

**LAND USE COMMITTEE**  
**Meeting Minutes**  
**November 28, 2011 at 6:30 pm**  
**Town Hall Mail Room**

**Members Present:** Barry Iadarola, Anne Mazar and Lawney Tinio.

**Others Present:** Sharon Cutler, Stephen Hinton and Mark Reil

Stephen Hinton and Mark Reil, the two candidates for the Green Community Program Manager position, were interviewed in an open meeting. After the interviews, the committee thought that both had the management and organizational skills required for the position. However, the committee agreed that Mark Reil had much stronger computer skills, especially with spreadsheets, which are essential for managing the MassEnergyInsight computer program. The committee was also concerned about the availability of Stephen Hinton, since he has a full time job. **Lawney made a motion to recommend to the Board of Selectmen to hire Mark Reil for the position of Green Communities Program Manager, Barry seconded the motion and it was unanimously approved.**

Anne said that Sharon Cutler submitted her name to the Board of Selectmen to serve on the Land Use Committee and fill the vacant seat.

The meeting adjourned at 7:15 pm

Submitted by Anne Mazar

**LAND USE COMMITTEE**  
**Meeting Minutes**  
**November 17, 2011 at 7:00 pm**  
**Town Hall Mail Room**

**Members Present:** Peter Coffin, Barry Iadarola and Anne Mazar.

Two applications were received for the Green Communities Program Manager position, which was advertised in the *Mendon Upton Town Crier*, announced at several BOS meetings and sent out to the Town Clerk's e-mail list. The applications were reviewed. Barry said Mark's qualifications matched more closely with the skill set required for the position, including: computer literacy and experience working with many of the town offices and committees. Peter said Mark has also shown a long-term interest in town projects attending many committee meetings. Anne was concerned that Stephen was only at a beginner level with Word and Excel, since the job would involve a lot of work with inputting the energy use data for the town into the MassEnergyInsight (MEI) computer program, setting up a system to collect the data and being able to produce reports from MEI. Peter offer to call the references of each candidate and report back to the committee. Anne said she would invite the candidates back to be interviewed at the next Land Use Committee meeting on November 28<sup>th</sup> and then have them be interviewed by the Board of Selectmen.

**Peter made a motion to recommend to the Board of Selectmen to hire Mark Reil for the position of Green Communities Program Manager subject to confirming the required skill set from the recommendation and the interview, it was seconded by Barry and unanimously approved.**

**Peter made a motion to accept the minutes of the October 27<sup>th</sup> meeting, Barry seconded the motion and it was unanimously approved.**

**Barry made a motion to adjourn the meeting at 7:34 pm, Peter seconded the motion and it was unanimously approved.**

Submitted by Anne Mazar

**LAND USE COMMITTEE**  
**Meeting Minutes**  
**October 27, 2011 at 7:30 pm**  
**Town Hall Mail Room**

**Members Present:** Barry Iadarola, Anne Mazar and Lawney Tinio.

**Others Present:** AJ Bottoms, Sharon Cutler, Zach Gaskill, Hunter Peterson, Mark Reil, Kevin Rudden and Shirley Smith.

Kevin Rudden introduced three Boy Scouts looking to do Eagle Scout projects.

1. Hunter Peterson described a 1.5-mile orienteering course that he wanted to set up in Meadow Brook Woods (MBW). All scouts have to complete an orienteering course to become a First Class Scout and there are no courses near us. The information to use the course would be on a website. Only small tree markers would be placed on several trees. Hunter would also have a class to teach people how to use the course. The course would be open to anyone interested in using the course.
2. Zach Gaskill would make a terraced trail from the MBW cabin to the Inman Pond, which is on a steep incline. He would use fallen trees to stabilize the trail.
3. AJ Bottoms would continue the trail along the Inman Pond and continue it to the Meadow Brook stream.

**Lawney made a motion to accept all three Eagle Scout projects, Barry seconded the motion and it was unanimously approved.**

**Lawney made a motion to accept the meeting minutes of 9/8/11, Barry seconded the motion and it was unanimously approved.**

Anne said that the MA Attorney General approved the Stretch Code Town Bylaw. Barry is going to investigate the best wording for the Mendon Town Bylaw, since the code is changing on an ongoing basis.

Anne told the committee that the Green Community funds came through to pay for the library furnace. Bids are being solicited and will be in by November 1<sup>st</sup>. Barry and Lawney will check out the bids and the current furnace at the library.

Shirley presented a bylaw that would allow accessory apartments and allow them to be designated and affordable housing unit through the Local Initiative Program. The advantage is that the state would see this as a path to provide more affordable housing in Mendon and it would help to prevent the 40B subdivisions that bypass the local zoning bylaws. It would also offer a way for homeowners to gain some income. CPA funds could also be used to help the homeowners make the change to an affordable housing unit and putting an affordable housing restriction on it for a 15-year period. Sharon mentioned that the Sunrise Apartments have 10 acres abutting the apartments that could also be used for affordable housing construction. Shirley said that she has been having problems getting funding for public hearings to pass several bylaws that could help the town financially. Lawney said he would help Shirley get funding for the public hearings.

Anne suggested that a member of the AgCom be invited to the next meeting for an update.

**At 9:05 pm Barry made a motion to adjourn the meeting, Lawney seconded the motion and it was unanimously approved.**

Submitted by Anne Mazar

**LAND USE COMMITTEE**  
**Meeting Minutes**  
**September 8, 2011 at 7:30 pm**  
**Town Hall Mail Room**

**Members Present:** Peter Coffin, Barry Iadarola, Anne Mazar and Lawney Tinio.

**Others Present:** Sharon Cutler, Chip Goudreau and Shirley Smith

Chip Goudreau, Director of Energy Management Systems at Guardian Energy, explained the level two building audit, which will be needed to determine the areas to target for use of the Green Communities grant funding on energy efficiency projects. For the Green Communities grant application, Anne requested an estimate for an audit from Energy Management Associated Inc. The committee decided to get another estimate from Guardian Energy, since the audit is essential to move forward with the projects. **Barry made a motion to have Anne bring both estimates to the Selectmen so they could select one of the energy audit contractors, Lawney seconded the motion and it was unanimously approved.**

The part-time Energy Officer position that would be funded by the Green Communities grant funding was discussed. Anne explained that since there is no Town Coordinator there needs to be a person from the town to coordinate the projects related to the Green Communities grant funding and the management of the MassEnergyInsight computer program. Sharon said that a job description would need to be written up. Anne said she would do this and present it to the Selectmen. She also suggested the title Green Communities Project Manager, since it explains the position better. Lawney said to make sure to specify that that it is a part-time position with a duration for only the term of the grant. **Lawney made a motion to support the part-time position of Green Communities Program Manager as essential to manage the Green Communities grant funding and it was seconded by Peter and unanimously approved.**

Selling the town-owned old Fino property that is zoned commercial was discussed. Mike Goddard is working on an RFP and wanted input from the committee. Comments included:

- The RFP should be as simple as possible. Trim it down.
- Request both purchase and lease offers and see which offers are better.
- Offer to sell or lease part or all of the land. If someone can just use the front, keep access to the back for future prospects, but sell/lease the front if it is a good offer and a business that would be beneficial to Mendon. (Requests received from the solar companies, indicate they only need about 10 acres, however most will want the flat front area. If it is a business, they would most likely need to tap into the aquifer in back so that they could have water, requiring the use of all the land.)
- Whatever offer is selected, attractive landscaping and design for the buildings/facility should be required when accepting the offer, so that it fits in with Mendon's rural character.
- Put a sign on the land that reads "for sale or lease." Maybe add, 32 acres zoned for commercial and/or large-scale ground-mounted solar photovoltaic facility...
- Advertise in the Central Register, send a press release out to the papers and make all Real Estate agents and solar companies aware of the land sale lease. Care would need to be taken so that no favoritism is shown.

**Peter made a motion to accept the minutes of the 4/4/11, 4/14/11, 4/28/11 and 6/2/11 minutes, it was seconded by Barry and unanimously approved.**

**Lawney made a motion to adjourn the meeting at 9:15PM, Barry seconded the motion and it was unanimously approved.**

Submitted by Anne Mazar

**LAND USE COMMITTEE  
Meeting Minutes  
June 2, 2011 at 7:00 pm  
Town Hall BOS Meeting Room**

**Members Present:** Peter Coffin, Barry Iadarola, Anne Mazar and Dennis Shaheen.

**Others Present:** Larry and Sandra Pearson, Sara Minsk, Ellen Gould, Peter Hawkes, Nicki Garner, Bill McHenry, Ernie Horn, Keith MacKinon, Michelle Delbecq, Mark Reil, Sharon Cutler and others.

Residents interested in an Agricultural Commission presented a bylaw to the Land Use Committee and there was a discussion on whether or not the Land Use Committee should sponsor the effort. The committee agreed on the concept. Peter Coffin questioned limiting the Agricultural Commission to a majority of voting members (3) whose primary or secondary income was derived from agricultural based enterprise in Mendon. Sara Minsk said that the steering committee wanted the Ag Commission to have its main focus on supporting agriculture. Dennis Shaheen asked why they wanted to limit the board members to only be able to serve on the Ag Commission and no other town committee. Peter Hawkes said they wanted to pull new people on to the commission, involving different people on town committees. He also said they wanted the board members to be focused on the Ag Commission. Anne Mazar mentioned that since an important goal of the Ag Commission is education, they might want to reach out to people in Mendon and be as inclusive as possible to people interested in agriculture.

Dennis made a motion to support the bylaw creating an Agricultural Commission in Mendon, Peter Coffin seconded the motion and it was unanimously approved.

Chief of Police/Fire, Ernest Horn, lead a discussion on off-highway vehicles and the new law that was recently passed, MA Chapter 202, *An Act Regulating the Use of Off-Highway and Recreational Vehicles* <http://www.malegislature.gov/Laws/SessionLaws/Acts/2010/Chapter202> There was a question answer period. At the end, Chief Horn said that if anyone had any other questions or concerns to contact him.

The meeting ended at 9:00PM

Submitted by Anne Mazar

**LAND USE COMMITTEE**  
**Meeting Minutes**  
**April 28, 2011 at 7:30 pm**  
**Town Hall BOS Meeting Room**

**Members Present:** Peter Coffin, Barry Iadarola and Anne Mazar.

**Others Present:** Cherly Lekstrom, Larry Pearson, Sara Minsk, Sonya Ciawla, Karen Pettinelli, Alan Kolbe, Peggy Veal, Jane Lowell, Ellen Gould, Amy DeWitt, Peter Hawkes, Nicki Garner, Tom Caness, Bill Aten, Ryan Rhodes, Robert Rhodes, Shirley Smith, Paul and Martha Starett, Bill McHenry and others who did not sign in.

Cheryl Lekstrom, Contractor for MA Agricultural Resources, spoke about how to start an Ag Commission, implement a Right-to-Farm Bylaw and answer questions. The group agreed that they would like to start an Agricultural Commission in Mendon and Ellen Gould said that she would organize the group. Several people said that they would help form the group and get a warrant item on a town meeting to form an ad hoc committee.

**LAND USE COMMITTEE**  
**Meeting Minutes**  
**April 14, 2011 at 7:30 pm**  
**Town Hall Mail Room**

**Members Present:** Peter Coffin, Barry Iadarola, Anne Mazar and Dennis Shaheen.

**Also Present:** Sharon Cutler, Tim and Debbie Norton, Shirley Smith and Joe Walden

**Barry made a motion to accept the minutes of 1/1/11, Peter seconded the motion and it was unanimously approved.**

**Barry made a motion to accept the minutes of the 2/10/11, Peter seconded the motion and it was unanimously approved.**

Tim and Debbie Norton came to the meeting, because of their concern that a wind turbine may be put on the Inman Hill field. Anne said that Lawney would be the person to talk with since he is coordinating the wind tests, but currently there were no plans to put wind turbines in Mendon. Anne said there were no articles on the May 6<sup>th</sup> Annual Town Meeting or the May 23<sup>rd</sup> Special Town Meeting, but they should watch meeting notices to keep posted on future developments.

Joe Walden of Troop 44 came to talk to the committee about burning the invasive, non-native water chestnuts that would be removed from the Inman Pond this June saving the town \$3,000. Anne will introduce Joe to Bob and Margaret Heywood, the neighbors who are allowing the Town of Mendon to burn the water chestnuts on their property, and to Jeff Castellani at Lycott Environmental who will be coordinating the project to remove the water chestnuts. Joe said he would also contact the Uxbridge Fire Department and Mendon Fire Department. Anne said that there was \$1000 of CPA funds set aside for materials they may need for the project, such as large tarps to cover the piles.

Dennis said he would contact Peter Hawkes and ask him to remove or take the plastic off the hay bales that have been on the town-owned open space, former Fino property on Route 16, that have been there for more than a year. The committee agreed this was a good idea.

The committee agreed that the off-highway vehicle letter should be sent to the neighbors around the Inman Hill Wildlife Conservation Area, because there have been several complaints of OHV riders on this

property, which prohibits OHV. Dennis suggested that the letter also be put in the *Town Crier* and that Thayer Road residents should be included on the mailing list. Anne will follow through on this.

The next meeting will be with will be on Thursday, 4/28/11 at 7:30PM at the Town Hall Selectmen's Meeting Room Cheryl Lekstrom, Contractor with the Department of Agricultural Resources, who will talk about Agricultural Commissions and Right-to-Farm Bylaws and answer questions.

Peter made a motion to adjourn the meeting at 8:50PM, Barry seconded the motion and it was unanimously approved.

Submitted by Anne Mazar

**LAND USE COMMITTEE**  
**Meeting Minutes**  
**April 4, 2011 at 7:30 pm**  
**Mendon Town Hall 2<sup>nd</sup> Floor Meeting Room**

**Members Present:** Peter Coffin, Barry Iadarola, Anne Mazar and Dennis Shaheen.

**Also Present:** Mark Cutler, Peter Denton, Greg Krantz, Stacey Oliva, Katie Resnick and Dick Skinner.

**Mendon Green Communities Stretch Code Workshop**

**A. Introduction to the Massachusetts Green Communities Program:** Katie Resnick, Horsley Witten Group, Inc.

Ms. Resnick is an Environmental Planner for the Horsley Witten Group (HW), and serves as a Project Coordinator for the Green Communities Planning Assistance Program under contract with DOER. She and her colleagues at ICF International and HW have provided direct support to over 40 communities in the Commonwealth on the Green Communities Program.

**B. Workshop Facilitator:** Greg Krantz, ICF International

Mr. Krantz is the manager of field operations for the Massachusetts New Homes with ENERGY STAR® program. He has over 10 years of management experience in the homebuilding and energy efficiency industries. He has served as a liaison between production builders, energy raters and retrofit contractors, selling services such as Energy Star certification or air sealing and insulation retrofits. He has modeled hundreds of homes for energy efficiency, and has conducted building diagnostic tests on just as many. He has experience doing both classroom and in-field training for Home Energy Rating System (HERS) rater certification, and has experience with HVAC system design and Manual J load calculations.

**Overview: What is the Stretch Code?**

- How does the Stretch Code compare to the current Building Code?
- Why isn't the Stretch Code being developed as a mandatory statewide code?

**What does the Stretch Code Mean to My Community?**

- What are the additional costs associated with using the Stretch Code for builders and property owners? How will the increased costs affect development in our community?

- How does the Stretch Code impact both new construction and renovation projects?
- What technical training opportunities will be provided for contractors, developers and building inspectors?

### **What is the Adoption Process for the Stretch Code?**

- How can the Stretch Code be adopted in my community?
- Which municipalities have adopted the Stretch Code and what were the key contributors to their success?

### **Question and Answer Period**

## **LAND USE COMMITTEE Meeting Minutes February 10, 2011 at 7:30 pm**

**ATTENDEES:** Dave Pleau Town Coordinator , Michael Goddard Board of Selectmen, Lawney Tinio Board of Selectmen, Barry Iadarola Planning Board / Assistant Plumbing and Gas Inspector Shirley Smith Chairman, Zoning Bylaw Review Committee , Peter Coffin, Conservation Commission, Robin Fletcher Veteran's Agent, Anne Mazar Mendon Land Use Committee , Sharon Cutler Mendon Land Use Committee, Peter Denton Resident, Bill McHenry Resident, Julie Balise Milford Daily News, Kelly Brown DOER Regional Coordinator , Katie Resnick Project Coordinator (HW)

### **Mendon Green Communities Kick Off Meeting**

The meeting began with introductions and a presentation about the Green Communities Grant and Planning Assistance Programs. We discussed each of the criteria, specifically the material that could be easily assembled to meet Criteria 1, 2 and 4, the major perceived hurdles related to the Energy Reduction Plan (Criterion 3) and the outreach required for the passage of the stretch code (Criterion 5). We then began to brainstorm strategies to meet each criterion, identifying who might need to be involved in the discussion, what information needed to be gathered and a rough timeline for achieving compliance. For the most part, the Town requested support on compiling the energy baseline and reduction strategy (Criterion 3) and in education around the adoption of the stretch code (Criterion 5).

### **SUMMARY OF GREEN COMMUNITIES CRITERIA**

#### **1. AS OF RIGHT SITING**

The Town would like to meet this criterion through the provision of as-of-right zoning for renewable or alternative energy manufacturing and/or R&D facilities. At the time of their initial site visit, the Town's zoning bylaw allowed light manufacturing and research laboratories up to 300 square feet by right within the Town's Business District. The Town indicated in the initial site visit that they would like to expand this to allow renewable or alternative energy manufacturing and/or R&D facilities at the scale required by Green Communities within designated locations of the Business District. The Town has already identified one potential area within the Business District, which is along Route 16 and Town-owned. The Town indicated in their initial site visit that they would also be interested in potentially meeting this criterion through the provision of as-of-right zoning for renewable or alternative energy generation with large-scale ground-mounted solar photovoltaic (PV) facilities. For this, the Town would like to adopt an overlay zoning district to allow for large scale ground mounted solar PV facilities within designated areas of its Business zoning district. The Town also indicated that the same Town-owned area along Route 16 would be feasible for solar PV.

#### **METHOD FOR MEETING**

The Town of Mendon intends to meet this criterion through as-of-right zoning for renewable or alternative energy manufacturing, research and development, and generation facilities, specifically large-scale ground-mounted solar PV facilities within designated locations of its

Business zoning district.

**STEPS TO BE COMPLETED**

**Task Date to be Completed**

1A: Revise and finalize zoning bylaw amendments Winter/Spring 2011

1B: Hold Planning Board public hearing(s) on the proposed zoning amendments Spring 2011

1C: Submit warrant for Town Meeting March 21, 2011

1E: Town Meeting Vote to Adopt the zoning amendments May 6, 2011

**PERSON RESPONSIBLE**

Shirley Smith, Chairman of the Mendon Zoning Bylaw Review Committee

**2. EXPEDITED PERMITTING PROGRESS TO DATE**

The Town of Mendon does not currently have a formal expedited permitting process.

**METHOD FOR MEETING**

The Town of Mendon intends to meet this criterion through a local expedited permitting process. The Town will include a site plan review process for the proposed overlay zoning district under Criterion 1, which will not exceed 365 days. The Town will also ensure that there are no other permitting requirements for the designated locations for the overlay zoning district that could preclude a permitting decision to be reached within 365 days.

**STEPS TO BE COMPLETED**

**Task Date to be Completed**

1A: Revise and finalize zoning bylaw amendments Spring 2011

1B: Hold Planning Board public hearing(s) on the proposed zoning amendments Spring 2011

1C: Submit warrant for Town Meeting March 21, 2011

1E: Town Meeting Vote to Adopt the zoning amendments May 6, 2011

**PERSON RESPONSIBLE**

Shirley Smith, Chairman of the Mendon Zoning Bylaw Review Committee

**3. ENERGY USE BASELINE INVENTORY AND REDUCTION PLAN**

**PROGRESS TO DATE**

Anne Mazar, Member of the Mendon Land Use Committee, attended a training on Mass Energy Insight (MEI), and has begun to collect municipal energy use data for the energy use baseline inventory. Energy audits have been secured for some of the buildings. The Town is part of a regional school district, but has decided not to include the regional school district buildings in its inventory at this time.

**INVENTORY TOOL USED OR PLANNED TO BE USED**

The Town of Mendon is using the DOER MEI tool. The Town has begun to enter all relevant data and will use a baseline year of either FY 2009 or FY 2010. The tool is capable of automatically downloading utility data for all Town accounts. This will enable easier tracking of energy-use trends overtime.

**STEPS TO BE COMPLETED**

**Task Date to be Completed**

3A. Circulate draft Energy Reduction Plan to Town Departments that will be involved for review and feedback April 2011

3B: Town and School approve Energy Reduction Strategy May 2011

3C: Finalize documentation for submission to DOER May/June 2011

**PERSON RESPONSIBLE**

Anne Mazar, Member of the Mendon Land Use Committee

**4. POLICY TO PURCHASE ONLY FUEL EFFICIENT VEHICLES**

**PROGRESS TO DATE**

At the time of the initial site visit, the Town of Mendon had no formal vehicle fleet purchasing policy in place. The Town likely only has very few non-exempt vehicles, and does not feel that the vehicle fleet purchasing policy will be a major issue for the Town.

**STEPS TO BE COMPLETED**

**Task Date to be Completed**

4A. Circulate draft Fuel Efficiency Vehicle Policy and Replacement Plan to Town Departments that will be involved and the School Board for review and feedback April 2011

4B. Revise and finalize Fuel Efficiency Vehicle Policy and Replacement Plan May 2011

4C. Town and School Board approved final Fuel Efficiency Vehicle Policy and Replacement Plan May/June 2011

**PERSON RESPONSIBLE**

Dale Pleau, Town Coordinator, will be the main point of contact for this criterion.

## **5. MINIMIZE LIFE-CYCLE COSTS IN ENERGY CONSTRUCTION**

### **PROGRESS TO DATE**

The Town of Mendon is interested in pursuing the adoption of the Stretch Energy Code. The Town has not done any outreach about the Stretch Code, but would like to have an information session as part of the technical assistance.

### **METHOD FOR MEETING**

Mendon intends to meet Criterion 5 through adoption of the stretch energy code.

### **STEPS TO BE COMPLETED**

#### **Task Date to be Completed**

5A: Public Hearings on the Stretch Code Winter/Spring, 2011

5B: Submit warrant for Town Meeting March 21, 2011

5D: Town Meeting Vote to Adopt the Stretch Code May 6, 2011

### **PERSON RESPONSIBLE**

Barry Iadarola, Planning Board member and Assistant Plumbing and Gas Inspector

## **LAND USE COMMITTEE Meeting Minutes January 11, 2011 at 7:30 pm Mendon Town Hall Mail Room**

**Members Present:** Peter Coffin, Barry Iadarola, Anne Mazar and Dennis Shaheen.

**Also Present:** Mark Reil.

**Peter made a motion to accept the minutes of 11/4/10, Barry seconded the motion and it was unanimously approved.**

The Green Community Program was discussed. The date of the kick-off meeting was selected for Thursday, February 10, 2011 at 7:30 pm. Barry explained the Stretch Code and said the Planning Board was in support of the codes. Zoning Bylaws would need to be changed to allow renewable generating power facilities. Barry recommended leaving two months before the town meeting for the public hearings and to meet with the Bylaw Subcommittee first.

The meeting for the Inman Hill and Quissett neighbors with regards to off-road motorized vehicles on state and town owned preserved open space, was discussed and it was decided that a preliminary letter would be sent out first to determine interest.

Anne explained the Massachusetts Septic management Plan to the committee.

Anne told the committee that Gary Smith was doing soil testing, with donated funds, on the old town cemetery property, Assessors Map 18, parcel 15.

**At 8:35 p.m., Barry made a motion to adjourn the meeting, Peter seconded the motion and it was unanimously approved.**

Submitted by Anne Mazar