



Town of Westminister

MASSACHUSETTS 01473
FROM THE OFFICE OF THE
PLANNING BOARD

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Lawrence Skamarycz, Chair

Marie N. Auger, Vice Chair

Dan Bartkus

Gregg Buckman

Jodi Snyder

Planning Board Meeting Minutes November 9, 2021

Members present: Marie Auger, Larry Skamarycz, Jodi Snyder, Dan Bartkus and Gregg Buckman
Town Planner, Stephen Wallace.

Absent:None

Staff: Andrea Mastrototaro, Recording Secretary

Additional Attendees: Donald Barry, Carol & Andrew Kaski, Derek Drury, Jim Perrine, Carol Urban,
Michael Ferris, Justin LeClair, Matt Waterman, John Winslow, Brian Marchetti and Bob Bujold.

L. Skamarycz called the meeting to order at 7:00 PM.

Administrative Matters

First order of business, Approve meeting minutes from October 26, 2021

D. Bartkus made a motion to approve the October 26, 2021 minutes with amendments.

M. Auger seconded, all in favor, motion carried (5-0).

Continued Public Hearings

Definitive Subdivision for JP Dell LLC (owner/applicant): 12-lot cluster housing subdivision (Porter Page Road) off Bean Porridge Hill Road (Tax Map 29, Lot 3).

D. Bartkus recused himself.

B. Marchetti, representing the applicant, discussed the project. B. Marchetti stated there are 4-5 comments remaining to be reviewed by Tetra-Tech, mostly regarding drainage. B. Marchetti notes all the comments have been incorporated into the plan.

B. Marchetti reviewed the requested waivers with the Board. The waivers are as follows:

Width and grade of ways, maximum is 6%, 9% is requested.

Dead-End Street length, 500 feet max., 880 feet requested.

Dwelling Units on Dead End Street 10 maximum, 12 requested.

Sidewalks - one side of the street only.

Driveways. No more than two driveways are permitted off a cul-de-sac, 4 driveways are requested.

Environmental Impact Study - none.

The Board and B. Marchetti discussed the waivers. M. Auger asked about the access to the open space and expressed concern with the corridor ownership, preferring that it be owned by the Town in fee simple, as opposed to just having the Town granted an easement.

The Board voted unanimously in favor of waivers #1, 2, 4, and 5. The Board voted unanimously not in favor of waiver #3. Waiver #6 no longer applies.

Public comments

A resident expressed concern with the grade of the easement to the detention basin. The Town Planner noted the grade was the preference of the DPW.

M Auger made a motion to continue the public hearing to December 14, 2021 at 7 pm.
G. Buckman seconded, all in favor, motion carried (4-0).

Public Hearing

Commonwealth Community Developers and Town of Westminster: revisions to previously approved site plan for senior housing behind the Westminster Senior Center.

L. Skamarycz read the hearing notice into the minutes.

The Town Planner noted the next round of funding will be in December and he is waiting on Tetra-Tech's review.

J. Perrine explained the changes made to the project were due to financing.

J. Winslow listed the changes as;

- The underground parking has been removed.
- 6 parking spots have been added in front.
- Wing #2 is 25 feet shorter.
- Wing #1 added a floor, making it now a 3-story building.
- Balconies have been removed.

J. Winslow noted the two elevators, the conversion to all one bedroom apartments and removal of the balconies were all requested by the State.

M. Waterman reviewed the site modifications. M. Waterman noted the following items;

- The dumpsters were relocated to the East side of the parcel.
- The patio is smaller.
- Increase in area coverage from 11% to 13%.
- The Eastside buffer, the 40-foot no touch zone and 20 foot earth and berm remains the same.

The Town Planner noted the DPW requested more detail in the conditions regarding the DPW responsibilities for maintenance and plowing.

M. Waterman discussed the drainage issues and noted the culverts have not been located yet.

D. Bartkus expressed concerns about the parking being uncovered. D. Bartkus suggested possibly looking into some sort of solar canopy.

Public comment

Citizen Don Barry expressed concern with no covered parking and would like to see the sidewalks be safe for the residents, and suggested installing handrails. J. Perrine stated they would look into it.

The Town Planner will compile the modified conditions and submit for Tetra-Tech's review.

D. Bartkus made a motion to continue the public hearing to November 23, 2021 at 7 pm.
Skamarycz seconded, all in favor, motion carried (5-0).

Next order of business: Public hearing on revising the Planning Board's fee schedule.

L. Skamarycz read the hearing notice into the minutes.

No Board comments and no Public comment.

G. Buckman made a motion to approve the revised fees. J. Snyder seconded, all in favor, motion carried (5-0).

Adjourned: 8:33 pm

Documents discussed at this meeting include the following:

Porter Page Subdivision:

- Subdivision and Stormwater Management applications
- Porter Page Subdivision Plan
- Revised Subdivision Plan - October 2021
- Porter Page Subdivision - Stormwater Management Plan
- Revised Stormwater Management Plan - October 2021
- Hydrogeologic Analysis
- Project Cover Letter
- Revised Project Cover Letter with waiver requests
- Planning Department review memo
- Fire Department comments
- Review engineer comments
- Response to Town Comments
- Review engineer comments on revised subdivision plan
- Westminster Senior Housing - Revisions to the Previously Approved Site Plan

Senior Housing Site Plan:

- Revised site plan
- Revised site plan application & materials
- Revised stormwater management plan

Planning Board revised fee schedule