



Town of Westminster

MASSACHUSETTS 01473
FROM THE OFFICE OF THE
PLANNING BOARD
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Jon Wyman, chairman

Marie N. Auger, vice chairman

Michael Fortin

Andrew Rice

Linda Wiest

MINUTES OF REGULAR MEETING

December 13, 2016
Room 222, Town Hall

Attendees: Marie Auger, Mike Fortin, Andrew Rice, Linda Wiest, Town Planner Stephen Wallace.

Absent: Jon Wyman.

Additional Attendees: Mr. Dan Bartkus, M. Siobhan Bartkus, Mr. Paul Bartkus Sr., Mr. Brian Marchetti/McCarty Engineering/Westminster Business Park, Mr. John MacMillan, Mr. Allan Bellanger, Mr. Gary Litchfield/Village @ Old Mill, Mr. Tom Murray/Village @ Old Mill.

7:00 p.m.

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

7:00 p.m. - Approve meeting minutes from September 27, October 24, November 3 and November 22, 2016.

Marie asked PB members to review the September 27, 2016 and October 24, 2016, and November 03, 2016 and November 22, 2016 minutes. Mike made a motion to approve all 4 sets of minutes. Linda seconded. The Board voted to approve all.

7:01 p.m. - Development Project Updates: 1) Westminster Business Park, 2) Rowtier Drive Industrial Park, 3) Westminster Estates subdivision, and 4) Village at Old Mill Subdivision.

Westminster Business Park:

The PB heard from Mr. Brian Marchetti/McCarty Engineering representing Westminster Business Park. Mr. Marchetti told the Board it has been busy at the Park this past year. The NexAmp solar project is nearing completion. The Clean Footprint solar project on lot 4B is in negotiations to reduce their connection fees with National Grid and should get under way in the spring.

Mr. Marchetti told the Board that they have spent the past construction season getting Lot I-7 pad ready. Export of material will ramp up in the spring in anticipation of a potential buyer who is looking to build a 500,000 to 600,000 square foot use that might expand to 1M square feet. The deal is hinging on when public sewer will be available. The buyers would not need freight rail access, so WBP would propose doing less excavation – thus, the lot will be ready for sale sooner rather than later. The owners of the park are exploring breaking up Lot I-6, a 26 acre parcel, into smaller 5-6 acre parcels as they are seeing interest in the market for reduced size parcels. There was brief discussion about the residential portion of the park being rezoned industrial.

Stephen told Mr. Marchetti there was a complaint regarding NexAmp clearing trees right up to the property line. The Board reviewed the Clean Footprint project which is located in Phase One of the Park. Marie told Mr. Marchetti there is a 50 foot no clear buffer on the Phase Two portion of the industrial park.

Rowtier Drive Industrial Park:

Mr. Alan Belanger has made steady progress on his original three year plan. The sewer main is in and pressure tested up to the cul-de-sac, manholes are in and tested, all electrical is in encased in concrete and the phone lines have been extended up from Miles Kedex and are being finished right now. All cuts and fills for the road are done. Gas is scheduled to be installed in the spring. There are a few more bounds to be placed. Mr. Belanger would like to seek Town road acceptance for next year's Special Town Meeting in November.

When the road work is complete there will be four industrial lots off the cul-de-sac and he has an additional lot at the bottom off Route 31. Stephen told him the Town is partnering with Mass Development as part of their site readiness program.

Westminster Estates:

Mr. Dan Bartkus told the Board they have experienced first hand the bureaucratic nightmare of providing electric utilities to there sight. He told the Board it took from January until August to get the finished design plans from National Grid. In the interim they installed the detention basins in the spring. They had to move the three phase power that supplies the golf course pumps and restaurant due to cuts and fills for the roadway. All electricity is in, all drainage is in and the roadway has been graveled. They will put the base coat is in. He has contacted Anderson logging to begin clearing the second phase for testing purposes.

Stephen told the Board that McCarty Engineering went out in November and supplied a report of construction. The inspection agreement with McCarty is for the first phase of the project.

Mr. Bartkus told the Board they will put the binder on in the spring.

Village at Old Mill:

Mr. Gary Litchfield told the Board he would not be requesting a bond reduction. The granite has not been installed yet at the roadway intersections. Nine houses were delivered this year with three presently under construction. There are 25 remaining lots out of a total of 68.

Open space trails were worked on. Some bounds were remaining to be placed. Many of the bounds were marked with iron pipes. There will be parking spaces at the west end. They hope to complete there project in two, maybe three years.

Mr. Litchfield requested a 3-year time extension on his subdivision approval which was set to expire at the end of the calendar year.

He has made arrangements to have the required granite curbing installed next April and then will work on the road from there. He hopes to seek road acceptance for Kimberly Lane at next year's Special Town Meeting in November.

Mr. John MacMillan, a resident of the development, expressed his approval of the trails that had been established as part of the project. He also asked about a section of the roadway basecoat binder on Kimberly Drive and some stop signs that were needed to be put in place. Mr. MacMillan also asked to have stakes placed on the trail that would keep people from encroaching on neighboring properties. Mr. Litchfield will speak to his surveyor to have that done.

Mike made a motion to extend the subdivision approval for three more years. Linda seconded. Voted AIF for the three year extension. Mr. Lichfield will provide a copy of the trail map when the bounds have been set.

7:47 p.m. - Review & Comment: Application to the Zoning Board to amend a Special Permit for Healing Hills, 9 Village Inn Road.

Stephen read the application to the Zoning Board as it related to outpatient services. After discussion, Mike motioned PB members to send a letter of strongly supporting the application as it is a needed service to address the ongoing addiction crisis in the State. Seconded Linda. Voted AIF.

7:54 p.m. - Review & Comment: Zoning Board Application to appeal a decision of the Building Commissioner regarding the operation of a trucking company at 217 South Ashburnham Road, Eino Jarvenpaa applicant.

Stephen read the application to the Zoning Board and informed the PB there had been complaints related to a refuse disposal company that was operating from the land. After discussion, the PB decided to offer no comment due to a lack of information concerning the ongoing use of the property.

8:00 p.m. - *Planning Board budget for FY 2018.*

Stephen asked members to review the proposed budget for the PB for FY18. Stephen note an increase of \$2K to pay for a person to record the minutes. Mike told Board members he had earlier attended a Personnel Board meeting where that Board would be submitting the require paperwork to establish a part time recording secretary position for the PB.

8:04 p.m. *Planner report for November.*

- The Economic Self Assessment was sent back to the Northeastern's Dukakis Center. They held a public meeting to review the answers on December 7th. They will take the public input information gathered and assemble it into a report to the BoS to be held in January.

- MRPC has determined that there is enough vacant developable land behind the new senior center to accommodate the 72 units we've been planning for. MRPC will attend Dec. 19th Selectmens meeting to present their report. Stephen expects Selectmen will give approval to hire a consultant to draft a RFP.

The MassWorks Grant for the inline sewer was not awarded.

Selectmen will put together an RFP Committee in January to help outline what the request for proposals should entail.

Andrew asked about the tax delinquent property list. Stephen explained the process of getting together with the Town Collector yearly to determine what properties might be used for Town needs and which could be put up for sale.

8:10 p.m. *Discussion: residential zoning amendments for May 2017 Annual Town Meeting.*

Home Occupations: Marie discussed the parking regulations and asked Board members to eliminate the entire section. After discussion it was agreed that both existing on and off street parking regulations and the nuisance section of the new home occupation bylaw should be enough to cover problems that might arise.

8:18 p.m. *Adjourn.*

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

3 Pages of Minutes
Respectfully submitted,
Michael Fortin

6 Attachments:

- 1) Planning Board FY 2018 Budget sheet. 1 page.
(*Copy of 175-Planning Board-Budget Worksheet FY 2018.xls*)
- 2) ZBA request for comments package: (*Jarvenpaa ZBA Application - BC appeal.pdf*)
- 3) Town Planner monthly update memo to BoS dated November 29, 2016. 2 pages. (*Planner Update November 2016.pdf*)
- 4) ZBA request for comments package: (*Village Inn Road LLC SP Amendment Appl_.pdf*)
- 5) Draft Bylaw dated October 25, 2016 2 pages. (*Home Occupations - Draft #3.pdf*)
- 6) McCarty Engineering subdivision report for Westminster Estates. dated November 29, 2016. 5 pages.
(*Westminster Estates Inspection Letter November 2016.pdf*)