

**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    Amy Fantoni

September 12, 2023

**MINUTES**

**Planning Board**

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

Absent: Jaclyn Nally

Additional Attendees: Seth Donahoe, Mickey Jeanson, Ed & Susan Nasitaka, Steve of Tetra-Tech, and Wes Flis

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

*Administrative Matters*

First item on the agenda, Minutes August 22, 2023 - tabled

**Public Hearings:**

**Park Meadow -Definitive Cluster Subdivision**

Definitive Cluster Subdivision application submitted by Jeanson Builders Contracting Inc. of 98 Charter Rd. Ayer Ma 01720 for land with frontage on 12 Park Street entitled "Park Meadow -Cluster Subdivision". The project proposes to divide 28 acres into 10 clustered-housing lots with 13 acres preserved as common open space. The Property is known as Assessor's Map 103 (Lots 4 & 6) and is owned by Dennis Latorre.

T. Murphy read the notice into the minutes.

M. Ferris made a motion to open the public hearing at 7:05 pm. I. Grigos seconded. All in favor, motion carried (4-0-0).

S. Donahoe stated the comments from Tetra-Tech and DPw have been addressed.

S. Donahoe review with the Board the following changes:

- Cul-de-sac roadway
- 10 lots
- Added screening vegetation where the abutter expressed concern with water/drainage
- Approval was received from Holmes Park Water District to extend the water main.
- Crosswalk eliminated.

Steve of Tetra-Tech stated most of the comments have been met.

T. Murphy reviewed Tetra-Tech's waivers and conditions.

E. Nasitaka asked about an EPA permit. S. Donahoe stated they will apply for a permit with the EPA 2 weeks prior to construction.

T. Murphy will follow up with the Board of Health.

Steve of Tetra-Tech suggested adding a condition to ask for the periodic reports be submitted by the applicant.

A resident expressed concerns with the cluster development changing and the acreage would get clear cut. M. Ferris stated there will be open space that will remain untouched.

I. Grisos made a motion to close the public hearing. M. Ferris seconded. All in favor, motion carried (4-0-0).

The waivers requested by Jeanson Builders Contracting Inc. are as follows:

1. Grading 6% maximum, 8% proposed.
2. Dead end street 500 feet, 962 feet proposed.
3. Sidewalks one side of the roadway and driveways 12 feet wide.
4. Cape cod berms at catch basins and sloped curbing at cul-de-sac.
5. No Granite curbing at catch basins.
6. Conventions gutters and pipe system in lieu of LID.
7. Plan scale 1"=80", 1"=40" required.

A. Fantoni made a motion to accept the waivers. M. Ferris seconded. All in favor, motion carried (4-0-0).

The conditions of approval are as following:

1. Road binder to be in place for 12 months before installation of the first course
2. As-built plans must be submitted prior to road acceptance
3. Drainage system to be operational and stabilized before lot release.
4. Surety bond
5. Release of third party bond with the retention of the other bond until completion of utilities and roadway.
6. Confirmation of all taxes paid.
7. DPW approval for work in the right of way.
8. Compaction test for interior roadway
9. Access road to drainage basin shall support a load of a Fire Truck

10. Constructed within 2 years from the date of endorsement
11. Proof of agreement with Tetra-Tech
12. Roadway, drainage and walkway to be maintained by owner until accepted by the town
13. Test pits information to be provided
14. Permits from Board of Health
15. If no water main extension granted private wells will provide for the fire suppression
16. Open space owned by HOA
17. Open space shall be restricted
18. Any modification shall be submitted in writing to the Planning Board
19. Endorsed plan shall be the plan on record
20. A copy of the decision to be kept on site
21. List of responsible individuals to be submitted to the Planning Board
22. 1-11x17 and a digital copy of the plan to be submitted
23. Hours of operation 7 am - 5 pm and no Sundays or legal holidays
24. Plan to be recorded at the Worcester North Registry of Deeds and submitted with the certificate of the 20 day no appeal from the Town Clerk
25. Proof of SWPPP
26. DPW approval of Stormceptor prior to construction
27. All utilities to be installed underground

M. Ferris made a motion to approve the draft conditions of the Park Meadow Subdivision dated 9/12/23 with additional changes. I. Grisos seconded. All in favor, motion carried (4-0-0).

97 A Main St-Continued from August 22, 2023

Site Plan Approval and Low Impact Development applications submitted by 97 Main St Realty, LLC of 15 Laurie Lane Westminister MA 01473 for property located at 97A Main St Westminister, MA 01473 for removal a 2,087 sf residential/commercial building to construct a 1,827sf car wash at 97 A Main St. The property is owned by the applicant, is also known as Assessor's Map I 09, Parcel 40 and located in the Village Center zoning district.

T. Murphy read the notice into the minutes.

M. Ferris made a motion to open the public hearing. I. Grisos seconded. All in favor, motion carried (4-0-0).

W. Flis reviewed with the Board the following changes:

- Relocated the main entrance and eliminated the second Normandin's entrance.
- Extended the sidewalk and connected with the crosswalk.
- Snow storage details added.
- Striping add in the rear
- Signage has been add to the plan

W. Flis reviewed the following Tetra-Tech's comments with the Board.

1. Parking spaces - Proposed are 6 parking spots to be used for the vacuums.
2. Offsets - have been met
3. Orientation of the building - has been addressed
4. Landscaping - plan has been submitted
5. Crosswalk - address

6. Scale of the plan, waiver request
7. Abutters labeled on the locus
8. Water and sewer, DPW comments to be addressed when applying for the building permit.
9. Landscape plan added
10. Signage - addressed
11. Exterior lighting - lights on the building, will add into conditions
12. Impact on water - submitted
13. Impact on landscape - submitted
14. Impact on traffic - submitted
15. Parking
16. Existing parking include landscape buffers
17. LID permit - submitted
18. Snow storage - addressed
19. Conservation Commission, Order of Conditions issued
20. 9 foot travel lane for maintenance is intended when needed.
21. Repaving, applicant is unsure of the amount of paving
22. Elevations, vacuum locations and landscaping have been added to plan
23. Dumpster on site, no required, relocating the existing
24. Fees, applicant will provided all fees
25. The applicant will be using the existing stormwater system
26. Additional parking, Waiver request
27. Curb cuts for drainage, not proposed, snow storage area

I. Grisos asked if there would be EV charging stations. P. Normandin stated he is considering stations.

T. Murphy asked about the installation of raised crosswalks. W. Flis stated the applicant is not opposed to it.

W. Flis indicated frontage will be added with a future ANR being submitted.

I. Grisos made a motion to continue the public hearing to September 26, 2023. A. Fantoni seconded. All in favor, motion carried (4-0-0).

Next Meeting September 26, 2023 7:00pm

Adjourned 9 pm

Andrea Mastrototaro, Recording Secretary

Materials Discussed:

September 12, 2023 Meeting Agenda

Application for Definitive Subdivision Approval prepared by Dillis & Roy Civil Design Group, Lunenburg, MA, Dated June 29, 2023.

Preliminary Cluster Development Plan in Westminister Massachusetts, entitled "Park Meadow" Westminister MA 01374, prepared by Dillis & Roy Civil Design Group, Lunenburg, MA, Dated March 6, 2023, modified July 31, 2023,

Tax card & Abutters list for the properties from the Westminister Assessor's office.

Tetra Tech review dated July 20, 2023, revised August 11, 2023

Response to Tetra Tech Review dated July 31, 2023 compiled by Dillis & Roy Civil Design Group,

Response to Department comments dated July 24, 2023 compiled by Dillis & Roy Civil Design Group

Turning Movement Exhibit dated March 3, 2023 by Dillis & Roy Civil Design Group

Department Review Memo dated August 22,  
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