

Approved 2/27/24

Town of Westminster
Planning Board
Phone: (978) 874-7414
Tracy Murphy, Town Planner

Jodi Snyder, Chair Isaiah Grigos, Vice Chair Jaclyn Nally, Clerk Michael Ferris Amy Fantoni

February 13, 2024

MINUTES

Members present: Jodi Snyder, Isaiah Grigos, Michael Ferris, Jaclyn Nally, & Amy Fantoni
Town Planner, Tracy Murphy
Land Use Administrative Asst.: Ryan Forgues

Additional Attendees: see attached sign in sheet

J. Snyder called the meeting to order at 7:00 PM.

Administrative Matters

Minutes - October 24, 2023, November 14, 2024, and November 28, 2024 A. Fantoni motioned to accept the minutes from the dates previously listed. M. Ferris seconded. All in favor to accept the minutes as written (5-0).

18 Newton RD ANR – Applicant wishes to divide his parcel into 2 lots, a 5.13 acre lot and a 3.31 acre lot. J. Nally motioned to approve the ANR application, M. Ferris seconded. All in favor to accept the ANR (5-0).

109 Town Farm RD ANR – Applicant wishes to divide land into two buildable lots, a 2.08 acre lot and a 22.37 acre lot. M. Ferris motioned to accept the ANR as presented, I. Grigos seconded. All in favor to accept the application (5-0).

Public Hearings:

5 East Main ST -

The Special Permit, Site Plan Approval, & Storm water applications submitted by Eric Callahan of 8 East Gardner Rd, Westminster, MA 01473 for property located at 5 East Main St, Westminster, MA 01473, owned by the same, for a multi-use building. The subject parcel of land is located on Map 111, Parcel 23 and in the Commercial I (CI) zoning district.

Hearing was continued to the February 27, 2024 Planning Board Meeting.

Darby Lane Extension Request – Representative and or applicant not present, matter was passed over. No vote made.

Charles Way Extension – Applicant requested an extension to previously granted definitive subdivision approval from August 28, 2018. Extensions were previously granted on October 14, 2020 to make the new deadline October 13, 2022. A grace period/extension of 468 days was granted by the state of Massachusetts due to the COVID-19 state of emergency, making the expiration date of this extension January 24, 2024.

Applicant explained that the COVID-19 pandemic posed unprecedented hardship caused by the pandemic, which made it difficult to complete the project. Requested extension of 2 years to complete the project.

T. Murphy explained that at the time this project was initially proposed it was a “reduced standard” subdivision which is no longer a practice in the Town of Westminster.

M. Ferris made a motion to approve a permit extension for a time period of 24 months, making the new expiration date January 24, 2026. J. Nally seconded. All in favor to approve the extension (5-0).

Rowtier Drive Bond Release – Applicant requested a release of the cash bond in place for the completion of Rowtier Drive in the amount of \$29,410 plus interest. All requirements were met by the applicant. A. Fantoni motioned to approve the bond release, M. Ferris seconded. All in favor to release the bond amount (5-0).

M. Ferris Motioned to continue the 5 East Main Street public hearing to the February 27, 2024 planning board meeting at 7:00 PM. A. Fantoni seconded. All in favor (5-0).

Planners Updates

T. Murphy discussed the upcoming update of the town master plan and the implementation of a “master plan committee” for visibility and input from various board member representatives and citizens at large.

Next Meeting February 27, 2024 7:00pm

Adjourned 7:35 pm

Materials Discussed:

18 Newton RD site plan dated December 1, 2023
Context plan showing existing parcel of 18 Newton Road
109 Town farm RD site plan dated January 12, 2024
Context plan showing existing parcel of 109 Town Farm Road
Darby Lane Definitive Subdivision Development Plan dated June 26, 2019 revised on September 25, 2019
Darby Lane Definitive Subdivision Decision dated October 22, 2019
Darby Lane Earth Removal Decision Dated January 14, 2020
McCarty Engineering permit extension request on behalf of applicant dated January 22, 2024
Charles Way Definitive Subdivision application dated July 20, 2018
Charles Way Definitive Plan dated July 20, 2018
Charles Way department comments letter dated August 9, 2018
Charles Way site context map
Charles Way decision dated August 28, 2018
Email from Teresa Schneider dated January 18, 2024 requesting an extension
Email from applicant requesting bond release of Rowtier Drive dated January 16, 2024

Rowtier Drive bond release sign off sheet dated February 13, 2024
5 E Main St Legal Notice dated November 14, 2023
5 E Main St Site Plan & Stormwater applications dated October 6, 2023
Special Permit application dated November 27, 2023
5 E Main St 300' abutters list
Context Plan showing location and layout of proposed building
Review Memo containing DPW, Fire, Board of Health, & Police comments dated October 31, 2023 revised February 13, 2024
Tetra Tech site plan review comments dated November 17, 2023, revised December 12, 2023
McCarty Engineering response to comments dated November 28, 2023
5 East Main Waiver Request letter dated December 8, 2023
5 East Main revised layout and materials plan dated December 20, 2023
Letter of comments from Agricultural Commission dated February 6, 2024
5 East Main draft conditions of approval