



Town of Westminister

MASSACHUSETTS 01473
FROM THE OFFICE OF THE
PLANNING BOARD
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. Jon Wyman - Chairman. Marie N. Auger - Vice Chair. Michael Fortin Jay Shenk Joseph Flanagan .

MINUTES OF REGULAR MEETING

Tuesday, August 12, 2014
Room 222, Town Hall

Attendees: Jon Wyman, Mike Fortin, Joseph Flanagan, Jay Shenk, Marie Auger, Town Planner Stephen Wallace

Additional Attendees: Mr. Gordon Martin, Mr. Bob Muzzy/Bread of Life, Mr. Chris Mossman/Trowbridge Engineering, Mr. Michael Bath, Mr. Ron W. Barlern?

7:00 p.m.

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

7:00p.m. *Minutes*

Jay made a motion to approve the July 08, 2014 minutes. Seconded Joe. The PB voted AIF to accept the minutes.

7:01p.m. *Approval Not Required (ANR) plan for BRNG LLC, two new lots, one with frontage on Cross Road and the other on Minott Road.*

Jon asked Mr. Gordon Martin to describe the ANR plan. Mr. Martin told the Board he was splitting land into 2 lots of 3 and 2 acres. Joe asked about the wetlands and adequate access and whether CONCOM weighs in before the ANR. Stephen explained that each lot needed to have half its minimum square foot lot size requirement contiguous upland and have access to that upland from the frontage without disturbing wetlands. After discussion, Mike made a motion to endorse the plan. Seconded Marie. Voted AIF to endorse.

Public Hearing - Continued

7:10p.m.

Public Hearing regarding a Site Plan Approval for the Bread of Life Church at 22 State Road East, building addition and new parking in a Residential-I zoning district.

Jon re-opened the public hearing continued from July 8, 2014 and read the legal posting from the Gardner News. Stephen explained the project updates to the PB. Large addition to the building that will double the size of the building, an additional storage building, and 55 additional parking spaces. Stephen explained that after departmental review, the only outstanding issue was sewer capacity. A revised memo from Josh Hall/DPW to the PB stated that after review, the Bread of Life Church would be allowed to connect to the sewer. Mr. Chris Mossman explained that after a meeting with Josh, it was determined that the Sewer Moratorium of 2007 did not apply to the Bread of Life property. After Jon polled Board members if they had enough information to make a decision and asking the public for any questions, Jon asked for a motion to close the public hearing. Mike made the motion. Seconded Jay. Voted AIF to close the public hearing.

Stephen advised the Board there were two requested waivers to act on before reaching a final decision.

Waiver #1) 2.1.8 Location and description of proposed open space and recreation areas.

Waiver #2) 2.1.14 Evaluation of traffic impacts

Jon asked for any questions. None.

Marie moved to approve the two waivers. Seconded Joe. Voted AIF.

Stephen read the 4 standard conditions that go with all Site Plan Review decisions.

8.1 Other approvals or permits required by the Zoning Bylaw, other governmental boards, agencies or bodies having jurisdiction, shall not be assumed or implied by this Decision.

8.2 The Site Plan Approval applies only to the site which is the subject of this Application. All construction to be conducted on the site shall be conducted in accordance with the terms of this Approval and shall be limited to the improvements shown on the Plan.

8.3 The Board hereby reserves its powers to modify or amend the terms and conditions of this Approval upon its own motion with consent from the owner, or on the Application of the owner. The Board further reserves its powers to amend this Approval without a new public hearing provided that the Board finds that such amendment is not significant to the public interest and that such amendment is not inconsistent with the purpose and intent of the Zoning Bylaw or with the terms of this Approval.

8.4 This Approval shall lapse on August 12, 2016 if a substantial use thereof has not sooner commenced for good cause. Any request for an extension of the time limitation set forth herein shall be made in writing to the Board at least 30 days prior to August 12, 2016 and the Board reserves its rights and powers to grant or deny such request without a public hearing.

Marie made a motion to approve the Site Plan approval. Seconded Joe. The PB voted AIF to approve the site plan.

7:25p.m. *Planning Board review of Westminster Business Park earth removal progress reports for June 2014*

Jon asked members to review the WBP Earth Removal Reports from July and August. After discussion, the PB agreed to ask the following questions to TetraTech:

1) What has transpired regarding the ground water contour discrepancies noted on TetraTechs July 18th memo which states: "*TT has found discrepancies between plans created in 2006 and 2012 for groundwater contours supplied by CFS Engineering. TT has contacted CFS Engineering to notify the differences and to determine the reference of the groundwater contour plans to ensure that they are accurate. TT is awaiting a response from CFS Engineering.*"

The August report makes no mention of this.

2) Is the MBTA keeping above the 5' ground water contours.

Stephen noted the PB could have TetraTech attend the Nov/Dec annual progress report meeting with WBP.

7:38p.m. *Review and Comment on Town's draft Hazard Mitigation Plan.*

Stephen told the PB the Mitigation Plan is important to the Town to allow the Town to apply for State Grants. Marie noted again the culvert under Rt. 140 has been undermined and is in need of repairs. Stephen asked PB members to submit any comments they have on the report by Friday. Jon was curious why the report did not address man-made disasters. Stephen will ask the question.

7:42p.m. *Planning Board authorization to close outstanding accounts.*

Stephen told the PB that after the annual review of PB accounts, he had approval from DPW to close out two accounts and there was one additional account that could be closed out.

1) Harrington Heights (Sawin Drive Performance Bond) \$576.57 - DPW has approved the return of these funds to the owner.

2) Overlook Estates (Planning Board 53G account) \$1,847.61 Plan is defunct.

3) Cumberland Farms Traffic Study \$0.17 - Remaining funds from traffic study.

Jon asked for a motion to give Stephen the authority to close the three accounts. Moved by Joe. Jay seconded. Voted AIF.

7:46p.m. *Town Planner Update & Planning Board liaison reports.*

- Master Plan: Stephen asked PB members to read the plan.
- Grants: The Downtown Initiative grant received from the MA Department of Housing and Community Development (DHCD) is continuing with the Cecil Group (a community planning consulting firm out of Boston) preparing an implementation plan for the design elements that came out of the April 12th Town Center Design Workshop. They will attend the next Master Plan meeting
- Zoning Amendments for August and September meetings: Stephen has sent PB members drafts of three zoning changes: 1) Enforcement provisions for the Zoning Enforcement Officer. 2) Revision of the Zoning Bylaw's parking standards (requested by the Planning Board), and 3) A commercial kennel bylaw (requested by the Town Clerk and Building Commissioner).

Jon discussed the MJTC meeting. Elected officers. Study on storm drains for Federal aid.

Stephen presented the Board with the latest site plan review for a solar project off South Ashburnham Road. The site plan review has been scheduled for Sept. 9th with a departmental technical review on September 2. Stephen informed the Board that access to the site was thru two adjoining lots.

8:03p.m. *Adjourn.*

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

3 Pages of Minutes
Respectfully submitted,
Michael Fortin

9 Attachments :

- 1) Site Plan Prepared for Bread of Life Church by Trowbridge Engineering, LLC dated 12 June 2014. 1 page.
- 2) Site Plan Review for Bread of Life Church prepared by Town Planner dated July 30, 2014. 3 pages.
- 3) Site Plan Review application booklet from Trowbridge Engineering dated 12 June 2014. Multiple pages.
- 4) ANR Plan of Lots 3&4 surveyed for BRNG, LLC dated Aug 3, 2014 Szoc Surveyors. 1 page.
- 5) Town Planner package for BRNG, LLC ANR including Form A, tax cards and Town Planner GIS map. 8 pages.
- 6) Tetra Tech Westminster Business Park Progress Report Dated July 18, 2014. 6 pages.
- 7) Tetra Tech Westminster Business Park Progress Report Dated August 7, 2014. 4 pages.
- 8) Department comment sheet on Draft Hazardous Mitigation Plan compiled August 6 2014. 1 page.
- 9) Town Planner monthly report to BOS dated July 30, 2014.