

Approved 7/25/23

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

Jodi Snyder, Chair

Isaiah Grigos, Vice Chair

Jacklyn Nally, Clerk

Michael Ferris, Member

May 23, 2023

MINUTES

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

Absent: Jaclyn Nally
Andrea Mastrototoro, Recording Secretary

Additional Attendees: Anthony Cleese, Wes Flis, Peter Normandin, and Jill Normandin

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

Administrative Matters

Approve Minutes April 25, 2023

I Grigos made a motion to approve the minutes of April 25, 2023 as amended. M. Ferris seconded. All in favor, motion carried (3-0-0).

Registry Signatures – Board members signed the form to be sent to the Registry of Deeds.

ANR Plan – Barkley Enterprises Knower Rd – Map 143 parcels 13 & 14 dividing 2 parcels totaling 103.76 ac. into 9 parcels The plan was presented to the Board. The Board reviewed and discussed the number of lots, frontage and access. I. Grigos made a motion to endorse as presented. M. Ferris seconded. All in favor, motion carried (3-0-0).

Public Hearing Con't 150 State Road E – Continued from May 9, 2023

Site Plan & Stormwater applications submitted by Victor Abdo of 8 Taymax Rd., Westminster to construct a 7,500 sq. ft. mixed use building at 150 State Rd. East. The property is owned by the applicant, is also known as Assessors map Map 92 parcel 9, and is located in the Commercial II district

T. Murphy read the notice into the minutes.

I. Grigos made a motion to open the public hearing. M. Ferris seconded. All in favor, motion carried (3-0-0).

A. Cleese indicated Tetra-Tech's comments have been addressed and the unfinished items that will be requesting a waiver are as follows:

- Water resource evaluation
- Landscape impact
- Traffic impact.

T. Murphy asked if the existing curb cut was to be used. A. Cleese stated they would be using the existing driveway but the change from a house to a development triggers a State permit.

T. Murphy asked for the traffic counts. A. Cleese stated he will submit.

A. Cleese and the Board reviewed Tetra-Tech's comments and discussed the following:

- Permission for the abutter is being worked on with the Attorney.
- Basin screening will have Arborvitae known as "Green Giants".
- Wheelstop will be used because curbing becomes part of the sidewalk.
- EV charging station infrastructure will be provided under the pavement.
- Tetra-Tech asked for additional piping for roof drainage, A. Cleese stated it is not needed.

A. Cleese stated the following changes will be reflected on the updated plan :

- One parking spot will be removed to accommodate the turning radius for the fire truck.
- Arborvitae
- Swale
- Screening along the abutters property.
- Modification to the facade.
- More specific on the Mechanicals.

I Grigos made a motion to continue the public hearing to June 27, 2023 at 7 pm.. M. Ferris seconded. All in favor, motion carried (3-0-0).

PUBLIC HEARING: 97A Main St-

Site Plan Approval and Low Impact Development applications submitted by 97 Main St Realty, LLC of 15 Laurie Lane Westminster MA 01473 for property located at 97A Main St Westminster, MA 01473 for removal a 2,087 sf residential/commercial building to construct a 1,827sf car wash at 97A Main St. The property is owned by the applicant, is also known as Assessor's Map 109, Parcel 40 and located in the Village Center zoning district

T. Murphy read the notice into the minutes.

I. Grigos made a motion to open the public hearing. M. Ferris seconded. All in favor, motion carried (3-0-0).

Atty. J. Diamond asked M. Ferris to recuse himself. M. Ferris stated he has filed the disclosures and submitted them to the Town Clerk.

W. Flis presented the plan and discussed the main points on the project, they are as follows:

- The car wash is 42 x 43 feet
- Parking spots changed from 167 to 178.
- Vacuums are behind the building.
- New "L" shaped lot with ¾ of an acre and 50 feet frontage.
- Tie-into Town sewer
- New water service.
- Using the existing drainage system.
- Received an Order of Conditions from Conservation Commission.
- Trash in the rear has been removed and will be maintained.
- Will respond to the Peer review from Tetra-Tech.
- Applicant plans to improve parking in the plaza.

J. Snyder asked if the parking spots were specific. W. Flis stated not now but it will be addressed. The car wash installer explained the following:

- The car wash will be run by Auto-tellers.
- Only 1 bay is needed but opting to install 2 bays.
- Each bay can service 15-20 cars an hour.
- Each wash is 3-5 minutes depending on programming.
- The water runs on a recycled system.

I. Grigos asked the hours of operation. W. Flis stated they would be 4 am - 1 am, same as the plaza would like to see the vacuums have 24 hour access.

T. Murphy expressed concern with the possibility of the emergency access being blocked.

Public Comment

A resident expressed concern for pedestrians walking in the area.

I. Grigos made a motion to continue the public hearing to June 27, 2023 at 7 pm. M. Ferris seconded. All in favor, motion carried (3-0-0).

New Business

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

J. Normandin explained her complaint to the Board and why there were so many violations in the past with minutes not reflecting all that was discussed or agenda's being detailed. M Ferris agreed and mentioned the BOH minutes not accurately reflecting what he experienced. J Normandin went on to state that Town Counsel did not have the facts straight and there are error's in the response. J Normandin explained that this Board needs to be transparent because they have not been in the past which includes more detail on agendas. I Grigos asked T Murphy to take care of the agenda issue.

T Murphy explained her error and the series of events that lead to the latest Open Meeting violation from J Normandin concerning the March 28, 2023 meeting minutes and them being amended from "The Board discussed Town Counsels Comments" to *"the Board discussed the final draft which included Town Counsel's comments"*

J. Snyder indicated meetings in the future will be recorded and available online, on demand for further transparency.

J. Snyder made a motion to accept the Town Counsel's response. – NO second to the motion. Matter tabled until guidance obtained from Town Counsel.

Other Business

Town Planner Updates

Support letter- funding request for Master Plan/Zoning Bylaw update

I. Grigos made a motion to endorse a letter of support for the funding request. M. Ferris seconded. All in favor, motion carried (3-0-0).

T Murphy provided materials for self-guided training on MBTA Communities/inclusionary zoning and a copy of the CPTC's – Roles and Responsibilities

Next Meeting June 27, 2023 7:00pm

Adjourned 9:32 pm

MATERIALS DISCUSSED AT THIS MEETING:

May 9, 2023 Meeting Agenda

March 28, 2023 Draft Minutes

ANR Plan – Barkley Enterprises Knower Rd – Map 143 parcels 13 & 14

ANR TOPO Map 143 parcels 13 & 14

ANR Application dated May 18, 2023

Context map for Knower Road

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

Site Plan application prepared by Haley Ward dated March 30, 2023

97A Main Set of Site Plans prepared by Haley Ward dated March 24, 2023

Car Wash building rendering prepared by Damon McQuaid

300' abutters list

Planning Department review memo dated May 18, 2023

Planning Board consulting engineer review dated May 4, 2023

Open Meeting Law Complaint Dated April 27, 2023

KP Response to Complaint

CPTC Presentation, Roles and Responsibilities

MBTA Communities timeline and overview of requirements

