



# 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 23, 2021**

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

Absent: Larry Skamarycz

Additional Attendees: Donald Barry, Carol & Andrew Kaski, Matt Waterman, Jim Perrine, Steven Hearn, David & Jane Ferrazza, Brian Marchetti, Sue Fisher, Phillip Marysz, and Attorney Jonathan Silverstein from K&P.

Vice Chair Auger called the meeting to order at 6:45 PM.

The Board took a roll call vote to go into Executive session, to discuss the following legal matter: G.L. c.30A, §21(a)(3), to discuss strategy with respect to litigation in the consolidated matters of JEKN, LLC v. Westminister Planning Board and The Normandin Group, LLC v. Westminister Planning Board. All four Planning Board members voted to go into Executive Session.

The Board voted unanimously to come out of Executive Session at 7:05 PM.

### **Administrative Matters**

First order of business, Approve meeting minutes from November 9, 2021. The Board voted unanimously to approve the meeting minutes with one minor spelling change on page 3 (changing "compost" to "compile").

The next order of business was a Minor Modification to a previously approved Subdivision plan for Herb O'Connor, O'Connor Drive off Worcester Road, slight adjustment of interior roadway and lot lines (Map 148, Lot 3). Brian Marchetti of McCarty Engineering represented the applicant, explaining that the road right-of-way needed a slight adjustment in order for the house built on the lot to meet the Zoning Bylaw's setback requirements. Brian showed the Board a graphic showing the before and after lot lines. The Board voted unanimously (4- 0) to approve the minor modification and signed the Mylar.

### **Continued Public Hearing**

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

The Town Planner explained that the revised site plan had been the subject of a department head meeting in early November and the main thing that came out of it was that DPW requested more detail in the conditions of approval regarding the DPW responsibilities for maintenance and plowing. The conditions of approval have been revised to provide more detail regarding maintenance responsibilities (roadway, snow plowing, sidewalks, drainage, water & sewer lines) and the applicant's engineer has provided an exhibit that depicts the maintenance responsibilities that can be attached to the decision.

The Town Planner noted there are two outstanding issues left to be addressed:

- The amount of drainage that will be directed towards the berm to the east of the property (abutting the Kaski property).
- The grade between the senior housing property and the senior center below. The grade change is currently around 5%.

The applicant agreed to work with the Board's engineer (Tetra-Tech) to find a way to lessen the amount of drainage that will be directed towards the berm to the east of the property, perhaps splitting the flow between the two drainage basins at the foot of the senior center.

The applicant also agreed to work with DPW and Tetra-Tech to lessen the grade between the senior housing property and the senior center. The applicant also agreed to include maintenance of the sidewalk between the two properties in its Operation & Maintenance Plan.

Public Comment:

Citizen Don Barry suggested that the applicant's engineer take a look at how the senior center site plan handled the drainage from the property above, and perhaps that could be the starting point for handling the current drainage issue.

The Board voted unanimously (4 – 0) to continue the public hearing to December 14, 2021 at 7:00 PM. The Town Planner held out the possibility that the Board may need to meet again on Tuesday December 21<sup>st</sup> in order to conclude this project by the end of the year.

Adjourned: 7:45 pm

Documents discussed at this meeting include the following:

Definitive Subdivision Plan for Herbert and Dianne O'Connor (modification of a previously approved subdivision) prepared by Szoc Surveyors, dated August 5, 2021.

Senior Housing Site Plan:

Revised site plan  
Revised site plan application & materials  
Revised stormwater management plan  
Revised grading plan  
Review comments from Planning Board engineer