



Town of Westminister

MASSACHUSETTS 01473
FROM THE OFFICE OF THE
PLANNING BOARD

Phone: (978) 874-7414

swallace@westminster-ma.gov

Lawrence Skamarycz, Chair

Marie N. Auger, Vice Chair

Dan Bartkus

Gregg Buckman

Jodi Snyder

Planning Board Meeting Minutes: December 14, 2021

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

Absent: Larry Skamarycz

Additional Attendees: Brian Marchetti, Jason LeClair, Carol & Andrew Kaski, Matt Waterman, Jim Perrine, Jeff Aveni, Dennis Swart, Andy Hertel, Steve Laverty, Brooke, Schrieber, Sam Weissman, Bill Scully, Dennis Swart and Don Barry.

M. Auger called the meeting to order at 7:00 PM.

Administrative Matters

First order of business: Approve executive session and regular meeting minutes from November 23, 2021 and revised meeting minutes from October 13, 2020 and December 10, 2020.

G. Buckman made a motion to approve the November 23, 2021 minutes. J. Snyder seconded, all in favor, motion carried (3-0).

D. Bartkus made a motion to approve the revised meeting minutes from October 13, 2020 and December 10, 2020. M. Auger seconded. All in favor, motion carried (3-0).

Next order of business, Recommendation to Select Board on exercising the Town's right-of-first-refusal on Matt Pearson's request to withdraw land from the Chapter 61 taxation program.

D. Bartkus made a motion to recommend that the Town not exercise their right-of-first-refusal. G. Buckman seconded. All in favor, motion carried (4-0).

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). G. Buckman made a motion to continue the public hearing to January 11, 2022 at 7 pm. J. Snyder seconded. D. Bartkus abstained. Motion carried (3-0 – Dan Bartkus recused himself).

Next order of business, 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 there were two items to be addressed: #1 revisions to the drainage plan and #2 the grade between the Senior Housing project and the Senior Center.

M. Waterman explained a detention basin will be installed to divert road run-off from Route 2. Improvements were made to the landscape berm. The sidewalk connection from the Senior Center to the housing units remains. The applicant has submitted an exhibit plan that addresses who is responsible for snow removal, sewer, water and drainage.

The Town Planner read the two conditions of approval that are being modified from the original decision.

8.8. DPW will not be responsible for snow plowing/removal beyond the overflow Community Center gravel parking *per the attached exhibit (redline notes on Sheet C-5, Utility Connection Plan)*:

8.9. ~~The Town will not own or maintain the drainage outside the right-of-way.~~ *Regarding the project's utilities and infrastructure, the private ownership and maintenance responsibilities shall begin as follows per the attached exhibit (redline notes on Sheet C-5, Utility Connection Plan):*

-- Sewer line: begins at Sewer Manhole #4.

-- Drainage system: begins at Drain Manhole #8.

-- Water service: begins at the gate valve at the end of the right-of-way for Community Way.

The five new conditions of approval are as follows:

8.26. There shall be no public turn-around available at the end of the public way. At the start of the private way, the owner/contractor shall install the following sign: "Private Road Pass at Own Risk".

8.27. Prior to construction, the owner/contractor shall provide Shop Drawings to DPW and the Planning Board consulting engineer for review and approval of all construction materials.

8.28. Prior to obtaining a Building Permit, the Applicant will submit a Site Operations and Maintenance Plan that will address all maintenance responsibilities and procedures, including: building, landscaping, snow plowing, drainage, sewer, water, pedestrian ways and trails.

8.29 All pedestrian ways will remain properly treated during adverse weather conditions.

8.30 The Applicant shall submit the final revised stormwater report and final plan showing mitigation of the off-site flow prior to seeking a Building Permit. This report and plan shall be reviewed by the Planning Board's consulting engineer.

D. Bartkus made a motion to close the public hearing. J. Snyder seconded. All in favor, motion carried (4-0)

G. Buckman made a motion to approve with the conditions as presented. D. Bartkus seconded, All in favor, motion carried (4-0).

Public Hearing

Westminster Owner LLC (owner/applicant): Site Plan approval to construct a 600,000 square foot warehouse with 25,000 square feet of office space on Lot 1-7 within the Westminster Business Park (Tax Map 72, Lot 1).

B. Marchetti, McCarty Engineering, explained the project. The main points are as follows:

- This lot has been an active gravel operation since 2012.
- The property is an Industrial Park.
- There are grade challenges on the site.
- Two entrances are proposed.
- 35 foot wide road.
- Secured gates.
- 91 loading docks and 40 truck parking spots.

B. Marchetti reviewed the plan for grading and retaining walls. B. Marchetti reviewed the plan for utilities. Water and sewer have been installed, electric and gas will be installed moving forward. The water stub and main have been upgraded from 6 inch to 8 inch.

The applicant's traffic consultant reviewed and explained the traffic plan. He noted this is an updated plan from one done in the past. The locations include, Route 2 interchange, Narrows Road, Village Inn Road, Depot Road at 2A and Batherick and 2A and South Ashburnham Road. He noted Depot Road would be the main access. There was discussion regarding what MassDOT may want, whether it is a signal or a roundabout.

No public comment

D. Bartkus made a motion to continue the public hearing to January 11, 2022 at 7 pm.

G. Buckman seconded. Motion carried (4-0).

Adjourned: 8:17 pm

Materials discussed at this meeting include:

- Executive session and regular meeting minutes from November 23, 202.
- Revised meeting minutes from October 13, 2020 and December 10, 2020.
- Matt Pearson's request to withdraw land from the Chapter 61 taxation program.

Westminster Senior Housing Project:

- Site Plan submittal letter prepared by Blatman, Bobrowski & Haverty, LLC, dated October 21, 2021.
- Completed Site Plan application received on October 20, 2021.
- Set of Site Plans prepared by Land Tech Consultants, dated September 20 2019, revised October 22, 2021 and November 30, 2021.
- Stormwater Management Report prepared by Land Tech Consultants, dated September 27, 2019, revised November 25, 2019, December 12, 2019, September 27, 2021, November 10, 2021 and November 30, 2021.
- Operations and Maintenance Plan prepared by Land Tech Consultants, dated September 27, 2019, revised November 25, 2019, December 12, 2019, September 27, 2021 and November 30, 2021.
- Exhibit Plan – Maintenance Responsibilities (referenced in revised Conditions of Approval 8.8 & 8.9 below), prepared by Land Tech Consultants, dated November 9, 2021 and revised December 12, 2021.
- Project review memo from Tetra-Tech (Planning Board engineering consultant), dated November 23, 2021 and revised on December 4 and December 13, 2021.
- Project review letter from the Westminster Fire Department dated November 13, 2021.
- Letter from abutter Andy Kaski regarding drainage swale, dated November 23, 2021.

Westminster Business Park Warehouse Project:

- Site Plan submittal letter prepared by McCarty Engineering Inc., dated October 29, 2021.
- Site Plan application prepared by McCarty Engineering Inc., dated October 29, 2021.
- Set of Site Plans prepared by McCarty Engineering Inc., dated October 29, 2021.
- Application for Stormwater Management Permit prepared by McCarty Engineering Inc., dated October 29, 2021.
- Stormwater Management Report prepared by McCarty Engineering Inc., dated October 28, 2021.
- Traffic Study prepared by Green International Affiliates Inc., dated October 2021.