

**BOLTON PLANNING & ZONING COMMISSION  
REGULAR MEETING  
7:30 PM, WEDNESDAY, October 16, 2013  
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD**

**MINUTES (Unapproved) & MOTIONS**

**Members Present:** Chairman Eric Luntta , Vice Chair Jeffrey Scala, Thomas Manning, James Cropley, Adam Teller, Carl Preuss (Alternate)

**Members Excused:** Loren Otter, Arlene Fiano, David Treadwell (Alternate)

**Staff Present:** Jim Rupert, Zoning Enforcement Officer and Linda H. McDonald, Recording Secretary

**Others Present:**

1. Call to Order: Chairman E. Luntta called the meeting to order at 7:34 p.m.

Alternate C. Preuss was seated for L. Otter.

2. APPROVAL OF MINUTES: Regular Meeting Minutes of October 9, 2013: The minutes of October 9, 2013 were amended to add Arlene Fiano to "Members Present".

A. Teller MOVED to APPROVE the Regular Meeting Minutes of October 9, 2013 as amended. C. Preuss SECONDED. MOTION CARRIED 6:0:0.

3. Residents' Forum (Public Comment): No public comment. No audience present.

4. Report of the Zoning Enforcement Officer: J. Rupert said there is nothing new to report since the last meeting.

E. Luntta commented that he learned that Patrice Carson, Interim Director of Community Development, will not be available to attend the third Wednesday PZC meetings for the next few months. He will contact the Town Administrator Joyce Stille to request someone to fill in for her and said the Commissioners can always email P. Carson with any planning and zoning concerns or questions.

5. Old Business

6. New Business:

- a. Discussion: 2012-2013 Priorities List: E. Luntta said that P. Carson will work on wrapping up bonding issues under the new statutes adopted by the State.

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Discussion followed on having applicants enter their information for PZC applications electronically (using the P&Z program module). J. Rupert explained the town's use of the Regional Permitting System through CRCOG.

Discussion followed on seeking funding for additional staff for the upcoming budget cycle.

J. Rupert explained the difficulties with local soils affecting the adoption of the LID regulations. Discussion followed on changes needed to address: 1) the definition that all driveways are considered impervious in the zoning regulations and 2) the design of rain gardens to accept run-off and perform efficiently. Consensus of the Board is to submit an application for a zoning amendment regarding the definition of "driveway" for the next meeting.

Discussion followed on how to incorporate the Board of Selectmen's (BOS) storm water management plan with the Zoning Regulations. Consensus of the Commission is to have P. Carson request that a member of the BOS present the plan to the PZC at a future meeting.

Discussion followed on completing the work of the Route 6 Zoning Committee Group.

Consensus of the Board is for P. Carson to contact the Office of Policy and Management (OPM) to find out the status of the application submitted for a regional POCD with Andover. The Town is at risk of not getting grant money if this is not completed.

Discussion followed on drafting zoning regulations concerning free-range chickens/fowl on small lots.

The Board completed their review of the 2013 PZC priorities list and updated the priority categories for some of the action items.

7. Other Business

a. Update: Fire Protection Committee's Findings: J. Rupert reported that a committee meeting will be held in the near future. He said there is majority agreement of the committee members regarding residential implementation of the cisterns. There is no majority agreement as of date regarding commercial implementation or how to fund the cisterns.

Under committee discussion is: 1) the distance requirement for commercial use and 2) the size of the cisterns. Board discussion followed.

J. Rupert said the report on the Fire Protection Committee's findings has to be re-written. The BOS has requested that a four page executive summary be prepared with the draft report (with any changes) as an appendix. The Fire Marshal will not endorse the findings without funding in place.

The Board requests that a committee report be submitted to the PZC for review and public hearing as soon as possible.

8. Correspondence
9. Adjournment: A. Teller MOVED to ADJOURN the meeting at 9:25 p.m. J. Scala SECONDED.  
MOTION CARRIED 6:0:0.

Respectfully submitted by Linda H. McDonald, Recording Secretary

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.