



PLANNING BOARD

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**FINAL COPY**

**MINUTES**  
**October 18, 2016**

**TOWN CLERK**  
**TOWN OF SANDWICH**

**NOV 02 2016**

**11 H 55 M A M SL**  
**RECEIVED & RECORDED**

**7:01 p.m.**

**Upstairs Meeting Room**  
**Human Services Building**  
**270 Quaker Meetinghouse Road**

**Present:** Sarah Regan, Chair; Lori Caron, Vice Chair; Robert King; Thomas Lynch; and Matthew Cubetus

**Absent:** Scott Torrey and Joseph Vaudo

**Also Present:** Blair Haney, Director, Planning & Economic Development; Josh Peters, Assistant Town Planner; and Samuel Jensen, Assistant Town Engineer

**Approval of Minutes**

Mr. King motioned to accept the minutes from October 4, 2016, as written. Mr. Cubetus seconded. The vote was unanimous.

**Submission of New Plans**

No new plans were submitted.

**Old Business**

Aubuchon Realty Company, Inc. – Definitive Subdivision at 311 Cotuit Road

- Approval of Form "E"
- Vote to Endorse the Plan

Green Seal Environmental, Inc. submitted to the Planning Board two sets of Definitive Subdivision plans entitled, "Aubuchon Acres." One set of plans is dated 10/12/16, and the other set of plans is dated 10/14/16. Ms. Regan asked Mr. Haney to explain the difference between the two sets. Mr. Haney explained that the plans dated 10/12/16 were distributed to the Planning Board. Mr. Jensen reviewed these plans on 10/14/16 and determined there was an error in the way they were plotted out. Green Seal Environmental, Inc. revised and resubmitted the plans on 10/17/16, but the revisions to the plans were not reflected in the submission date. Later that same day Green Seal Environmental, Inc. resubmitted the plans with the revision date of 10/14/16. Ms. Regan asked Mr. Haney which set of plans they are being asked to approve. Mr. Haney explained that no substantial changes were made to the plans between 10/12/16 and 10/14/16. Mr. Haney went on to say that if it is the intention of the Board to approve the Form "E" at tonight's meeting the Planning Board should approve the plans dated 10/12/16. It is important that the dates on Form "E" and the dates on the plans match. Ms. Regan asked if any changes had been made to the plans between 10/12/16 and 10/14/16. Mr. Jensen responded by saying the plans dated 10/12/16 address all of the Engineering Department's issues. Ms. Regan advises the Planning Board that the first step is to approve Form "E". Mr. King makes a motion to approve Form "E". Mr. Cubetus seconds the motion. The vote is unanimous. Ms. Regan advises the Board that the next step is to endorse the Definitive Subdivision plans. Mr. King makes a motion to accept the plans dated 10/12/14. Mr. Cubetus seconds the motion. The vote is unanimous. The Planning Board approves Form "E" and the document is notarized. The Planning Board signs the drawings, thus endorsing the plans.



**New Business**

No new business was brought before the Board.

**Board Discussion**

Mr. Haney asks the Board, from a policy standpoint, how they would like to approve Executive Session minutes. Ms. Regan said the Board would prefer to wait until a matter is resolved. Once a matter is resolved, the Board will convene in Executive Session, review, approve and release all minutes.

Ms. Regan made a motion to adjourn. Mr. Cubetus seconded. The meeting adjourned at 7:27 p.m.

Respectfully Submitted,



Maureen McCabe

Supporting Documents:

1. Planning Board Form "E", Aubuchon Realty Co. Inc., dated October 12, 2016 (4 pages)
2. Definitive Subdivision Plans entitled, "Aubuchon Acres", prepared by Green Seal Environmental, Inc., dated October 12, 2016 (11 pages)
3. Final Easement letter, Aubuchon Realty Co. Inc., dated October 14, 2016 (1 page)
4. Easement and Maintenance Document, Aubuchon Realty Co. Inc. (14 pages)