

Richmond Planning Board Meeting
Town Hall
Minutes
January 14, 2019

Members present: Rick Bell, John Hanson (Chairman), Katherine Keenum

Others present: Maureen Jacoby, Foresight Engineering, Pittsfield; Doug Bruce, Richmond resident, candidate for Planning Board

Mr. Hanson opened the meeting at 6:30 P.M.

1. Acting on behalf of Marc and Heather Adams, Ms. Jacoby filled out a Site Plan Review application for a guest house to be built on a ninety-nine-acre lot at 587 Canaan Road. She presented a plan of the land and architectural drawings of the structure. The Select Board is the Special Permit Granting Authority (SPGA) for the project, and Ms. Jacoby confirmed that it had held the necessary public hearing. Because the building in question was a dwelling, the Planning Board's Site Plan Review was also required. After members had examined the plans and asked a few questions, Mr. Hanson moved that the plan be accepted as submitted. Mr. Bell seconded the motion. The motion was approved unanimously by a vote of 3-0.
2. Mr. Bell moved that the minutes for November 15, 2018, be approved. Mr. Hanson seconded the motion. The motion was approved unanimously by a vote of 3-0.
3. Mr. Hanson introduced discussion of his draft of a proposed zoning bylaw to cover solar energy (see Exhibit 1) by explaining that he had taken Great Barrington's bylaw as a model. He reminded members that Richmond's *Zoning By-law* already allowed commercial solar energy installations of 250 kw of rated nameplate capacity or larger in overlay districts north of the school and at the town's landfill but was silent on smaller commercial arrays. The town had been allowing people to install ground-mounted solar energy systems in their yards for personal use under the category of customary and incidental accessory structures, and no one who had applied for a permit had been turned down. There was concern among other communities, however, that unrestricted ground-mounted installations might pose problems for neighbors, and it was time for Richmond to address the issue. The Board then went over the proposed bylaw line by line with many comments and queries from Mr. Bell and Ms. Keenum. From the floor, Mr. Bruce pointed out that the draft did not address the problem of water run-off from the panels' impermeable surface. Mr. Hanson undertook to review the proposal in light of the discussion and present a revised version at the next meeting. He would also provide a schedule of necessary actions for the proposal to be placed as an article on the May 2019 Town Warrant
4. Mr. Hanson next introduced a request contained in an e-mail dated November 30, 2018, from Mark Pruhenski. It had been distributed to members of the Planning Board ahead of the regularly meeting scheduled of December 10, 2018, which was cancelled. It read:

The BOS voted on Wednesday evening to request a zoning bylaw review by the Planning Board in preparation for this year's annual town meeting. As you are aware, Section 4.8 B (Permitted Accessory

Uses) #11 b, requires applicants looking to build an accessory structure that exceeds 1,000 square feet or 20 feet in height to seek a special permit from the Board of Selectmen in all districts. We currently have 4 of these before the board.

It was suggested that the Zoning Board may be a better option (for the SPGA) since they rarely meet, and shifting the burden of review to them would certainly help relieve some of the BOS workload.

Can you please bring this before the PB in the coming months for review? Thanks in advance. -m

Mr. Hanson said he thought the request was reasonable, given that the Select Board's workload is heavy and recent zoning bylaw changes had made it the SPGA for farm-function and marijuana-establishment special permits. For the good of the town, however, Mr. Hanson suggested that the Planning Board should take over the task. An appeal against a decision by the Planning Board could be heard by the Board of Appeals, whereas an appeal against a decision by the Board of Appeals itself would have to go to court. Ms. Keenum asked whether the public hearings necessary for special permits could be heard on the same nights as regular Planning Board meetings. Mr. Hanson said that in most cases they could. Mr. Bell took on the task of researching which boards in other towns are the SPGA for accessory-use buildings. Mr. Bruce suggested that the Town Counsel be consulted. Mr. Hanson said he would take that up with Mr. Pruhenski.

5. At 8:20 p.m., owing to the lateness of the hour, Mr. Hanson called for postponing discussion of Mr. Bell's suggestions for improvements to the town's website (see Exhibit 2) until the February meeting. He also requested that Mr. Bell send out a larger, more legible versions of his sample pages. Mr. Bell said that he would.
6. Mr. Hanson introduced discussion of two current open positions on the Planning Board that were due to resignations by John Vittori and Adeline Ellis by saying he wanted to make sure that the remaining members could meet with the Board of Selectmen on January 23, 2019. Mr. Bell and Ms. Keenum affirmed that they would be there. Mr. Hanson reported that he had asked Marie Ryan, the Town Clerk, to verify in which year the open seats would be up for reelection.

Two candidates had applied for Mr. Vittori's seat. They were Doug Bruce (see Exhibit 3) and Peter Lopez (see Exhibit 4). Ms. Keenum asked whether they could be considered as candidates for both openings or would Ms. Ellis's seat have to be advertised separately. Mr. Hanson said he would check with Mr. Pruhenski on that point.

He explained that candidates would be appointed to fill the openings until the May 2019 elections. Mr. Bell's five-year term was also up this year, so in May positions with five, three, and two years would be on the ballot.

Mr. Hanson adjourned the meeting at 8:46 p.m.

Respectfully submitted,
Katherine Keenum, Clerk

Exhibit 1: Solar Bylaw proposal

Draft 1/12/2019

Article : Solar Energy Systems

To see if the Town will vote to amend the Zoning Bylaw by adding a new Section 13, Accessory Ground-Mounted Solar Energy Systems, and revising Section 4.8 A and Section 4.8 B.

The Purpose of the Amendment is to add reasonable regulations for solar energy systems of all sizes throughout the Town and bring Richmond's zoning bylaws into conformance with state law.

	<u>DISTRICTS</u>
Section 4.8 A. PERMITTED PRINCIPAL USES	RA-A
Continued:	<u>RA-C SR COMM1&2</u>

17. Commercial Scale Ground-Mounted Solar Photovoltaic Installations with less than 250 kW of rated nameplate capacity.	NO	NO	SPP
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	<u>DISTRICTS</u>
Section 4.8 B. PERMITTED ACCESSORY USES	RA-A
Continued:	<u>RA-C SR COMM 1&2</u>

17. Accessory SOLAR ENERGY SYSTEMS

A Solar Energy System whose function is to provide electric power to meet the needs of the primary use.

a) A Solar Energy System that is structurally mounted to the roof or side of a permitted building, provided the front yard, side yard, and rear yard setbacks are met. Any roof-mounted system shall not exceed 2 feet above the roof on which the system is mounted and the total height shall not exceed the maximum building height for the district in which the building is located.	YES	YES	YES
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b) A Solar Energy System that is structurally mounted to the ground	YES	YES	YES
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3. Land Clearing, Soil Erosion and Habitat Impacts. Clearing of natural vegetation shall be minimized. Areas of clearing shall be revegetated.
4. Utility Lines. Any utility lines between a solar energy system and the primary use structure shall be underground to the extent feasible.
5. Fences: The maximum height of perimeter fences shall not exceed 4 feet unless they provide visual screening approved by the Planning Board.
6. Plantings / seed mix: All proposed landscaping and revegetation shall be with noninvasive species and seed mixes that are pollinator and habitat friendly and do not require the use of pesticides or herbicides.

13.4 Definitions:

PHOTOVOLTAIC SYSTEM (ALSO REFERRED TO AS PHOTOVOLTAIC

INSTALLATION): An active solar energy system that converts solar energy directly into electricity.

PROJECT AREA: The land area required to accommodate and support the installation and operation of a solar energy system; typically, the land which is enclosed within the line of a perimeter fence that encloses the solar energy system and its accessory components or, if there is no fence, the projected foot print area on the ground covered by the installation.

SOLAR COLLECTOR: A device, structure or a part of a device or structure for which the primary purpose is to transform solar radiant energy into thermal, mechanical, chemical, or electrical energy.

SOLAR ENERGY: Radiant energy received from the sun that can be collected in the form of heat or light by a solar collector.

SOLAR ENERGY SYSTEM: A device or structural design feature for the collection, storage and distribution of solar energy for space heating or cooling, electricity generation, or water heating.

SOLAR ENERGY SYSTEM, ACCESSORY USE: A Solar Energy System whose function is to provide electric power to meet the needs of the primary use.

SOLAR ENERGY SYSTEM, GROUND-MOUNTED: A Solar Energy System that is structurally mounted to the ground and is not roof-mounted.

SOLAR ENERGY SYSTEM, ROOF-MOUNTED: A Solar Energy System that is structurally mounted to the roof or side of a building

SOLAR ENERGY SYSTEM, COMMERCIAL SCALE: A Solar Energy System in excess of 750 square feet project area that is not an Accessory Use system.

Rated Nameplate Capacity, The maximum rated output of electric power production of the Photovoltaic system in Direct Current (DC).

Exhibit 2 E-mail on the Richmond website from Rick Bell, dated January 13, 2019

PB 1/14/19 agenda item 2d -- Planning Board webpage content discussion

To: John Hanson <jhanson1@berkshire.rr.com>, Katherine Keenum
<kkeenum@nycap.rr.com> Cc: Mark Pruhenski TownAdmin@richmondma.org

PB members,

Regarding the 1/14/19 agenda item #2d (Planning Board webpage content discussion), please consider the following as ideas in order to enhance the present content of the PB website page and provide an example for other Board & Committees & Departments for possible web page content, which provides more informative information than the current web pages.

For individual pages for each Board & Committee and Departments, suggest that each web page list the following: purpose (of board), key responsibilities, as well as, their contact information, members, and reference to their permits/application information. The format for these web pages should be as consistent as possible – this would be an improvement. Additional information could be included on follow-on or linked pages if needed. My opinion is that these pages are NOT a place to list a bio of each member like was done on the Select Board page. Reason: The purpose and responsibilities of each board, etc. is information that residents (including myself) would like to know and have documented.

Current PB webpage content:



Proposed PB webpage content — draft:

Planning Board

Purpose

The purpose of the Planning Board can be separated into two different categories: (1) permitting/approvals and (2) planning. A Planning Board is tasked with developing and implementing land use regulations such as the zoning by-law and the subdivision control regulations through the issuance of permits/approvals. Equally important, the Planning Board is tasked with planning for the future growth, development and preservation of a municipality's physical resources.

Key Legal Responsibilities

- Review and act on Approval Not Required (ANR) Plans
- Review and act on Preliminary and Definitive Plans for subdivisions
- Review and act on Site Plan Reviews
- Act as a Special Permit Granting Authority, when applicable
- Review/prepare amendments to the Richmond Zoning By-Law
- Other duties as authorized/required by Massachusetts General Laws (M.G.L.) (e.g. follow Public Records Law, Open Meeting Law, etc.)
- Click [HERE](#) for other responsibility details

Applications

- Applications to the Planning Board may be accessed on-line (see link below) or a hard copy may be pickled-up at the Town Hall. Complete and submit as required.
- Link: Click [HERE](#) for an on-line copy of an application form.

Meeting Agendas and Minutes documents

- Planning Board meets the 2nd Monday of the month at 6:30 PM in the Town Hall.
- Links: Click [HERE](#) for meeting notice (agenda) calendar and [HERE](#) for meeting minutes.

Members

	Position:	Serving Since:	5 year Term Ends:
• John Vittori	Chair	1996	2016
• John Hanson	Member	1980	2020
• Adeline Ellis	Member	2016 (appointed)	2018 (election in 2017)
• Richard Bell	Member	2012	2019
• Katherine Keenum	Member	2015	2017

Contact Us

- For more information call 413-698-3355.
- Mail may be addressed to: Planning Board 1529 State Road Richmond, MA 01254

Click [HERE](#) for Town documents used by the Planning Board

Please save comments for the meeting.

Thanks,

Rick

Exhibit 3: Resumé of Douglas R. Bruce

Douglas R. Bruce

1666 Dublin Road
dougrbruce@yahoo.com
Richmond, MA 01254

(413) 358-5382

CURRENT EMPLOYMENT

Native Habitat Restoration, LLC.

Stockbridge, MA

Conservation Services, June 2017 – current.

- Baseline Documentation Report preparation; conservation planning for land trusts and private landowners; stewardship management for land trusts and landowners.
- Habitat restoration: scouting for and mapping of non-native invasive species; mechanical (chainsaw) and chemical (herbicides) control of invasives; outreach to the public regarding invasives.

RECENT EMPLOYMENT

Berkshire Natural Resources Council

Pittsfield, MA

Stewardship Manager, May 2008 – June 2017.

- Management of 105 conservation easements covering 11,166 acres: evaluation of potential CEs, review CE documents, preparation of Baseline Documentation Reports, annual monitoring of CEs, CE-owner outreach.
- Management of 40 reserves comprising 10,204 acres: conservation planning, deed and boundary research, boundary marking, management plans, mapping, habitat creation and management, oversight of timber harvests, grant-writing, grassland maintenance, mowing.
- Oversight of 50 miles of trail and 16 trailheads: trail planning and construction, including permitting, trailheads, trail maps, kiosks, signage, and maintenance.
- Supervisor of stewardship department: supervise 1 fulltime employee and up to 4 seasonal interns. Oversee volunteer stewards: finding, vetting, training, and assigning duties.
- Outreach: plan and lead 6-8 hikes/events each year, create and lead 6-8 educational events each year, educate landowners about land management options and programs, educate landowners about conservation options, and provide assistance to local land trusts.

EDUCATION

Wake Forest University

Winston-Salem, NC

Graduate coursework 2005-07: Foundations of Ecology, Historical Biogeography, Biophysical Ecology, Biogeography, Avian Biology, Biostatistics, Multivariate Statistics.

University of Vermont (non-degree courses)

Burlington, VT

Introduction to Geographic Information Science (GIS), spring 2002.

Basic Statistical Methods, spring 2001.

Field Ornithology, May 1996.

Bowdoin College

Brunswick, ME

Bachelor of Arts, Biology, English minor, May 1997.

Coursework: Biology, Ecology, Chemistry, Organic Chemistry, Botany, Evolution,

Ornithology, Conservation Biology, Land Use Planning, seven English classes.

EDUCATION (continued)

Sea Education Association, (study away) fall 1995 Falmouth, MA
Semester-long program on shore and sea. Subjects include marine biology, physics, political and cultural studies, nautical science, and boat handling.

SELECTED EMPLOYMENT

Teaching Assistant, Wake Forest University, September 2005 - May 2007 Winston-Salem, NC
Prepared and presented lectures on Ecology/Evolution and Comparative Physiology to undergraduate labs of ~15 students.

Research Technician, Proctor Maple Research Center, October 2002 - May 2003 Underhill, VT
Repair and expansion of sugarhouse (site work, cement, carpentry, piping), maintenance of sugarbush and facilities, set-up and maintenance of sap-collection studies.

Curatorial Assistant, American Museum of Natural History, Dec. 1999 - May 2000 NY, NY
As part of Ichthyology Department, supported research on fish of the world. Member of museum team sent to northern Vietnam to collect specimens from mountain streams.

Research Technician/Bird Bander

Institute for Bird Populations, summer 2005	Fort Bragg, NC
Missisquoi National Wildlife Refuge, summers 2001-03	Swanton, VT
Eastern Maine Conservation Initiative, summer 1999	Downeast Maine
Canadian Wildlife Service, fall 1998	Venice, Quebec,
Canada	
North Carolina State University, summer 1998	Marion, SC
University of Southern Mississippi, fall 1997	Block Island, RI
Audubon Vermont, summer 1997	Vermont
University of Massachusetts, summer 1996	White Mountain NF, NH

ADDITIONAL INFORMATION

Skills: GPS, orienteering, basic carpentry, hand and power tools, chainsaws, mid-size tractors. Massachusetts pesticide certification, Applicator (Core) License, #AL-0047870, expires 12/31/2019; New York pesticide certification, Technician, # T0893420, expires 12/21/2021.

Computer skills: PC, ArcGIS, Microsoft Office (Word, Excel, Access), Bloomerang (donor-management).

Massachusetts pesticide certification/license, Applicator (Core) License #AL-0047870, expires 12/31/2018

Member founding board Friends of Missisquoi National Wildlife Refuge, **Secretary** 2003.

Eagle Scout, awarded 1993.

Interests: ornithology, natural history, reading, hiking.

Exhibit 4: Resumé of Peter Lopez

PETE LOPEZ

Richmond, MA thelpz@gmail.com 413.329.1313

<https://www.linkedin.com/in/ptlopez>

BUSINESS TECHNOLOGY TRANSFORMATION LEADER

Strategically assess and leverage company data ecosystems as critical asset for customer value and growth.

- ·Tenaciously simplify disparate business systems and data that enable teams to see around the corner.
- ·Engage with people-centered approach that energizes local, global teams.
- ·Build working partnerships across business functions, diverse cultures.
- ·Analyze and navigate difficult challenges with best practices, positive energy that transforms legacy into more valuable solutions.
- ·Research and leverage cross industry trends to apply proven solutions to new applications.
- ·Executive experience as CIO leading Fortune 100 organizations (GE, SABIC, TYCO) in highly transformative periods that reduced costs and made room to grow.
- ·Deep background in data structures, business process and system design, information analytics and developing insight for new value (speed, efficiency, quality).

LTI SMARTGLASS, Pittsfield, MA **Senior Manager**

2017 – Present**PROFESSIONAL EXPERIENCE**

Business Process Development. Team/Organization Development.
Metrics & Data Visualization. **ONPROCESS TECHNOLOGY**, Ashland, MA

2017 – Present**Board of Director**

Business Transformation. Cloud-based Services. Data Analytics. **TYCO INTERNATIONAL**, Princeton, NJ **2013 – 2016**

VP IT, Products

Unified fragmented information organization and solutions supporting \$2.5B of manufacturing, supply chain and engineering processes.

- Kick-started the adoption of 10+ years of IT best practices that improved reliability, compliance, efficiency and raised focus on creating new business value.
- Drove scale and transparency in transforming from 'holding' company to global operating company.

PETE LOPEZ <https://www.linkedin.com/in/ptlopez> **GE / SABIC**,

Fairfield, CT / Riyadh, KSA

PAGE 2 OF 2**1986 – 2013**

Business Transformation Leader, Innovative Plastics Division, Pittsfield, MA Envisioned strategy and built the 100+ person team that blueprinted the business transformation for a \$7B

manufacturer which improved customer reliability and employee insight.

- Comprehensively redesigned policy, process, organization, data and systems from complicated (evolved) to integrated (SAP-enabled) business model.

CIO, SABIC Shared Services, Pittsfield, MA 2009 Integrated long-standing, diverse IT approaches and business cultures into single global IT organization strategy (800+

employees) – enabled operations of \$30B global petrochemical business. **CIO, SABIC Innovative Plastics**, Pittsfield, MA 2007 – 2009 ‘Dis-integrated’ corporate IT services to enable business operations outside GE infrastructure.

- Accelerated cloud computing solutions (Mail, HR, Tax, Finance) that produced flexible capacity at reduced cost.

CIO, GE Plastics, Pittsfield, MA 2002 – 2007

Simplified IT solution portfolio supporting \$6B global manufacturer.

- Revamped external IT supplier partnerships for greater transparency, preventive mindset, efficiency.
- Led IT ‘tower’ as part of \$12B divestiture of GE Plastics to SABIC.

CIO, GE Lighting, Cleveland, OH 1999 – 2002

Transformed IT organization (300+ employees) supporting \$2B global business.

- Engaged critical business teams with rapid web-based software development.
- Deployed digital sales force ‘cockpit’ that increased speed and decisiveness in the field.

IT Director, GE Plastics Europe, Bergen-op-Zoom, The Netherlands 1998 – 1999

Delivered IT solutions and operations supporting \$1B Europe business in major manufacturing expansion.

- Pioneered web-based commercial dashboard that improved decisions-making and market response.
- Strategically developed DestroyYourBusiness.com concept that accelerated GE internet approach.

IT Team Leader, Supply Chain, GE Lighting, Cleveland, OH 1996 – 1998 Engineered consumer product inventory planning and customer service platform across diverse markets that reduced

working capital and improved on-time delivery. **IT System Analyst, Manufacturing, GE Lighting, Cleveland/Columbus, OH 1986 – 1996**

Innovated human/computer interaction in 20+ factories to deliver performance analytics that reduced product defects and improved manufacturing yields.

EDUCATION Bachelor of Science (BS), Computer Science, The University of Akron, Akron, OH, 1983 – 1988

COMMUNITY The Fieldhouse Canaan NY, Founder/Owner, 2009 - Present Greylock Federal Credit Union, Board of Director, 2016 - Present 2010 – 2013