



Town of Westminster

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 .

MINUTES OF REGULAR MEETING

Tuesday, March 24, 2015
Room 222, Town Hall

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

Absent:

Additional Attendees: Mr. Chuck Scott CFS Engineering, Mr. Ross Barber, Mr. Chris Clark/Nexamp, Mr. Sean Harrington/Nexamp, Pastor Gary Collette/Bread of Life Church(did not sign sheet).

7:00 p.m.

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

7:15 p.m. - *Minutes*

Jon asked PB members to review the February 24, 2015 minutes. Marie was not at the Feb 24th meeting and abstained. Jon asked to have the minutes corrected to reflect that MART is only contemplating cutbacks to the Community College schedule and has not implemented cutbacks at this time. Mike made a motion to approve the minutes with Jon's change. Seconded Jay. The PB voted AIF to accept the minutes as amended. The PB also reviewed informational minutes from the March 10th 2015 working meeting.

7:17p.m. *Public Hearing – Theodore Drive Solar LLC – Site Plan Approval for Ground-Mounted Solar Farm.*

Jon read the Gardner News notice of the public hearing and outlined the PB's procedure for a public hearing. Stephen told the PB a departmental technical review meeting had taken place and the results were summarized in the Review Memo. There were two outstanding items that have yet to be completed. 1)The drainage calculations have not been reviewed by Con/Com Agent Bob Maki yet. 2) An outside firm needs to review the Decommissioning bond. Stephen contacted TetraTech who provided a quote of \$500 to review the Decommissioning Plan and Bond proposal.

Mr. Chuck Scott/CFS Engineering told the Board CFS had been hired to do the site engineering for the project. He introduced Mr. Chris Clark and Mr. Sean Harrington of Nexamp, the parent company of the project, Theodore Drive Solar LLC, at Westminster Business Park. The use is to develop three solar arrays, each generating 6.5KW for a total of 1.9MW. WBP will own the property, Theodore Drive Solar LLC, will lease the property. The lots are I-2, I-3, and 4C. Total area is approximately 12 acres and is zoned I-1. The land will be slightly re-contoured and will not interfere with existing wetland buffers. Access will be from Lot I-2. Existing drainage stubs (3) will be utilized which convey to the detention basin behind the cul-de-sac across the road. Two solar pad areas will be developed. I-3 will have its own pad. I-2 and 4C will have a combined pad that is level across the boundary of the lots. Grass beneath the panels. Gravel access roads. Each module has 18 panels, 19 modules per array. All electrical systems are underground. Project will not generate traffic. Zero sewerage flows. Earthwork has been balanced as cut and fill.

Stephen asked about the power that will be produced. Mr. Chris Clark explained the project will generate 1.9MW of installed capacity. How high is fence? Six foot high chain link fence all around.

Power will go to grid. About 50% will go to small users/households.

Jay asked what benefits will the Town get. Mr. Clark stated a tax agreement had been worked out that will be voted on at Annual Town Meeting. Also any small businesses in Westminster can get a reduced power rate. Stephen asked how Nexamp is getting the word out on discounted energy and suggested Nexamp contact the Economic Development Committee and the Energy Advisory Board. Mr Scott also noted that the approximate loss of 130,000 square feet of buildings can be added to other lot buildings at 6A or expanded into the area around lot 9A which was reserved and can be developed. Jon asked about screening to the residential abutters. Most of the abutters are screened by vegetation, mostly pine and some deciduous.

Jay asked how long the project will last. Answer, at least 20, possibly 40.

The project will not affect future power demands of the park as it is developed. Final power studies have not been received from National Grid but if any upgrades have to be done, the developer will bear the costs. None are anticipated.

Stephen reviewed items that need to be resolved:

- 1) The lot 4C must be released from the PB covenant.
- 2) The emergency response plan should be revised to indicate that the Fire Department is contacted at any and all hazard events at the site.
- 3) ConCom agent needs to review drainage calculations.
- 4) Plans need to reflect all panels shall have non reflective coverings.
- 5) Applicant will post a bond for the project. Decommissioning Bond review. The PB and applicant both agreed to use Tetra Tech for the review.
- 6) Plans should reflect that initial building commissioner contact was by phone, not correspondence.
- 7) Final site plans should have engineers signature.
- 8) Contact person for project construction work.
- 9) Review meeting with all relevant departments before breaking ground.

Applicant has already paid legal ad to Gardner News.

Jon asked about reviewing list of requested waivers. Jon asked about erosion control features.

Jay made a motion to continue the public hearing to April 14th 2015 at 7:15pm in room 222. Seconded Mike. Voted AIF.

7:47 p.m. Zoning amendment for Annual Town Meeting: Revised parking standards.

Jon read the public notice published in the Gardner News. Stephen explained the history of the revised parking standards that were being proposed for Annual Town Meeting. Pastor Gary Collette of the Bread of Life Church asked about setbacks and the new parking standards. The PB discussed language in the parking bylaw concerning the word use and the existing zoning bylaw Section 205-10 which refers to existing lawfully non-conforming uses. After further discussion, Mike made a motion to submit the written Parking Standards dated September 19, 2015 to the Selectmen for inclusion in the Warrant for the annual Town Meeting. Jay Seconded. Voted AIF.

8:12 p.m. Status Update: defunct Royal Avenue subdivision.

Stephen told the Board that there has been recent logging activity in the area of the Royal Avenue Subdivision that the PB approved in 2006 or the Kingsbury Arms 40B project that the Zoning Board approved in 2006. Stephen is waiting on Bob Maki to come back to determine where the logging is actually taking place. The Board discussed what may happen if it is on the Royal Arms property. There are questions to the validity or expiration of the conditional subdivision approval from 2006. The PB discussed referring the validity question to Town Council, but agreed to wait until communicating with the owners about what their intentions are.

8:25 p.m. February progress report for earth removal operation at the Westminster Business Park.

The Board reviewed the progress report. There was brief discussion about the long awaited but still not received as built plan for Phase 1 of the subdivision.

8:30 p.m. Planning Board Zoning Work.

Stephen reminded the PB that the current Table of Use work continues, the Dimensional Requirements Table awaits for a completion target date of ATM 2016. Stephen noted the working meeting on the Use table by Stephen, Jon, and Mike on March 24th. The Board will pick up work at the April 14th meeting. There will be a working meeting with Mike Gallant on April 2.

8:35 p.m. Planning Board liaison reports.

Jon, Mike and Stephen discussed attending the Annual Spring Citizen Training classes at Holy Cross. The board spoke briefly with attendee Mr. Ross Barber who is following the parking standards bylaw and may be looking to relocate a business he owns in Fitchburg to Westminster because of lack of parking and loading space.

Mr. Barber also discussed the Batherick road petition to have the road paved.

8:50 p.m. Adjourn.

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

3 Pages of Minutes

Respectfully submitted,

Michael Fortin

3 Attachments :

- 1) CFS application for site plan review dated February 27, 2015. 13 pages.
- 2) Nexamp Decommissioning Plan. 10 pages.
- 3) Nexamp Emergency Response and Communications Plan. 5 pages.
- 4) Town Tax records for Theodore Drive. 3 pages.
- 5) Solar supplier Equipment Sheets Theodore Drive project. 18 pages.
- 6) Site Plans: Solar Development Westminster Business Park. 8 pages.
- 7) Parking Standards Bylaw dated September 19, 2014. 4 pages.
- 8) TetraTech Westminster Business Park Memorandum (progress review) dated March 15, 2015. 3 pages.
- 9) Conditional Approval of Subdivision - Royal Avenue- Livermore Hill. 4 pages.