Valley Planning Commission

Mail Item #33 - Westover Air Force Base (ARB) review of plans for MMWEC solar project

SEE ATTACHED MINUTES

Consent Agenda:

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The Board approved the Consent Agenda under unanimous consent.

- FILE Mail Item 29. - Legal Notices from surrounding communities
- APPROVE/SIGN Minutes of July 8, 2021
- SIGN Special Permits:
  - Rebecca Kozaczka – 66 Mountainview Street (pest control)
  - Maria Suzana Machado – 38 Franklin Street (cleaning business)
- APPROVE Change of Occupancy:
  - Asimah Qayyum MD (Psych Care Associates, PC) 185 West Ave, Suites 301, 302, 303, 304, 102, 104, & ½ of 101 (change of ownership)
  - Marsia Nogueira (The Beauty Studio Boutique) 393 East Street (add microblading to salon)
  - Tricia Herring (The Beauty Studio Boutique) 393 East Street (add microblading to salon)

Zoning Bylaws & Subdivision Rules and Regs

Expanding Mixed Use Zoning to Select Properties

Mr. Stefancik said that he went through the Bylaw for inconsistencies and made some corrections:

2.0 – Classification of Districts: *Remove Industrial B, IB*

3.0.1 – Use of Buildings Structures, and Land; 6.5.8 – Permits; 7.1.1 – General Purpose; 7.1.6 – Procedures for Site Plan Approval; 7.1.7 – Site Plan Approval Waiver; 8.1 – Enforcement; 8.2 – Conditions of Construction: *Change Building Inspector, Building Official, Inspector of Buildings to Building Commissioner*

3.0.3 – Obstruction at Street Intersections: *add "See Diagram #3"*

3.0.4 – Fences, 3.1 Table of Principal Uses; 4.1.3 Industrial B Districts: *Remove Industrial B*

4.4 – Mill Redevelopment District: *Change quorum from five to six*

6.4.5 – Parking Area Location: *Remove Industrial B*

7.1.5 – Required Site Plan Contents: *Remove Section 6.5 2e (does not exist)*

3.2.2 – Table 1 Ludlow Table of Principal Uses: *Add Site Plan Approval (SPA) to Earth Removal*

3.2.2 – Table 1 Ludlow Table of Principal Uses: *Add to Mixed Uses, allowing the use through Site Plan Approval and Special Permit Approval from Planning Board to Business A and Business B*

Section X: Definitions: *Add Mixed Use Development: any combination of residential and/or commercial uses on the same lot*

3.2.2 – Table 1 Ludlow Table of Principal Uses: *Add to Residential Uses, by adding Apartments by Site Plan Approval (SPA) and Special Permit Approval (SBBP) approval from Planning Board to Residential B, Business A and Business B*

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Section X: Definitions: *Add Apartment: a dwelling unit in a multi-family dwelling or in a mixed use building.*

Section VI: Special Land Use Regulations: *by adding 6.13 Conservation Development Bylaw*

Documents included: Draft Zoning Bylaw Changes October 2021 Town Meeting

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Email from Matt Pszeniczny re: proposal to the town bylaws regarding fencing

Mr. Pszeniczny was present for the discussion.

Mr. Stefancik explained that Mr. Pszeniczny had sent him an email requesting a change to the fencing bylaw restricting chicken wire fencing between residential lots for property separation. Mr. Stefancik said that the best way to address this would to put into the Bylaw that fencing in Residential Zones would need to be made of material such as wood, chain link, or vinyl.

Ms. Houle: I make a **MOTION** that we send the Bylaws to the Board of Selectmen for inclusion in the Special Town Meeting.
SECOND Mr. Queiroga.
3-0 in Favor
Roll call vote: Mr. Queiroga – yes; Ms. Houle – yes; Mr. Coelho – yes.

Documents included: Email from Matt Pszeniczny to Doug Stefancik re: fencing (August 12, 2021)

Mr. Coelho: Now a MOTION to adjourn.
Ms. Houle: **SO MOVED.**
SECOND Mr. Queiroga.
4-0 in Favor.
Roll call vote: Mr. Queiroga – yes; Ms. Houle – yes; Mr. Coelho – yes; Mr. Carpenter.

Meeting adjourned at 7:57 p.m.

APPROVED:

Kathleen J. Houle
Kathleen Houle, Secretary

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(All related documents can be viewed at the Planning Board Office during regular business hours.)

TOWN OF LUDLOW PLANNING BOARD
PUBLIC HEARING – SITE PLAN
0 Center Street (Assessors' Map 33, Parcel 1A)
Town of Ludlow
(construct town cemetery)
August 12, 2021

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PLANNING BOARD MEMBERS

Christopher Coelho – Chairman (Present)
Joseph Queiroga – Vice Chairman (Present)
Raymond Phoenix (Absent)
Kathleen Houle (Present)
Rafael Quiterio (Absent)
Joshua Carpenter, Associate Member (Present)

The hearing began at 7:17 p.m. in the Selectmen's Conference Room.

In attendance: Ellie Villano – Town Administrator, Steve Santos - DPW

Mr. Coelho read the legal notice and reviewed the application. The legal notice included the description of: construct town cemetery.

Mr. Coelho: Ok so, Ellie is this, this is why you're here tonight? You can come sit with us if you want to. Yeah, I think that's probably appropriate. Good evening, so I'm gonna do what I do to everybody, why don't you give me a brief verbal description of why you guys are here?

Ms. Villano: We are here for site plan approval of the new cemetery located on Center Street.

Mr. Coelho: Ok, and I have to notify everybody here that the cameras are recording and we are on tv, so they're being both recorded audio and visually. Ok, got that done, got that done. Ok so, we got some comments here from other town boards. We have the Board of Selectmen asking for a waiver of the fee because it is for the town, and it is a town project, by Ellie Villano, that's true. We have the waiver request here, lighting plan, elevations, signage design, area where snow will be stored, and traffic study. It's a pretty large parcel, so we have requests for waivers for all that in writing. No comments from Board of Health. Fire Department (*had no comments*). We have review by the Planning Board. I don't see any red marks here. Good. DPW has no comment, Jim Goodreau, Assistant Town Engineer. And I have a completed application stamped in. So, we're all set right now. What happened to my cheat sheet? There it is. Ok so, I think right now we need to grant some findings and waivers. So, first waiver we're looking for is waiver of the fee.

Ms. Houle: Mr. Chairman?

Mr. Coelho: Ms. Houle.

Ms. Houle: I **MOVE** to waive the fee for the project for the new cemetery since the cemetery comes under the purview of the Town.
SECOND Mr. Queiroga.

3-0 in Favor. (Motion failed due to lack of quorum)

Mr. Stefancik: You need four for the waiver.

Mr. Coelho: Oh, oh.

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Mr. Stefancik: So, we'll just have to do the waivers next week.

Mr. Coelho: Oh, you should have told me before I started. So, he can't play on this one? Ok, so we'll do our waivers at the next meeting, but I don't anticipate those being a problem. Now I'm gonna open it up to public comment. Is there anybody on the phone that will have any questions about this proposal? Please state them all through the Chair and no repeating yourself. Nobody on the line? You're here for the cemetery sir?

Mr. Godin: Yes.

Mr. Coelho: If you can stand, state your name and address for the record.

Mr. Godin: My name's Ed Godin. I own the property on 1077 Center Street, but I live in Wilbraham.

Mr. Coelho: Ok.

Mr. Godin: But, I'm here, I just got a, I'm in favor of the cemetery, I just got some questions about how it's gonna operate. Is there gonna be parking at this property for the reservoir?

Mr. Coelho: Ok.

Mr. Godin: And a few years ago, somebody tried to take gravel out of this property...

Mr. Coelho: Ok.

Mr. Godin: ...but they were turned down, and one of the reasons was the entrance is too dangerous to enter and exit. Now you're gonna have, if it's using the same entrance, you're gonna have funeral processions entering it on Center Street. I'm just asking how this is gonna go.

Mr. Coelho: Ok. As far as the past with the gravel situation, I don't have...

Mr. Godin: I'm not complaining about that. I just want bring it up.

Mr. Coelho: Yeah, I don't have any, I mean, I'm not here...

Mr. Godin: --- complain ten years ago and Center Street's only busier today.

Mr. Coelho: Yeah, this is true. And unfortunately, cemeteries are only fuller today. So, there's a rock in a hard place we have found ourselves in.

Mr. Godin: Is this the entrance down here on Center Street?

Mr. Coelho: Yes.

Mr. Godin: Ok, so that's the entrance they're using now to get into the property.

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TOWN OF LUDLOW

Mr. Santos: Yes.

Mr. Godin: Yes. That was my question about then entrance and is there a way that you can improve it or change it or is there a way you're gonna have traffic when there's a funeral going in and out of there with?

Mr. Coelho: Well, you know, when you have a big traffic like that, typically we have police officers directing traffic.

Mr. Godin: That's something else you'd have to make sure that that's there, I suppose.

Mr. Coelho: Well, that, I mean, there was just one there yesterday. I live right across the street from the funeral home and that couldn't have been any smoother. And that was a large one. So, in reference to this actual site plan, I mean, I don't feel that that's really here nor there, but we will take it into consideration.

Mr. Godin: I don't even know if you could ---.

Mr. Coelho: But that looks like that's a pretty good straight-a-way.

Mr. Godin: The problem is you've got that corner and there's no way you can get farther away from that. Did anybody do any digging up there to find out if the water table's far enough down?

Mr. Coelho: Listen, that's gonna be all DEP stuff that they have to address during construction.

Mr. Godin: ---

Mr. Coelho: We're here to say that their site plan's ok and we can go. You know, this is a rubber stamp in all reality. I'm not gonna beat around the bush.

Mr. Godin: I understand. I'm not against the cemetery being there, but that's my only question.

Mr. Coelho: We need, they need to get this on file before they can start any more investigation and finally start doing some work. Am I correct in saying that Steve?

Mr. Santos: Yes.

Mr. Coelho: Thank you. As far as traffic flow and things of that nature goes, I don't see there's much we can do about it.

Mr. Godin: Ok.

Mr. Coelho: There isn't much land left in this town, never mind large plots like this. So, our…

Mr. Godin: How about the parking for the reservoir?

Mr. Coelho: Ok, now…

Mr. Godin: How about the parking for the reservoir? Is there gonna be a parking are for the reservoir? I don't see anything there. --- any parking for the reservoir that's my thing.

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Mr. Coelho: I don't want to speak for the DPW and the Town in general, but we need to get this cemetery done. And parking for the reservoir, there's certainly plenty of land over there. Am I mistaken, is there plenty of land should in the future we need the demand for parking at the reservoir, it's something that could happen?

Mr. Santos: We've been in discussions with Springfield Water and Sewer on that.

Mr. Coelho: Right, and they're the big hurdles when it comes to that reservoir, so.

Mr. Godin: I'm against it. I'm against any kind of increase up there at the reservoir.

Mr. Coelho: Ok so, right now, there is no parking for the reservoir on the site plan is there?

Mr. Santos: No.

Mr. Coelho: No, none.

Mr. Queiroga: ---

Mr. Godin: --- the questions I have.

Mr. Queiroga: They are opening themselves up while it's still barren land and they let a little bit of overflow.

Mr. Coelho: On this site plan is there any parking indicated for the reservoir?

Mr. Santos: No.

Mr. Coelho: Ok, great. So, on this site plan that we're voting on tonight, there is no parking for the reservoir.

Mr. Godin: Perfect.

Mr. Coelho: Ok, any other questions?

Mr. Godin: Nope.

Mr. Coelho: Ok, that being said, we can't make our waivers today. Doug, you reviewed the checklist?

Mr. Stefancik: I did, yeah.

Mr. Coelho: It has our?

Mr. Stefancik: It does, yeah. It has your checklist, your chart.

Mr. Coelho: So, if we can't do the waivers, we can't approve?

Mr. Stefancik: No. You'd have to approve at your next meeting, 'cause you're, they'd have to provide you with the waivers of the additional requirements.

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Mr. Godin: ---

Mr. Coelho: I'd have to assume they are, absolutely.

Mr. Godin: Ok.

Mr. Coelho: At least the front of it. Every cemetery's fenced in.

Mr. Santos: Yes.

Mr. Godin: Ok.

Mr. Coelho: With that being said, I can close the hearing and we can vote on it later, or do I have to ---?

Mr. Stefancik: Yes. You can close the public hearing tonight, and then …

Mr. Coelho: So, I think that's the way we're gonna take this. We probably won't need you guys back 'cause that portion of it's closed. So, I was actually expecting more input tonight to be honest with you guys. Again, everybody knows we need these, so.

Ms. Villano: --- Mr. Chairman, I am surprised the Board of Health did hold a public hearing a month or so ago, and they did approve the site.

Mr. Coelho: Well, from their perspective.

Ms. Villano: I know, but that, you said that they had no comments. I thought that they'd had mentioned that they held a public hearing…

Ms. Houle: We don't get much from them.

Ms. Villano: …and approved it as the site for a cemetery.

Mr. Coelho: No, they didn't indicate that in their notes. They usually just say no comment or they need serve safe training or something. We don't get much detail from them. But no comment's is good as far as I'm concerned.

Ms. Villano: That's fine. I just wanted to put it out there that they did approve.

Mr. Coelho: So, that's how we're gonna go. We're gonna close the hearing tonight and then we'll vote on everything when we have our fourth member. And you guys shouldn't need to show up for that unless our fourth member has any more questions. And if they do, they can get a hold of you directly.

Ms. Villano: Ok.

Mr. Coelho: Motion to close?

Ms. Houle: **MOTION** to close the public hearing.
SECOND Mr. Queiroga.
3-0 in Favor.

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Roll call vote taken later in the meeting: Mr. Queiroga – yes; Ms. Houle – yes; Mr. Coelho – yes.

Hearing closed at 7:29 p.m.

APPROVED:

Kathleen J. Houle
Kathleen Houle, Secretary

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Documents: Master Application; Waiver request; Comments from Town Departments/Boards; Plan of Land in Ludlow, MA – Prepared for Town of Ludlow DPW (07/15/2021)

(Documents pertaining to this hearing are available for viewing in the Planning Board Office during regular business hours).

TOWN OF LUDLOW PLANNING BOARD
PUBLIC HEARING – SITE PLAN
327 Moody Street (Assessors' Map 4, Parcel 2)
MMWEC (Jason Viadero, Project Engineer)
(Stonybrook Solar Project)
(approximately 6.9-MW solar photovoltaic generation system on MMWEC Ludlow campus)
August 12, 2021

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PLANNING BOARD MEMBERS

Christopher Coelho – Chairman (Present)
Joseph Queiroga – Vice Chairman (Present)
Raymond Phoenix (Absent)
Kathleen Houle (Present)
Rafael Quiterio (Absent)
Joshua Carpenter, Associate Member (Present)

The hearing began at 7:32 p.m. in the Selectmen's Conference Room.

In attendance: Richard Kleiman – EDF Renewables (via phone)

Mr. Coelho read the legal notice and the request for continuance letter from the applicant. The legal notice included the description of: approximately 6.9-MW solar photovoltaic generation system on MMWEC Ludlow campus.

Mr. Coelho: Ok, so they're looking for a continuance to the 26th. I don't have a problem with that. How does our schedule look on the 26th?

Mr. Stefancik: Good, 7:15 p.m. would be their meeting time.

Mr. Coelho: Ok.

Mr. Stefancik: We have two home based businesses before that.

Mr. Coelho: Ok. And is there anybody on the, from the public on the line? Ok, I'm not hearing anybody, so it doesn't look like anybody's called in about this. So, I'll be willing to entertain a MOTION to continue until the 26th at 7:15 p.m.
Mr. Queiroga: **SO MOVED** Mr. Chairman.
SECOND Ms. Houle.
3-0 in Favor.
Roll call vote: Mr. Queiroga – yes; Ms. Houle – yes; Mr. Coelho – yes.

The public hearing was continued to August 26, 2021 at 7:15 p.m.

APPROVED:

Kathleen J. Houle

Kathleen Houle, Secretary

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Documents: Request for continuance from Laura Lefebvre – TRC Renewable Energy (August 5, 2021); Mail Item #32 - Review Comments on the Environmental Notification Form (ENF) for the Stony Brook Solar Project in Ludlow, MA, EEA #16405 – from Pioneer Valley Planning Commission; Mail Item #33 – Westover Air Force Base (ARB) review of plans for MMWEC solar project

(Documents pertaining to this hearing are available for viewing in the Planning Board Office during regular business hours).