

# **MILLVILLE PLANNING BOARD MEETING MINUTES**

**Millville Town Hall  
290 Main Street**

**December 28, 2020**

<b>Approved: 02/22/2021</b>
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Board Members Present: Chair Pam Maloney, Vice Chair Brian Mullaly, Clerk Justin Allen, Chris Drew  
Also present was CMRPC Assistant Planner Gabe Trevor

The meeting was opened at 6:30 pm.

## **GENERAL BUSINESS**

Mr. Drew made a motion to accept the minutes of the December 14th meeting. Motion passed unanimously.

### **18 Prospect Street**

Chief Landry felt the original site plan was detrimental to the traffic on Prospect Street. The new site plan has drive-through traffic exit on Hope Street, which Chief Landry feels is an improvement on the plan. Mr. Drew wants to make sure there is proper signage. Ms. Heneault agrees that proper signage will be included. Chief Landry suggests "No Parking" signs on Hope Street and Landry Street adjacent to the property. Mr. Mullaly believes that the Board of Selectmen would need to implement permanent No Parking signs. Mr. Addeo believes the host agreement stipulates that police officers would be put on detail in the event of excess traffic. Chief Landry is concerned the Police Department doesn't have the resources for frequent details. Chief Landry thinks it should be in writing that if the Town sees fit for an officer detail, that the facility pays for the detail. Ms. Maloney wants to know if the Board has parameters for when more attention is necessary. Mr. Mullaly believes the Board can write that into the special permit and the host agreement. Mr. Addeo says the host agreement says if there's a safety issue, Chief Landry can assign a detail, but Chief Landry wants that in writing. Ms. Maloney believes it doesn't hurt to have it in writing. Mr. Allen wants clarification on the process for calling a detail. Chief Landry notes that the department can't assign an officer to be in the area, it would have to be a specific detail. He argues that if certain traffic patterns emerge, an ongoing detail will need to be established paid for by the establishment.

Mr. Allen asked for clarification on the pedestrian crosswalk and loading dock on the updated site plan. Mr. Drew and Ms. Maloney noted the crosswalk is not irregular for drive through establishments. Shawn noted that the existing loading dock would not be in operation as a loading dock. Ms. Heneault says the existing loading dock door would be in use for deliveries in off-hours and by a small box truck. Ms. Heneault believes box trucks will only be delivering to the property approximately weekly.

Ms. Maloney wanted to discuss hours of operation. Ms Heneault noted nearby establishments are open from approximately 10am to 8pm. Chief Landry finds 8am to 8pm excessive for a business in an established neighborhood. Ms. Maloney agrees about Chief Landry's concern but notes that deliveries would need to happen at a reasonable time before opening. Mr. Mullaly agrees that 8am to 8pm is excessive. Ms. Maloney asks about non-retail hours of 8am to 8pm, with retail hours starting at 10am. Mr. Mullaly is concerned about being open until 8pm. Ms. Heneault proposes retail hours of 10am-7pm Monday through Saturday, 11am-6pm Sunday. Consensus is to delineate working hours from 8am to 8pm from retail hours. Ms. Heneault only sees deliveries occurring Monday through Friday in the morning. Mr. Addeo wants to know if the Special Permit can include or reference the Host Agreement. Mr. Trevor

will research prior relationships between Special Permits and Host Agreements for marijuana establishments.

Ms. Heneault notes that cultivation employees will not be on the premises after 5pm or 6pm, often working earlier hours. Mr. Mullaly and Mr. Addeo clarified the specifics of the solar installation. Ms. Maloney notes that the permit is allowing solar. Mr. Mullaly wants to know if the facility will be repairing the fencing. Ms. Heneault says they are gathering quotes for new fencing as a result of inquiries from neighborhood residents. Ms. Heneault is amenable to including language in the special permit about maintaining fencing around the property.

Ms. Maloney proposes a vote to accept the minor modifications to the special permit, to move the process along, noting that the Board will include the following language discussed earlier in the decision: Traffic and Police Detail; Signage; Drive Through; Solar; Hours of Operation (Retail, Delivery, Cultivation); Fencing, relationship with the Host Agreement.

Vote Passes Unanimously

### **Shared Planner Discussion**

Ms. Maloney sent the draft IMA and draft job description to the Planning Board. Ms. Maloney believes the main concerns were Town oversight on the position, and ability to modify details of the position in the future. Ms. Maloney notes that the other towns are eager to move forward with the position and that the lack of input from the Planning Board has held up the process. Ms. Maloney believes the town needs more hours from the Shared Planner as the Town sees an increase in applications and growth of the Town. Mr. Mullaly wants clarification on the hours and cost estimates. Ms. Maloney notes that the current baseline for the Shared Planner would only be 6 hours a week. Ms. Maloney believes the Planning Board needs to go to the Board of Selectmen and the Finance Committee to ask for more hours. Ms. Maloney's proposed Budget increases the salary line and the advertising budget line. Mr. Mullaly believes the Planning Board should request a budget line for administrative assistance. Ms. Maloney believes the Board should include in the job description administrative tasks, regular meetings with the other towns to check-in regarding the position, as well as an out for the Board if the position is not working out. Ms. Maloney believes establishing a more permanent planner is important for the abilities of the Planning Board going forward. Mr. Allen is concerned about other towns seeking a full time planner and pulling out of the agreement. Mr. Drew believes moving forward is the best option. Ms. Maloney's plan in moving forward is putting forward the proposed changes and questions about logistics of the administration of the position. Seeing that language included, Ms. Maloney is interested in allowing the position to be posted. The Board should then review the IMA, and a member should be included in the hiring process. Future hiring decisions for the position would also include representatives from each town. Ms. Maloney is going to continue on with the process.

## **MISCELLANEOUS BUSINESS**

### **Signs Bylaw**

Ms. Maloney sent the existing signage bylaws, along with proposed changes from Ms. Hoecker and Mr. Barber, as well as signage bylaws from three other towns. Ms. Maloney hopes Mr. Trevor will reach out to the Board regarding DLTA opportunities in the coming months, regarding other bylaws changes.

### **Pending Applications**

No pending applications.

The Board will meet again on Monday, January 11th at 6:30 p.m.

Mr. Mulally moved to adjourn and Mr. Drew seconded.

Respectfully submitted,

Gabriel J. Trevor  
Assistant Planner  
Central Massachusetts Regional Planning Commission