



# Town of Westminster

MASSACHUSETTS 01473  
FROM THE OFFICE OF THE  
**PLANNING BOARD**

Phone: (978) 874-7414

[swallace@westminster-ma.gov](mailto:swallace@westminster-ma.gov)

---

Jon Wyman, chairman

Marie N. Auger, vice chairman

Michael Fortin

Andrew Rice

Linda Wiest

## MINUTES OF REGULAR MEETING

September 27, 2016

Room 222, Town Hall

Attendees: Jon Wyman, Marie Auger, Mike Fortin, Linda Wiest, Town Planner Stephen Wallace.

Absent: Andrew Rice.

Additional Attendees: Ms. Ellen Sheehan/ Town Clerk of Westminster (did not sign in), Mr. Greg Hughes, Mr. Chris Salinas/Mayhew Basque Plastics LLC, Mr. Frank Preston, Mr. Joe Flanagan.

7:00 p.m.

Jon opened the Planning Board meeting and informed those present the meeting was being audio recorded.

7:00 p.m. - *Sign Retroactive time extension request for the Brookside Farm Subdivision, Bean Porridge Hill Road, owner: Brookside Farm LLC.*

The PB members signed the subdivision time extension request in the presence of the Town Clerk, Ellen Sheehan. The Retroactive Extension Request had been previously discussed and voted on at the September 13, 2016 PB meeting. Stephen noted that the owners need to record the signed document with the Registry of Deeds.

7:04 p.m. - *Minutes*

Jon asked PB members to review the September 13, 2016 meeting minutes. Linda motioned to approve the minutes. Seconded Marie. Voted AIF.

7:08 p.m. - *Representatives from Basque Plastics LLC: discussion of plans for the interior renovation of the old Tyco building (Core #2).*

Jon told the Board that representatives from Basque Plastics were in attendance to tell the Board about their plans to move into the old Tyco(Digital) building, Core 2. Stephen told the Board Basque Plastics would be taking over one entire quad of the property at 100 Simplex Drive bringing the total occupied space to 3 ½ quads.

Stephen referred to the Planning Board "Interpretation of Change of Use" Policy not requiring a new site plan review at existing multi-tenant industrial property when there would be no additional parking required and the only renovations made would be inside...

Mr. Greg Hughes the Board he represents the owners of the building. He reviewed the progress of Seaboard Box who had moved to the building in the spring - now up and running with all equipment installed.

Mr. Chris Salinas/Mayhew Basque Plastics LLC told the Board his company has been around since 1858. It primarily produces chisels, pry-bars and punches for the hand tool market with customers like Sears Craftsman, Home Depot and Stanley Proto Tools. Main office is in Turners Falls where all the steel fabrication work is presently done. In the past, the plastic handles were sourced from overseas. The owners have decided to in-source all that work bringing it back to the U.S. Basque Plastics in Leominster and Kelly Plastic QEP of Clinton had been purchased and would be relocated

to Westminster so all work can be consolidated under one roof. Work consists of injection molding, mold in sonic welding, assembly of handles to tools, manufacturing of paint trays, dust pans, trowels, bocci balls for LL Bean, and other consumer products. Mr. Salinas showed the Board an initial layout of equipment. There are currently 30 injection molding machines and 49 employees.

Marie made a motion to waive site plan review. Linda seconded. Voted AIF to waive site plan review.

*7:16 p.m. - Approval Not Required (ANR) Plan for Lorraine Flanagan Living Trust: creating two new house lots on State Road West.*

Jon asked Board members to review the ANR Plan. After review, Marie made a motion to endorse the plan. Mike seconded. The Board voted AIF to endorse.

*7:22 p.m. - Approval Not Required (ANR) Plan for Janet Isabelle Trust: one new house lot at 54 Gate House Road.*

Jon asked Board members to review the ANR Plan. Mr. Frank Preston/Whitman & Bingham Associates presented the plan. After much discussion about frontage, front yard depth requirements and non-conforming lots, Marie made a motion to endorse the plan. Linda seconded. The Board voted AIF to endorse.

*7:32 p.m. - Review & Comment: Zoning Board Finding request for David & Linda McMahon, 4 Winturi Road, to demolish a pre-existing non-conforming single family home and replace with a larger single family home.*

The PB reviewed the request for comment package from the ZBA. After brief discussion, Marie moved that the Board write an email of support. Seconded Linda. Voted AIF to support.

*7:36 p.m. - Planning Board Work Session: Residential zoning changes.*

Stephen told the Board the Building Commissioner has copies of the working First Drafts of changes to the Table of Uses, minor changes to some definitions and dimensional requirements, Inclusionary Zoning Bylaw, markup of Accessory Dwelling Bylaw and Home Occupation Bylaw.

The ZBA will be sent copies for review after the results of this working session are incorporated. Home Occupations- Home occupations listed in the present Table of Uses are now allowed by right. Stephen has removed them from the Table of Uses and placed them into a new Home Occupation section of the Bylaw along with new performance standards and possible inspection requirements. Items discussed: - There should be no negative impacts to the neighborhood. - Number of people allowed to work at a home occupation and parking requirements. - Clarification of Full time equivalents of people working at a home occupation. - Manpower of Building Department to perform potential inspection requirements. - Enforcement language for complaints. - Performance Standards. - No nuisance and visibility requirements. - Non criminal disposition of enforcement requirements.

Table of Uses – Discussion about duplexes and multifamily/ 3 or more units. - Special Permit requirements for duplexes and multifamily should be eliminated and allowed in all residential districts.

Inclusionary Zoning - Existing permitted 100+ developments. - Specifics of language written in the draft. - Town Counsel review of legal documents. - Deed restrictions. - Maximum rental prices calculations. - Ability of Town Hall administrative capacity to manage personal documentation required in the Bylaw. - No active Housing Authority in Town. - A guidance document (a working example) with an example formula for applicant and PB future use. - How the paperwork would be handled.

*8:39 p.m. Member and Planner Informational Updates:*

Stephen- Second Town Hall Survey Cards have been mailed.

Jon- Wachusett Station will open with limited two trains to and from Boston on Friday September 30<sup>th</sup>. November 7<sup>th</sup> will be the start of full service. Westminster Layover will begin operation November 7, 2016.

8:43 p.m. Adjourn.

Linda made a motion to adjourn. Mike seconded. The PB voted AIF to adjourn.

3 Pages of Minutes  
Respectfully submitted,  
Michael Fortin

#### 10 Attachments

---

- 1) Brookside Farms Subdivision Time Extension Approval dated September 27, 2016 2 pages.
- 2) Mayhew Basque Plastics, LLC letter to Town Planner dated 9/15/16 and 6 page hand delivered presentation of Mayhew/Basque including plan of improvements 7 pages.
- 3) ANR Plan of Land Prepared for Lorraine T. Flanagan, Trustee for of The Lorraine T. Flanagan Living Trust prepared by Edmond Boucher dated August 31, 2016. 1 Page.
- 4) 4) Town Planner package for Lorraine T. Flanagan including Form A, tax cards and Town Planner GIS map dated 19 Sept 2016. 5 pages. (*Flanagan ANR App - State Road West.pdf*)
- 5) ANR Plan of Land Prepared for Janet E. Isabelle Trust prepared by Whitman & Bingham Associates, LLC. dated July 26, 2016. 1 Page.
- 6) 4) Town Planner package for Janet E. Isabelle including Form A, tax cards and Town Planner GIS map dated September 6, 2016. 6 pages. (*Isabelle ANR App - 54 Gate House Road*)
- 7) ZBA Request for Comment package for McMahon. 27 pages. (*16-08 McMahon ZBA Hearing Appl.pdf*) (*16-08 McMahon ZBA Hrg. Notice.pdf*)
- 8) Home Occupations First Draft dated September 21, 2016 2 pages.
- 9) Inclusionary Zoning First Draft dated September 20, 2016 4 pages.
- 10) Table of Uses changes First Draft. Not dated. 3 pages.