

Approved 6/27/23

**Town of Westminster  
Planning Board  
Phone: (978) 874-7414  
Tracy Murphy, Town Planner**

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Jodi Snyder, Chair

Isaiah Grigos, Vice Chair

Jacklyn Nally, Clerk

Michael Ferris, Member

May 9, 2023  
MINUTES

Members present: Jodi Snyder, Jacklyn Nally, Michael Ferris, and Isaiah Grigos.  
Town Planner, Tracy Murphy

Absent: none

Andrea Mastrototaro, Recording Secretary

Additional Attendees: Wes Flis, John Bowen, Jim Green and Jill Normandin

J. Snyder called the meeting to order at 7:00 PM.

*Administrative Matters*

**Reorganization**

J. Nally made a motion to nominate J. Snyder as the Chair. I. Grigos seconded.

J. Snyder made a motion to nominate J. Nally as Vice-chair, no second

M. Ferris made a motion to nominate I. Grigos as Vice-chair. J. Snyder seconded.

M. Ferris made a motion to nominate J. Nally as Clerk. J. Snyder seconded.

J. Snyder made a motion to approve the nominations. J. Nally seconded. All in favor, motion carried (4-0-0).

**Approval of Minutes - March 28**

J. Nally made a motion to approve the revised minutes of March 28, 2023. The Board voted as a consensus. All in favor, motion carried (2-0-2) with new members abstaining.

**ANR plan for Edgewater Construction, Inc. - Frog Hollow Road**

The Board reviewed and discussed the access and frontage of the plan dividing one lot into two. With no concerns, J. Nally made a motion to endorse as presented. M. Ferris seconded. All in favor, motion carried (4-0-0).

**Public Hearing- Con't 150 State Road E – Continued from April 11, 2023**

T. Murphy read the hearing notice into the minutes.

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

W. Flis reviewed the project with the Board.

W. Flis presented the Site Plan and noted the main points and changes of the project as follows:

- The parcel is 51,894 square feet.
- There is an abandoned house and garage existing on the site.
- The proposed structure is a 7500 square foot, mixed use building.
- Located in the Commercial 2 District.
- 2 stories, 12 residential units
- New driveway will have access off State Road.
- 32 parking spots.
- Stormwater basin in the front of the parcel
- Tie into Town sewer.
- Run a new water line.
- Stormwater report has been submitted.
- Working with MassDOT for driveway access, using the existing curb cut.
- Regrading for 2:1 slope.
- Order of Conditions has been issued by the Conservation Commission.
- Incorporated turnaround for a Fire and trash truck.
- Erosion control barriers
- Landscaping plan submitted.
- Street trees to be reviewed by MassDOT.
- No commercial tenant selected.

J. Snyder asked if the apartments on the ground floor had patios. W. Flis stated no.

W. Flis indicated the requested waivers are as follows:

- Scale of plan to from 1" = 40' to 1" = 20'
- Impact on Water Resources
- Impact on the Landscape
- Traffic Impacts
- Show 12" or greater caliper existing trees on plan

M. Ferris ask how the rooftop water will be managed. W. Flis stated downspouts will be added and tie into the drainage system.

Concerns for the elevation and the impact on the abutting property were expressed by the Board. J. Snyder would like to schedule a site walk.

I. Grigos asked if there were California curbs. W. Flis stated they are Type A.

J. Normandin asked the amount of fill to be removed. W. Flis stated 2700 cubic yards.

J. Green expressed concerns on the impact on the area adjacent that he feels is a wetland. W. Flis explained that they have already received Conservation Commission approval.

Site visit scheduled for Friday May 19, 2023 at 9 am.

J. Snyder made a motion to continue the public hearing to May 23, 2023 at 7:00 pm. M. Ferris seconded. All in favor, motion carried (4-0-0).

### **New Business**

Planning Board Discussion: Open Meeting Violation complaint dated 4/27/23 made by Jill Normandin regarding Planning Board minutes and Town Counsel's response.

Because the Board received the response right before the meeting started, J. Snyder made a motion to continue the matter to the May 23, 2023 meeting for more time to digest Town Council's response. J. Nally seconded. All in favor, motion carried (4-0-2).

### **Other Business**

#### **Town Planner Updates**

Tracy spoke about recording the meetings with audio and video and asked if the Board would be in favor. The Board is in agreement recording meetings will help with transparency. The meetings will be available on Ash-West tv and a link will be provided on the Planning Board web page.

Training – Tracy supplied the Board with an Application flowchart to depict the process a “typical” application before the Planning board will go through explaining that there are always unique circumstances with each individual application. The Board will have the material for reference.

Next meeting May 23, 2023, 7:00pm

Adjourned 8:25 pm

### **Materials Discussed at this meeting:**

May 9, 2023 Meeting Agenda

March 28, 2023 Draft Minutes

ANR Plan for Parcel 135-3-1 on behalf of Edgewater Construction, LLC dated May 8, 2023

ANR TOPO Plan for Parcel 135-3-1 on behalf of Edgewater Construction, LLC dated May 8, 2023

ANR Application dated May 8, 2023

Context map for Frog Hollow ANR Application

Site Development Plans prepared by Haley Ward, Sheets 1 – 9, dated January 12, 2023 revised May 9, 2023

Stormwater Permit Application – January 19, 2023

Stormwater Management System Report – January 12, 2023 revised May 9, 2023

Legal Notice – published Feb 7, 2023

Review Memo – February 9, 2023

Distribution Memo – January 26, 2023

Tetra Tech Review- February 7, 2023 revised May 19, 2023

Fire Dept. Letter dated January 31, 2023  
File # 2336-0999 Order of Conditions issued April 24, 2023  
Building Façade proposal for 150 State Rd E  
Open Meeting Law Complaint Dated April 27, 2023  
KP Response to Complaint  
Application Flow chart