



# 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 William C. Taylor, II

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## MINUTES OF REGULAR MEETING

Tuesday, June 09, 2015  
Room 222, Town Hall

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

Additional Attendees: Mr. Ross W. Barber, Ms. Sandi Farrar, Mr. Brian Marchetti/McCarty Engineering, Mr. Dean and Mrs. Debbie Johnson.

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 May 26, 2015 minutes. Bud requested he be listed as an attendee and not absent. Marie motioned to approve the minutes as amended. Seconded Bud. The PB voted AIF to accept the minutes.

7:02p.m. *Approval Not Required (ANR) Plan for Dean and Debbie Johnson on Minott Road (one new lot).*

Mike recused himself being an abutter to the property on the plan. Stephen noted one house lot was being split from the master lot. No houses present on remaining property. Motion to endorse from Bud. Seconded Jay. Voted AIF to endorse.

7:06p.m. *Approval Not Required (ANR) Plan for Grenier Family Trust, land addition to property at 80 State Road West.*

Jon asked Stephen to describe the plan. Land is being taken from a flag lot and added to an existing house lot. Bud moved to endorse. Seconded Marie. After brief discussion about wetlands on the lot(s), the PB voted AIF to endorse.

7:13p.m. *Extension request for Curtis Farm earth removal permit, Curtis Road.*

Jon asked Mr. Chris Mossman to describe his request for the Curtis Farm earth removal permit extension request. Permit was issued two years prior from Selectmen to remove sand to make a field. The project is close to being finished but not quite done. One thousand yards (of 8900) remaining to be removed. Sixty percent of the area is completed and loamed. Forty percent including access road remains. Mr. Mossman requesting a six month extension. Seeding to be done in September. Bud moved to extend the permit. Seconded Mike. Voted AIF to extend.

7:17p.m. *Extension request for Westminster Business Park earth removal permits.*

Stephen told the Board that WBP was just about done with Phase I and Phase II of their Earth Removal Permits and are requesting TetraTech inspect the work and confirm completion. Phase I will be complete within the month and the permit will expire on June 15, 2015. Bud's opinion is the PB make a site visit. The PB was told that the road would be paved to the MBTA site entrance (lot 4b) and he said there is a chain across the road at the cul-de-sac preventing entrance to the area. Mr. Brian Marchetti from McCarty Engineering described the Earth Removal Permits that had been issued prior by the BOS. McCarty will take over the engineering of the park from Chuck Scott/CFS Engineering. He told the Board Phase I Earth Removal is now complete but would like to extend the permit for two months to allow time to have the inspections done by TetraTech and deal with any punch list items that may arise

during the inspection. There is a \$40K cash bond on Phase I. Mr. Marchetti told the Board that the Phase II (roadway) Earth Removal was also completed, the outstanding item of the "as built" plan has been completed.

Jon asked the PB to deal with the four requested items in order, the first being to extend the Phase I Earth Removal Permit by two months. Motion by Bud, seconded Jay, voted AIF to extend.

Second item: Phase III Earth Removal Permit (part of lot I-7) request to extend the permit set to expire September 2015 for three years to September 2018. Motion to extend by Bud, seconded Marie. Voted AIF to extend.

Third and fourth items: Release Phase I and Phase II Earth Removal Permit bonds (Phase I = \$40K, Phase II = \$340K). Bud motioned to have TetraTech go out to the site and inspect Phase I and Phase II Earth Removal completion (so the PB could act on the bond request at its next meeting). Seconded Marie. Voted AIF.

The Board set up a site inspection at WBP for Tuesday June 23 at 3:30p.m. with Mr. Marchetti.

Mr. Marchetti asked the PB if they would informally review a sketch to add a turn lane at the foot of Wachusett Mountain to improve traffic safety. The PB informally agreed that they would support the idea to improve safety at the intersection.

*7:44p.m. May progress report for earth removal operation at the Westminster Business Park.*

The PB reviewed the standard monthly report and offered no comments.

*7:46p.m. Review & Comment: Zoning Board request for Finding on behalf of Nicole & Thomas Moorshead to erect a new single family dwelling on 111 East Road.*

Bud recused himself from the discussion. The Board reviewed the request and after discussion Marie motioned the PB send a letter of support stating the replacement would be an improvement to the neighborhood. Seconded Jay. Voted AIF.

*7:50 p.m. Review proposal for Village Center Bylaw.*

Stephen told the Board that only one of the ten solicited planning firms had responded to the Village Center Bylaw RFP. He told the Board many firms did not want to participate with such a small project budget of \$7K. After discussion about the firms qualifications and comparable project experience, Bud moved to award the contract to Community Opportunities Group, Inc. Seconded Jay. A voice vote showed unanimous approval to award the contract to Community Opportunities Group, Inc.

Stephen will get them under contract within a month.

*7:57 p.m. Town Planner Update.*

Stephen told the Board the BOS has asked to have a project proposal about the Old Town Hall and will discuss it on June 22nd.

Stephen has matched/compared the revised draft Table of Uses with the definition section and would like the PB to review the material for the June 23rd meeting. Bud noted that at a past Citizen Planner Training Collaborative meeting, there had been material presented about "trap door" definitions that should be avoided when updating zoning bylaws and would like the material available for review if possible.

*8:03 p.m. Adjourn.*

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

3 Pages of Minutes  
Respectfully submitted,  
Michael Fortin

10 Attachments :

- 1) ANR Plan of Land Prepared for Dean W. & Debra L. Johnson on Minott Road prepared by Cabco Consultants dated 02 14 15. 1 page.
- 2) Town Planner package for Johnson including Form A, tax cards and Town Planner GIS map dated 06 02, 2015. 4 pages.
- 3) ANR Plan of Land Prepared for Annette R. Grenier Family Trust prepared by Szoc Surveyors dated June 1, 2015. 1 page.

- 4) Town Planner package for Grenier including Form A, tax cards and Town Planner GIS map dated June 3, 2015. 6 pages.
- 5) Curtis Farm letter to request permit extension, two photos of project, and grading plan. Letter dated 28 May, 2015. 3 pages.
- 6) McCarty Engineering letter for WBP requests dated June 2, 2015. 2 pages.
- 7) Communities Opportunity Group, Inc. proposal for Village Center Bylaw. 12 pages.
- 8) ZBA request for comments package for Moorshead no. 15-02 dated May 20, 2013 Minutes. 12 pages.
- 9) TetraTech memorandum: Progress Report for WBP dated May 29, 2015. 3 pages.
- 10) Town Planner monthly report to BOS dated April 29, 2015. 2 pages.