



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 28, 2016

Room 222, Town Hall

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

Absent: none

Additional Attendees: none

7:00 p.m.

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

7:00 p.m. - *Minutes*

Jon asked PB members to review the June 14, 2016 meeting minutes. Jon asked to include the sample homeowners agreements that Marie had provided to the attachments. Marie motioned to approve the minutes. Seconded Linda. Voted AIF.

7:03 p.m. - *Bread of Life Church: request for site plan time extension for property located at 22 State Road East.*

Stephen told the Board that he had received an email informing him neither Mr. Chris Mossman/Trowbridge Engineering nor anyone from the church would be able to attend the meeting. Jon asked if members wanted to discuss the request for the extension request letter. Mike told the Board Mr. Mossman had provided photos at the June 14, 2016 PB meeting informal discussion that had taken place. He shared them with Andrew who had not been present for that discussion. Jon asked if there was any technicality that the request was from Mr. Mossman and not the Church. Stephen reminded the Board Mr. Mossman was authorized to represent the Church (the Church had previously provided a letter stating such). Mike and Marie both agreed that the Church had gone through the entire site plan review two years ago. Andrew asked if the only change would be to extend the expiration date. Yes. Jon asked if anyone had any reason the Board should not extend the prior site plan approval for two more years? Hearing no objections, Andrew motioned to extend the site plan approval for two additional years to August 12, 2018. Seconded Linda. Voted AIF to extend.

7:08 p.m. - *Planning Board policy discussion: minor subdivisions and road standards.*

Stephen presented the first draft of a possible policy for minor two house lot subdivisions. Marie told the Board that you can't have a policy that does not let the subdivision owners petition the Town for road acceptance at some future time if the road is upgraded to Town standards. Mike said that the third item, "The road will never be extended to provide frontage for additional house lots" should be changed because if the road was upgraded to Town standards, there should be no reason that future

possible lots could not go through the ANR process. Stephen told the Board if those two items changed, then item 5, "The road will never connect to another road other than the road that provides its initial connection to the Town's road network" would also need to be removed. Andrew asked what the actual road standards are compared to what the policy might allow for waivers. Mike suggested the policy should state it would only be allowed for two lot subdivisions. Any subdivision with three or more lots would need to conform with the standard paved road, width, etc. requirements. Stephen asked for language. Marie: Subdivisions of three or more lots would require conformance to the Subdivision road standards.

Andrew asked if the fire department has to weigh in on this? Stephen: Yes. Mike: The Fire Department agreed to accept the turn-around at the end of the two lot proposed subdivision on Worcester Road if the homes had fire-suppression systems(separated from the drinking water, stand alone pressure system sprinklers). Andrew: Do the homeowners have to maintain and plow the roads? Marie: They will have to create a homeowners association that takes care of the road and maintaining the road.

Stephen: How does this sound: For subdivisions of three or more lots (including the master lot), the Town's road standards as set forth in the Planning Board's Subdivision Regulations (Chapter 231 of the Town Bylaws) shall be complied with in full.

Mike: How do homeowner association agreements get recorded as part of a subdivision agreement? Marie: The homeowners association is responsible for paying the taxes for the road through a reserve fund. The homeowners agreement would be attached to the deed of the property.

Marie answered a number of questions about homeowners agreements and associations and how they would apply. There was much discussion about prior subdivision approvals, many which were lacking completion dates for roads. Mike asked to have policy and homeowner agreement notes attached to each page of the mylar stating no further subdivision will be allowed without improving the road to Subdivision Standards. Marie said that future subdivision improvements or extensions would need to be filed with a new subdivision plan (incorporating the old subdivision) with new standards.

Andrew showed concern that enterprising developers might be back time and again to try to push two lot subdivisions. The policy to allow such subdivision reduced standards will be at the discretion of the PB on a case by case basis.

Stephen will revise the draft policy for review at the next PB meeting.

7:40 p.m. - Westminster Business Park - TetraTech Monthly Report. .

The PB reviewed the monthly report for the Park. Mike asked to have an email asking the Park owners to review and act on the action items. Jon asked Stephen to send a reminder email to Steve Powell at WBP to attend to the action items. The Board discussed well level readings and earth removal amounts as they relate to final grading on the subdivision plans.

7:46 p.m. - Planning Board liaison reports.

Stephen told the PB he attended the quarterly Comprehensive Economic Development Strategy (CEDS) meeting which focused on the Community Development Block Grant program (CDBG).

Jon told the Board that Fitchburg, Lunenburg, and Leominster were pushing heavily to put Summer Street improvements as a priority project on the 2017 TIP(Transportation Improvement Plan) program/list. DOT does not think they can get it done in time with the possibility that funding would not be awarded. The implication being that five smaller projects already scheduled on the TIP might get pushed off for another year and not funded. MJTC has voted to push the Fitchburg request off until 2018 so the smaller projects can be funded.

The Rt.2 and Rt.140 intersection in Westminster is scheduled to be funded in 2018. Stephen asked about if it would impact the Rt.140 project for Westminster. Marie asked about the culvert at Gatehouse Road on Rt.140. Stephen has told DPW Director Josh Hall that now that the Town has completed the FEMA/NEMA hazard mitigation planning process, the DPW can apply for a hazard mitigation grant for the collapsing culvert. He has yet heard of any applications being filed by DPW.

Stephen also reminded the Board the site plans for the Monty Tech Vet Clinic have been sent out for review in preparation for the July 12, 2016 PB site plan review hearing. He has asked for Department comments no later than July 8th and will draft a review memo on Monday July 11th when he returns from vacation.

Mike reported that he and Stephen attended the Devens Economic Impact Study stakeholders meetings. The report is due out on June 30, 2016. Mikes take-aways were that Devens has attracted jobs to the region that might not have been here if the State funded incentives Devens could offer were not in place. Seven hundred jobs at Bristol Myers Squibb for example. Cheap power was a reason many local companies were choosing to relocate there. At the end of the day Devens has retained many local jobs that might have left the area and has forced most towns and cities in North Central MA to examine their economic infrastructure in a comparative manner to what the state of the art Devens model can offer.

8:01 p.m. Adjourn.

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

3 Pages of Minutes
Respectfully submitted,
Michael Fortin

4 Attachments :

- 1) Bread of Life Church parking lot photos and site plan from Chris Mossman. June 2016. 3 Pages.
- 2) Letter from Trowbridge Engineering on behalf of Bread of Life Church requesting site plan expiration date extension. Dated June 22, 2016. 1 Page. (*Site Plan extension request - Bread of Life.pdf*)
- 3) *draft policy - reduced road standard subdivisions.pdf* 1 page.
- 4) Tetra Tech Monthly Progress Report for Westminster Business Park. Dated June 15, 2016. 2 Pages. (*2016-06-15_progress.pdf*)
- 5) Tetra Tech Monthly Cumulative Gravel Removal Report for Westminster Business Park. 1 page, no date. (*2016-06-15 YTD Cumulative Gravel Removal.pdf*)