



OFFICE OF THE
PLANNING BOARD
TOWN HALL, 511 MAIN STREET
DUNSTABLE, MA 01827-1313
(978) 649-4514 FAX (978) 649-8893
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Planning Board Minutes Monday, July 16, 2012

Meeting was called to order by Chairman, Brett Rock at 7:30pm.

Members present: Joe Vlcek, George Basbanes, Joan Simmons & Willard J. Goldthwaite Jr.

Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level

Hearing – ANR Fee Schedule

Brett opened the hearing at 7:30pm. No one from the public attended. This hearing was scheduled to review the fees for "Approval Not Required (ANR)" filings. Currently, applicants pay a fee when they submit an ANR for approval:

\$200 plus \$100 for each lot or parcel over two, shown on the plan

\$150 for interior lot line adjustment only (no change in frontage)

These fees are supposed to cover the administrative cost as well as the engineering review. The Board has found that over the past fiscal year the cost to review ANRs has been more than the amount we have collected from applicants. The town has been paying the difference. Brett suggested increasing the \$200 fee to \$500. Joe thought an increase from \$200 to \$300 was more in line as long as the Planning Board reviewed the fees in one year to see if they need adjusting. John said that \$500 was too much of an increase and he'd like to see the \$200 changed to \$400.

Joan reiterated that it bothers her that the Board can't figure out a way for applicants to pay what they owe. She doesn't want the town picking up any of the expense, but at the same time, doesn't want the applicant to pay more than they have to. Members explained that that would be difficult for the following reasons:

- 1) An ANR must be signed within 21 days or it will be deemed automatically "approved". There would not be enough time to obtain the engineer invoice and the applicant's check before the ANR is signed off. Trying to chase down checks after the client has their signed ANR in their possession would be difficult and a waste of resources. Unfortunately, the town has had issues with applicant's not paying their fees in the past which is why we now collect them at the time they submit their application.
- 2) If we had the applicants pay a larger amount (such as \$1,000) and deposit the funds into a 53G account that would cause a lot of additional work for the Treasurer who would have to set up an individual account for each applicant. 53G accounts are typically used for Special Permits or Definitive Subdivision applications that take months. The larger fee could also cause a hardship for some residents.



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There was concern about the fees being charged to review ANRs. George said that the cost to review ANRs has increased since we last reviewed our ANR fees in 2006. Because the town does not have a Town Planner or Town Engineer on site, we must take plans off-site to an engineering firm for review.

After the discussion, motion was made, 2nd and passed unanimously to close the hearing. George made a motion to increase the ANR fees, effective immediately, as follows:

From: \$200 plus \$100 for each lot or parcel over two, shown on the plan

To: \$400 plus \$150 for each lot or parcel over two, shown on the plan

From \$150 for interior lot line adjustment only (no change in frontage)

To: \$200 for interior lot line adjustment only (no change in frontage)

John 2nd the motion. – **Motion passed 4-1**

Joseph Vlcek – yes

Brett Rock – yes

Willard J. Goldthwaite – yes

George Basbanes – yes

Joan Simmons - no

Meeting Minutes of June 18, 2012

John made a motion to approve, with Joan's spelling correction, the meeting minutes of the June 18th. Joe 2nd the motion. – Motion passed unanimously.

Review and/or Sign Invoices

None

Review and/or Sign Payroll

Brett signed the payroll slip for week ending July 14th.

August 6th Quorum

The Secretary asked if she will have a quorum for the August 6th meeting. Everyone believes that they will be in attendance.

MSR – Matt Raymond – Upper Parking Lot 205-215 Pleasant Street

Joe reported that he dropped by Matt Raymond's business on Pleasant Street several times to inspect and take pictures of the upper parking lot project. He reviewed the pictures with the Board, saying that they clearly show that Mr. Raymond did not skimp



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on materials for this project. First, soil was excavated off the lot. Joe said it seemed to be clean – no smell or noticeable staining, clay was then laid, a semi-permeable vapor barrier was placed over it, and then piping and crushed stone were placed on top. Matt took the time to explain each step to Joe, how the system works and how the valve would be cleaned out in case of an emergency. Joe said while he was there, Matt invited him to go through the buildings. Joe said they looked the same as they did during the site visit – tidy and neat. Joe said that he was very pleased with Mr. Raymond's work and that he seems to be a good steward for the property. John told members that he went up to the site twice and reiterated what Joe said about Matt being cooperative.

Executive Session Minutes

The Secretary requested that the Board vote to release the Executive Session minutes from the NRLC and Massapoag Way lawsuits. Both lawsuits have been resolved. George made a motion to release the minutes. Joe 2nd the motion. – Motion passed unanimously.

Additional Topics Discussed Not Noted on the Agenda

None

Joe made a motion to close the meeting at 8:22pm. George 2nd the motion. Motion passed unanimously.

Respectfully submitted,

Cheryl A. Mann
Secretary
Dunstable Planning Board