

**Town of Westminster**

**Planning Board**

**Phone: (978) 874-7414**

**MEETING MINUTES – December 13, 2022**

Tracy Murphy, Town Planner

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Gregg Buckman, Chair   Marie N. Auger, Vice Chair   Dan Bartkus   Jodi Snyder   Jacklyn Nally

Members present: Gregg Buckman, Marie Auger, Jodi Snyder, and Dan Bartkus,  
Town Planner, Tracy Murphy

Absent: Jacklyn Nally, Planning Board member & Andrea Mastrototo, Recording Secretary

Additional Attendees: Matthew Olson, Ashoryn, LLC

G. Buckman called the meeting to order at 7:00 PM.

**Administrative Matters**

*Approval of minutes from November 8, 2022.*

M. Auger made a motion to approve the minutes from November 8, 2022 as presented.

D. Bartkus seconded. All in favor, motion carried (5-0).

**New Business**

*Bond Release – Lighthouse Lane*

The Board received a request for the release of the performance bond for the Lighthouse Lane Subdivision by Matthew Olson of Ashoryn Homes, LLC. T. Murphy indicated all departments and Tetra-Tech were satisfied with the requirements. The Open Space transfer to the town is in process. The Conservation Commission will vote to accept the Open Space at their next scheduled meeting on January 5, 2023. Then the matter will go to the Select Board for acceptance.

M. Auger made a motion to release the bond. J. Snyder seconded. All in favor, motion carried (5 -0).

*Potential Zoning Bylaw amendment*

D. Bartkus explained the difference between a cluster housing subdivision and the standard subdivision design standards. The bylaw for the Cluster Housing is too strict and the wording regarding the no-build areas should be changed. At present, the wording steers developers to build traditional subdivisions because the open space subdivision doesn't allow any building in the conservation buffer areas where the traditional does.

The Board discussed and T. Murphy will work on this to present the change to the Board in anticipation of bringing it forward at Town Meeting. The Board will be required to hold a Public Hearing in the future regarding the suggested amendment.

### **Other Business**

#### *Open Meeting Complaint*

Complaint Dated 11/8/22 by Jill Normandin regarding failure to provide draft minutes.

M. Auger made a motion to approve the letter drafted by the Town Council. D. Bartkus seconded, All in favor (5-0).

#### *MBTA Communities update.*

T. Murphy was looking for an update from the Board regarding where S. Wallace left off on this topic. D. Bartkus stated that S. Wallace had indicated that the MBTA overlay would need to be within 3 miles of the train station. T. Murphy stated Westminster needs to develop overlays that can accommodate 165 units of unrestricted Affordable Housing. Additional discussion occurred regarding what the implication would be if the town did not comply with the MBTA communities requirement. Discussion centered around what grants the town would not be eligible for as a result and what grants the town has been awarded in the past. T. Murphy and the Board reviewed a map of areas for potential overlay districts. T. Murphy reviewed the Action Plan for MBTA Communities and indicated it is due January 31, 2023. The town is required to have MBTA overlay district(s) by December 2025. There is time for the Board to consider the MBTA overlay requirements.

#### *2023 Meeting Schedule*

T. Murphy asked how the Board would like to handle Site Plan Modifications moving forward. The Board agreed that they (Planning Board) can consider a modification to an existing site plan approval without a new public hearing provided that the Board finds that the amendment is not significant to the public interest.

Adjourned 7:45 pm

Respectfully Submitted,  
Tracy Murphy, Town Planner

#### **Materials Discussed at this meeting include:**

November 8, 2022 draft minutes

Request for Bond Release dated November 17, 2022

Draft of proposed Cluster Development amendment

Copy of Open Meeting Complaint filed by J Normandin dated November 8, 2022

Copy of Response dated December 8, 2023

Draft MBTA overlay map

Draft MBTA Action Plan

2023 Meeting Schedule and Deadlines