



MINUTES
May 24, 2022

TOWN CLERK
TOWN OF SANDWICH

JUN 15 2022

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RECEIVED & RECORDED

6:00 p.m.

Sand Hill School Community Center, 16 Dewey Avenue

Present: Erik Van Buskirk, Chair; James Killion, Vice-Chair; Robert Jensen; Chase Terrio; and Mary Foley

Absent: Christopher Neeven; and Gerry Nye

Also Present: Ralph Vitacco, Director of Planning & Economic Development; Leanne Drake, Town Planner; and Brendan Brides, Building Commissioner

Absent: Maureen McCabe, Sr. Administrative Assistant

Mr. Van Buskirk opens the meeting with the Pledge of Allegiance and the reading of the Opening Statement.

Approval of Minutes

- Mr. Jensen motions to approve the minutes of the meetings held April 12, 2022 and April 26, 2022, as written. Mr. Terrio seconds. The vote is unanimous.

Old Business

- There is no Old Business to discuss.

New Business

- #22-12: 3 Grace Lane – Special Permit – Battles

Mr. Van Buskirk reads the Public Hearing Notice into the record. Mr. Killion motions to open Application #22-12. Mr. Terrio seconds. Unanimously approved by roll call vote. Mr. Van Buskirk reads the following comment memos into the record:

- Memo to Erik Van Buskirk, Chairman Board of Appeals from David J. DeConto, Director, Department of Natural Resources re: Conservation Commission comments on #22-13, 3 Grace Lane, Sandwich, MA, dated May 10, 2022
- Email to Maureen McCabe from Brendan Brides, Building Commissioner re: Request for Comment: 3 Grace Lane Map 6 Parcel 203, dated May 3, 2022
- Email to Maureen McCabe from Sam Jensen, Assistant Town Engineer re: Request for Comment: 3 Grace Lane Map 6 Parcel 203, dated May 4, 2022
- Email to Maureen McCabe from Sean Miller re: Request for Comment: 3 Grace Lane Map 6 Parcel 203, dated May 4, 2022



- Email to Maureen McCabe from David Mason, Director of Public Health re: Request for Comment: 3 Grace Lane Map 6 Parcel 203, dated May 3, 2022

Ms. Elisa Battles explains to the Board that as you look at their house the fence will be to the right and only extend to the rear of the house. The length is a little over one hundred feet. The purpose of the fence is primarily for privacy. Ms. Battles says their backyard is already fenced in with a six-foot fence; there is no fence at the front of the house or along the left side of the house. Ms. Battles confirms that the fence will go alongside their neighbor's property. She describes the style of the proposed fence. Mr. Brides states that the fence will require a Building Permit. There are no further comments from the Board. Mr. Van Buskirk opens the matter up to the public for comment. The following person spoke:

- Dave Depasqua, 28 Pinecrest Drive

Mr. Depasqua asks which side of the fence he will be looking at. Ms. Battles says they have not made that determination yet. Mr. Depasqua asks if the fence will be right on the property line or is it required to be... Ms. Battles interrupts to say that it will be by law on their property by the correct number of inches.

There are no further questions from the public. Mr. Killion motions to close the matter and take it under advisement. Mr. Terrio seconds. The vote is unanimous.

Board Discussion

- Board Membership

Mr. Vitacco asks Board members to confirm that Mr. Jensen will be moving to an alternate position and Ms. Foley will become a full-time member. This change in Board membership requires the approval of the Board of Selectmen. Mr. Vitacco advises Mr. Van Buskirk that the office will prepare a letter to the Selectmen as it relates to this matter.

- Open Meeting Law Guidelines

Mr. Vitacco explains that this document is a friendly reminder that although this Board does reorganize every two years Mass. General Law and the Sandwich Town By-Laws say reorganization should take place every year. The Town Clerk's office coordinates the yearly state ethics training.

Deliberations

- #22-12: 3 Grace Lane – Special Permit – Battles

The Board reviews and discusses the application and materials submitted for Special Permit #22-12. Board members unanimously approve the Special Permit with conditions. The Decision, Findings and Conditions are on file in the Planning & Development office.

Other Matters Not Reasonably Anticipated

- Ms. Drake advises Board members that we have received a Special Permit application, which is scheduled for the June 14, 2022 meeting.

Adjournment

Mr. Van Buskirk motions to adjourn. Mr. Killion seconds. The vote is unanimous. The meeting adjourns at 6:21 p.m.

Respectfully Submitted,



Maureen McCabe

Supporting Documents:

1. Draft Minutes dated April 12, 2022 (4 pages)
2. Draft Minutes dated April 26, 2022 (8 pages)
3. 3 Grace Lane Public Hearing Notice (1 page)
4. 3 Grace Lane Special Permit application (15 pages)
5. Memo to Erik Van Buskirk, Chairman Board of Appeals from David J. DeConto, Director, Department of Natural Resources re: Conservation Commission comments on #22-13, 3 Grace Lane, Sandwich, MA, dated May 10, 2022 (1 page)
6. Email to Maureen McCabe from Brendan Brides, Building Commissioner re: Request for Comment: 3 Grace Lane Map 6 Parcel 203, dated May 3, 2022 (1 page)
7. Email to Maureen McCabe from Sam Jensen, Assistant Town Engineer re: Request for Comment: 3 Grace Lane Map 6 Parcel 203, dated May 4, 2022 (1 page)
8. Email to Maureen McCabe from Sean Miller re: Request for Comment: 3 Grace Lane Map 6 Parcel 203, dated May 4, 2022 (1 page)
9. Email to Maureen McCabe from David Mason, Director of Public Health re: Request for Comment: 3 Grace Lane Map 6 Parcel 203, dated May 3, 2022 (1 page)
10. Letter to Town of Sandwich-Town Clerk from Robert Jensen re: Resignation from Board of Appeals, undated (1 page)
11. Open Meeting Law Guidelines for Public Bodies (6 pages)