



# Town of Westminster

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

Tuesday, June 14, 2016

Room 222, Town Hall

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

Absent: Andrew Rice (Work)

Additional Attendees: Ms. Ellen M. Sheehan, Mr. Chris Mossman / Trowbridge Eng., Mr. Gene LeBlanc / Lead the Way Development, Mr. Ross Barber.

7:00 p.m.

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

7:00 p.m. - *Re-signing Lot Release for Westminster Business Park Lot 4C.*

Jon asked PB members to review the Lot 4C release papers. The original release had been lost and Westminster Business Park needed an original signed document from the PB. After review the Board re-signed the release.

7:02 p.m. - *Minutes*

Jon asked PB members to review the May 10, 2016 meeting minutes. Marie motioned to approve the minutes. Seconded Mike. Voted AIF.

7:03 p.m. - *Approval Not Required (ANR) Plan for WM Realty Management LLC, three new lots on Town Farm Road.*

Mr. Chris Mossman described the ANR plan. Three R-I lots being created from one master lot. Mr. Mossman also showed the PB a grading plan that showed the location of the homes to be constructed. Marie asked about Town Water. Mr. Mossman stated there is not Town Water but there is Town Sewer. Linda asked about the wetland buffer zone. Mr. Mossman showed her where the 100 foot buffer was on the plan in relation to where the homes would be located and stated they would most likely need to get ConCom approval. Stephen asked the PB members what the three criteria for approving ANR plans. Mike: Frontage; in this case 150 feet. Jon: adequate access to the buildable portion of the lot. Marie: Must be on an approved way, in this case a public road. Mike explained to Linda that the Conservation Commission would be responsible for any wetland issues. Marie made a motion to endorse the plan, seconded Mike. The PB voted AIF to endorse.

7:14 p.m. - *Bread of Life Church Informal Discussion.*

Mr. Chris Mossman told the PB that the site plan review for the Church will expire in August. He told the Board that the parking area work has been done and showed pictures showing the retaining wall and parking spaces at the east side of the lot. The Church was still raising money to build the sanctuary. The new parking bylaw approved since that site plan review would not allow the

previously approved parking spaces. Stephen suggested that Mr. Mossman write a hardship letter to the PB requesting an extension of the site plan review deadline for PB review at a future meeting.

*7:18 p.m. - Consultation regarding a two lot subdivision for Eugene LeBlanc off Worcester Road.*

Stephen told the PB that there had been a departmental review meeting with the Fire Chief, DPW Director, and Conservation Agent. The Board of Health Agent and Interim Building Inspector also reviewed the proposal and had no comments. Stephen told the Board the Conservation Agent will need pre and post drainage calculations. There will be no need for as built plans because it will not be an accepted town road. There will be sprinklers installed in both homes. DPW has asked that the PB clarify its policy on road waivers for future subdivisions. Mr. Chris Mossman asked if the PB will accept the 15 foot wide road and turn around waivers. He also asked that the subdivision fee be reduced to \$600 since there would not be a lot of Town time spent reviewing the project. Stephen suggested that the fee be \$1200 as the other Departments will need to review the final subdivision plans. Marie asked what further review will be needed? Mike stated he thought that ConCom will need to review the plan and drainage calculations but the other departments will have little work. Mike read the minutes from a previous meeting where the PB had informally agreed to the \$600 filing fee on the condition that the other Departments would not have much input. Marie agreed.

There was much discussion about private road ownership. Mike asked the PB to set time aside at a future meeting to work through a process that will protect homeowners of similar projects in regards to ownership and maintenance of the private road. Stephen suggested he draft a proposal to deal with similar situations for PB review.

Mike also asked Mr. LeBlanc and Mr. Mossman to attend meetings this summer when the PB works on the residential b Mike also asked Mr. LeBlanc and Mr. Mossman to attend meetings this summer when the PB works on the residential bylaw portion of zoning.

Marie moved to reduce the fee for this subdivision to \$600. Seconded Mike. Voted AIF to reduce the fee.

*7:36 p.m. - Review & Comment: Zoning Board Case - Appeal of Building Commissioner cease and desist order regarding the use of a lot on Worcester Road for parking in excess of what was permitted under original Variance, on behalf of Wachusett Mountain Reality Associates & Wachusett Mountain Associates.*

Jon asked Board members to review the ZBA package and provide comments. Stephen told the Board that this was a result of review of the prior variances on the property during the solar project application. Stephen showed the Board a plan of the lot. After much review and discussion about who owns the land and pays taxes, Jon told the Board he did not think there was enough information to provide a comment. Marie made a motion to provide a memo of no comment. Seconded Mike.

The Board voted AIF to provide a memo of no comment.

*7:48 p.m. Town Planner report or May.*

Stephen asked for comments on the May report. He told the Board there is a survey going out to citizens of the Town on the Old Town Hall. The top option chosen will be added as a warrant article at the Fall Town Meeting.

MRPC will be evaluating soil conditions at the property slated for senior housing behind the Senior/Community Center on West Main Street. There were few borings done for the Community Center project so Stephen has solicited GeoSearch to bore 6 new test borings at the rear of the property. Don Barry talked GeoSearch into doing the borings for free and Stephen expects a report back next week.

Jon asked about Mr. Jeff Lacy participating in a new Natural Resource Protection Bylaw as a possible update to the present cluster bylaw. Stephen will set up a meeting with DPW and Mr. Lacy

to make sure DPW will support the idea(s) before work on the bylaw moves forward. The main idea is to keep all the water on the site and reduce impervious roadways.

Stephen is working with Town Council on an updated checklist and information the Longley's will need to file a fill permit. Mike told the Board his opinion was that the PB really just wants to sort out the neighbors complaints about erosion of the fill and sand blowing on their property, and get an analysis of the fill already placed since it is in direct watershed of the public drinking water supply.

Stephen told the Board MRPC will be doing traffic counts on Carter Road in the coming weeks to record video of trucks and cars on the road.

8:08 p.m. Adjourn.

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

3 Pages of Minutes  
Respectfully submitted,  
Michael Fortin

6 Attachments :

- 1) Preliminary Subdivision Plan of Lots Prepared for LeBlanc Construction by Trowbridge Engineering LLC May 9, 2016. 1 page.
- 2) Town Planner package for WM Realty Management LLC, for Town Farm Road including Form A, tax cards and Town Planner GIS map. Form A dated June 7, 2016. 5 pages. (*WM Realty ANR Town Farm Road 2016.pdf and WM Realty ANR Town Farm Road 2016[1].pdf*)
- 3) ANR Plan of Land Prepared for WM Realty Management LLC Westminster MA prepared by Edmond Boucher, PLS dated May 14, 2016. 1 Page.
- 4) Bread of Life Church parking lot photos and site plan from Chris Mossman. June 2016. 3 Pages.
- 5) Zoning Board Appeal of Building Commissioner cease and desist order for parking at Wachusett Mountain Associates, Worcester Road. Request for Comments package.16-04 dated April 14, 2016 17 Pages. (*Wachusett Mountain - Appeal of BC Variance decision.pdf*)
- 6) Town Planner Update Memo to BOS dated May 30, 2016. 2 pages. (*Planner Update May 2016.pdf*)