



# Town of Westminister

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

January 10, 2017

Room 222, Town Hall

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

Absent: Andrew Rice.

Additional Attendees: Mr. Dean Johnson

*7:00 p.m. - Approve meeting minutes from December 13, 2016.*

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

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

*7:02 p.m. - Review and comment: petition from Selectmen from Dean Johnson to remove land from the Chapter 61 B program at his property at 69 Minott Road.*

The PB reviewed the petition and after brief discussion, Marie made a motion to send a memo to the Selectmen recommending the Town take no action to exercise its right to purchase the property. Seconded by Linda. Voted AIF to send the memo.

*7:06 p.m. - Review and comment: Game On proposal in Fitchburg.*

The PB discussed the Game On proposal for a multi-field soccer facility consisting of outdoor and indoor fields. The PB reviewed the site plans and after further positive discussion, all agreed to offer no comment.

*7:12 p.m. - Discussion: residential zoning amendments for May 2017 Annual Town Meeting and schedule public forums.*

Stephen updated the Board about his visits with the Historical Society, Board of Health and Advisory Board. All feedback has been positive so far. Stephen reviewed the upcoming schedule of Town Boards and Committees he plans to meet with: Con Com January 12<sup>th</sup>, DPW January 23<sup>rd</sup>, Agricultural Com. Jan 25<sup>th</sup>.

The PB members reviewed personal schedules and decided on two public forums: Saturday February 25<sup>th</sup> at the Library and Tuesday February 28<sup>th</sup> during the regularly scheduled Planning Board Meeting.

*7:30 p.m. - Discussion: Planning Board work schedule for Fiscal Year 2018.*

The Board discussed the upcoming work for June 2017-May 2018. Stephen told the Board he would like to concentrate on a design guideline book for commercial construction and referred to the work Kittery Maine had done on their design guidelines. He told Board members the Design guidelines are a pro-active approach to let developers know what the Town would like to see in future land development. He told members most developers are more than happy to accommodate projects designs that will harmonize with the desires of the Town and a Guidebook is a useful tool that will help developers to better understand what the Town is seeking to blend in with existing streetscapes.

Stephen also asked the Board to tackle the long overdue review of its Sign bylaw in the coming year. He noted the PB would be working with the Economic Development Committee and local business owners to craft a useful bylaw for all. Stephen will also be working with and helping the EDC and hopes to get a grant to help pay a portion of the costs.

*7:45 p.m. - Planner Report for December.*

The PB reviewed the December Town Planner Report to the Selectmen. Linda volunteered to be the PB representative for the Old Town Hall RFP Committee.

WBP - The Board also reviewed the December Tetra Tech Memo for Westminster Business Park. No action by the PB was taken.

*7:55 p.m. - Adjourn.*

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

2 Pages of Minutes  
Respectfully submitted,  
Michael Fortin

5 Attachments:

- 1) *MEMO from Karen Murphy 69 Minott Road - Notice of Intent to Sell paperwork package including map of parcel, and 7 page Purchase and Sale Agreement, MEMO dated December 27, 2016. 10 pages.*
- 2) *Game On project summary sheet from Stephen Wallace describing including site access and traffic generation info. No date. 1 page.*
- 3) *Game On site plans from Ducharme & Dillis Civil Design Group, Inc. Dated 11/4/16. 5 pages.*
- 4) *Tetra Tech Memo for Westminster Business Park. Dated December 28, 2016. 3 pages.*
- 5) *Town Planner Memo to BoS dated December 29<sup>th</sup> 2016. 2 pages.*