



Town of Westminster

MASSACHUSETTS 01473
FROM THE OFFICE OF THE
PLANNING BOARD

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Jon Wyman, chairman

Marie N. Auger, vice chairman

Dan Bartkus

Andrew Rice

Mike Smith

Planning Board Meeting Minutes - December 10, 2019

Meeting Room 222

Members present: Jon Wyman, Andrew Rice, Dan Bartkus, Mike Smith and Town Planner, Stephen Wallace.

Staff: Andrea Mastrototaro, Recording Secretary

Absent: Marie Auger

Additional Attendees: Matt Dunn, Patricia & Robert Feeley, Jill Normandin, Gary Litchfield, Alan Belanger and Brian Marchetti.

J. Wyman, Chairman called the meeting to order at 7:00 PM and informed those present the meeting was being recorded.

First order of business: approving the minutes for November 26, 2019.

M. Smith made a motion to accept the minutes for November 26, 2019, D. Bartkus seconded. All in favor, motion carried (4-0).

Next order of business: Time extension request for completion of the Village at the Old Mill Subdivision. M. Smith recused himself.

The Town Planner stated the DPW submitted a letter suggesting the Board give a 6 month extension and if incomplete at that time the Town will pull the bond and the Town will complete the work.

D. Bartkus made a motion to extend for 6 month, A. Rice seconded, all in favor, motion carried (3-0).

Next order of business: Time extension request for completion of the Rowtier Drive Site Plan. The Town Planner stated the DPW submitted a letter suggesting the Board give a 6 month extension and if incomplete at that time the Town will pull the bond and the Town will complete the work.

D. Bartkus made a motion to extend for 6 month, M. Smith seconded, all in favor, motion carried (4-0).

Public Hearing

Next order of business: Earth Removal Permit for Alan Belanger, removal of 60,000 cubic yards from property located at 198 Narrows Road.

J. Wyman read the notice into the minutes.

The Town Planner gave a brief history of the property. The Town Planner also informed all present that a technical review meeting with all departments was held December 2, 2019.

B. Marchetti presented the plan and explained that he was in receipt of the comments memo and responded on December 9, 2019 and revised the plan accordingly.

The revisions are as follows and shown on the plan;

- Add a "No Right Turn" at the road.
- Show where the loam will be stockpiled.
- Show the abutters within 300 feet and add to locus map.
- Add the depth of the loam to be installed.

B. Marchetti stated there will be some waivers requested such as monitoring wells and the 50 foot buffer. B. Marchetti noted the DPW commented on the requirement of the apron to be built prior to the removal of material and a permit must be obtained. The Police Department had no major concerns only that the trucks to make a left turn only onto Narrows Road.

B. Marchetti stated The Town Planner requested there be a water truck onsite. B. Marchetti stated the truck will water as needed.

The Town Planner reiterated the new owner will need to apply for a new Stormwater Pollution Prevention Plan (SWPPP).

The Town Planner clarified the working hours are Monday - Friday 7 a.m. - 5 p.m.

B. Marchetti noted some material may be used by someone working locally which may require a left turn upon exiting and suggested there be some wording to allow for that. The Town Planner stated the Police and the Building Commissioner shall be notified in the event of left turn activity as the Building Commission is the enforcing authority.

Public Comment

M. Dunn asked for clarification on the Saturday & Sunday working hours. D. Bartkus stated the working hours are Monday through Friday.

M. Dunn asked for clarification of the 50 foot buffer zone. B. Marchetti explained the grading was approved during the subdivision approval.

M. Dunn asked if the project could be accomplished without removing 60,000 cubic yards of material. B. Marchetti stated no.

J. Normandin expressed her concern for the lack of a 50 foot buffer.

J. Normandin objects to the issuance of this permit.

D. Bartkus made a motion to close the public hearing, M. Smith seconded, all in favor, motion carried (4-0).

Continued Public Hearing

Next order of business: Senior Housing Project, Commonwealth Community Developers, Site Plan Approval to build 50 affordable senior apartments at the end of Community Way.

The Town Planner stated the technical reviews have not been completed. The applicant will meet with DPW and Tetra-Tech to review comments.

D. Bartkus made a motion to continue the public hearing to December 17, 2019, at 7:00 pm, M. Smith seconded. All in favor, motion carried (4-0).

Next order of business, Definitive Subdivision Plan for a new private way (Kiwi Court) coning off 66 Ashburnham State Road that will serve one existing home and one new house lot. The owner/applicant is BRNG LLC.

D. Bartkus made a motion to continue the public hearing to December 17, 2019, at 7:00 pm, M. Smith seconded, All in favor, motion carried (4-0).

Other Business

Next order of business, Planning Board review and comment: Zoning Board Use Variance request from Arron Onidi, to renovate a barn to be used for the cultivation of medical marijuana at 30 South Street.

D. Bartkus made a motion not to support M. Smith seconded, All in favor, motion carried (4-0).

Next order of business, Planning Board review and comment: Zoning Board Dimensional Variance request from Marc Babineau, to construct a new deck stairway located at 22 Laurie Lane that will not meet the side setback requirement for an R-1 district.

D. Bartkus made a motion not to comment, not enough information, M. Smith seconded, All in favor, motion carried (4-0).

Next order of business, Open Meeting Complaint: Jill Normandin regarding Planning Board meeting minutes.

The Town Planner provided the Board with a copy of a letter from Town Counsel regarding the complaint.

D. Bartkus made a motion to support Town Counsel's letter, M. Smith seconded, All in favor, motion carried (4-0).

The Town Planner received a request for a letter of support from the Board for the Municipal Vulnerability Preparedness Program.

D. Bartkus made a motion to allow J. Wyman to sign the letter on behalf of the Board, M. Smith seconded, All in favor, motion carried (4-0).

Last item on the agenda: Town Planner report for November.

Adjourned: 8:00 pm

List of documents discussed:

- Draft minutes for Planning Board meeting held on November 26, 2019.
- Time extension letter for the Village at Old Mill subdivision, submitted by Westminster Properties LLC, dated November 26, 2019.
- Time extension request for the Rowtier Drive site plan, submitted by Snow Hill Development, dated November 24, 2019.
- DPW letter regarding Rowtier Drive site plan, dated November 19, 2019.
- Exhibits and materials for the 198 Narrows Road permit request:
 - Application cover letter and waiver requests submitted by McCarty Engineering Inc., dated November 7, 2019.
 - Updated waiver letter dated December 12, 2019.
 - Application for an Earth Removal Permit dated November 7, 2019.
 - Earth Removal Permit Checklist for 198 Narrows Road.
 - Earth Removal and Restoration Definitive Plan entitled for Alan Belanger Trustee, 198 Narrows Road, prepared by McCarty Engineering Inc., dated November 8, 2019 and revised December 9, 2019.
 - Tax card for the properties from the Westminster Assessor's office.
 - Review memo from Planning Board consulting engineer (Tetra-Tech) dated December 4, 2019 and revised December 12, 2019.
 - Planning Department review memo dated December 4, 2019.
- Exhibits and materials for the senior housing Site Plan at 69 West Main Street:
 - Site Plan submittal letter prepared by Land Tech Consultants, dated September 27, 2019, revised November 25, 2019.
 - Completed Site Plan application received on September 20, 2019.
 - Set of Site Plans prepared by Land Tech Consultants, dated September 20 2019, revised November 25, 2019.
 - Stormwater Management Report prepared by Land Tech Consultants, dated September 27, 2019, revised November 25, 2019.
 - Operations and Maintenance Plan prepared by Land Tech Consultants, dated September 27, 2019, revised November 25, 2019.
 - Supplemental Data Report prepared by Land Tech Consultants, dated September 27, 2019, revised November 25, 2019.
 - Traffic Study prepared by Greenman-Pedersen Inc. dated August 21, 2019.
 - Review of Traffic Study prepared by the Montachusett Regional Planning Commission dated October 2019.
 - Project review memo from Tetra-Tech (Planning Board engineering consultant), dated October 17, 2019 and revised on December 4, 2019.
 - Project review letter from the Westminster Fire Department dated October 10, 2019 and revised December 3, 2019.
 - Planning Department review memo dated October 16, 2019.
 - Zoning Board Special Permit and Variance Decision dated December 5, 2019.
 - Property tax card from Assessor's office.
- Exhibits and materials for the Kiwi Court subdivision at 66 Ashburnham State Road:
 - Application cover letter from Trowbridge Engineering LLC, dated October 4, 2019.
 - Application for Definitive Subdivision Approval dated October 4, 2019.
 - Plan entitled "Definitive Subdivision Plan - Kiwi Court Subdivision" for BRNG LLC, prepared by Trowbridge Engineering LLC, dated October 4, 2019.
 - Plan entitled "Definitive Subdivision Plan prepared for BRNG LLC" prepared by Szoc Surveyors, Dated October 4, 2019.
 - Waiver request letter prepared by Trowbridge Engineering LLC, dated October 4, 2019.

- Drainage Calculations prepared by Trowbridge Engineering LLC, dated October 4, 2019.
- Planning Department hearing memo dated November 9, 2019.
- Review comments from Fire Department dated October 9, 2019.
- Zoning Board Use Variance request from Arron Onidi, to renovate a barn to be used for the cultivation of medical marijuana at 30 South Street.
- Zoning Board Dimensional Variance request from Marc Babineau, to construct a new deck stairway located at 22 Laurie Lane that will not meet the side setback requirement for an R-1 district.
- Open Meeting Complaint: Jill Normandin regarding Planning Board meeting minutes received on November 27, 2019, and Town Counsel's draft response letter dated December 6, 2019.
- E-mail from DPW Director requesting that the Planning Board submit a letter of support for its upcoming Municipal Vulnerability Preparedness grant, and draft support letter prepared by Town Planner.
- Town Planner report for November 2019.