



# Halifax Planning Board

## Meeting Minutes

### September 5, 2019

# Official

A meeting of the Halifax Planning Board was held on Thursday September 5, 2019 at 11:00 a.m. at the Halifax Town Hall, Meeting Room #1, 499 Plymouth Street, Halifax, Massachusetts.

**Members Present:** Karlis Skulte and Amy Troup. Gordon Andrews arrived late. Absent: Mark Millias and Jonathan Soroko

**Attendees:** Halifax Postmaster Carmen LaRiviere was present. Growth Manager (Boston Representative) was unable to attend.

#### Appointments:

11:00 CBU discussion with Postmaster and USPS Growth Manager

#### Discussion:

Installation of Cluster Box Units at Rider's Way, Jordiss Rain Estates.

The meeting was not officially called into session as attendees/members arrived sporadically. There was an informal discussion with Postmaster Carmen LaRiviere.

Postmaster presented information packet to each member. It is a guide designed by USPS for builders and developers including information on centralized mail deliveries- Cluster Box Units. (CBU)

The Post office would prefer this method of delivery which would include regular mail, large mail items, as well as packages.

The Postal carrier will have a key to the unit for access.

Postmaster points out the efficiency with deliveries and security with safety locks.

Mr. Skulte asks about the purchase and installation of the unit by developer. Question also posed if a CBU is required if there is less than 10 homes. Postmaster responds by saying that before developer purchases the unit he should contact the Growth Manager or the Postmaster to make sure it meets USPS requirements. Postmaster explains that a CBU can be for any amount of homes.

Postmaster again stresses efficiency of CBUs in that since 1<sup>st</sup> class mail is declining, but our population is increasing. Therefore deliveries, including packages, are increasing. Deliveries would be more efficient as well as timely if carrier has less stops.

Postmaster reiterates that Rider's Way residents will have to continue to pick up their mail at the post office until CBUs are installed. She said that all of this information has already been presented to the developer, Tim Fabroski.

Mr. Skulte asks if the road at Rider's Way has been accepted. Ms. Renaud (former Planning Board secretary) who was in the room at that time, said that the road has not yet been accepted. Plan did not include location of CBUs. Postmaster and Mr. Skulte discuss where it should be located when installed. Postmaster said that this question needs to be referred to Growth Manager. Postmaster gives examples of locations in other developments and how they work.

Cost is discussed as well as where deliveries from other couriers would be delivered. Postmaster believes that they would be delivered to the resident's door.

When Mr. Skulte asks about location of CBUs, Postmaster indicates that the guidelines are in the information packet she has handed out. It's asked if exhibits in packet could be used as examples to developer on how to install and if he needs to have it approved by USPS. Postmaster states that it doesn't have to be in writing by either party. Postmaster said that the developer needs to decide where it will be installed so that it is safe for all involved.

Mr. Andrews asks status on CBUs and Mr. Skulte responds that the developer would need to build a foundation for, and purchase the CBU.



Postmaster asks if she or the Planning Board should contact the developer and asks to please inform her of any progress with developer so that she can start the process. She would also like to inform residents of any progress, as well.

Members agree to send a request to Tim Fabroski (developer) to ask him to show on the plans where CBU will be built and installed. A motion to do this was suggested but never carried through.

Postmaster said that developer should be informed that he needs to purchase unit. She suggests meeting with him on placement and what is required for installation.

**Meeting ended at 11:50 a.m.**

Date Approved: Nov 7, 2019

  
  
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Respectfully submitted,

Gordon Andrews, Chairman