



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 William C. Taylor, II

MINUTES OF REGULAR MEETING

Tuesday, July 14, 2015
Room 222, Town Hall

Attendees: Jon Wyman, Bud Taylor, Mike Fortin, Town Planner Stephen Wallace

Absent: Marie Auger(Annual Wyman's Lake Assoc. Meeting)

Additional Attendees: Mr. Andre Oullete, Ms. Courtney Starling/Community Opportunities Group, Inc.

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 23, 2015 minutes. Bud motioned to approve the minutes. Seconded Mike. The PB voted AIF to accept the minutes.

7:01p.m. *Approval Not Required (ANR) Plan for Andre Ouellet, 61(64?) Bathrick Road (one lot).*

Jon asked Stephen to describe the plan. Proponent splitting one lot off larger parcel, no wetlands-just a small portion of buffer, adequate frontage and lot area. After brief discussion, Bud moved to endorse the plan. Seconded Mike, Voted AIF to endorse the plan.

7:06 p.m. *Bond release requests for Westminster Business Park earth removal permits (Phases I & II).*

Jon asked the Board to review the spreadsheet showing % of work completed and remaining bond money held. After review, the Board voted separately on Phase I and Phase II.

Phase I - Mike made a motion to release the entire amount remaining in the Phase I earth removal permit. Bud Seconded for discussion. The Board voted AIF to release the remaining bond for Phase I Earth Removal. Bud- Aye, Jon- Aye, Mike- Aye.

Phase II Bud made a motion to reject the Bond release request for Phase II as presented. Mike seconded for discussion. Mike asked about the discrepancies in the engineering estimates of % of work remaining to be completed at the site and the dollar values in the final columns.

After further line by line review, the PB highlighted the following items:

- 1) The bond value estimate contains three items (binder course, rip-rap, and as-built plans) that list an "engineer's estimate", the "percent complete" is shown as 0%, and yet the "value remaining" is much lower than the engineer's estimate. If there has been 0% done for these work items, shouldn't the "engineer's estimate" and the "value remaining" be the same figure?
- 2) The bond value estimate shows the erosion control item as being 100% complete. The Board would feel more comfortable retaining this amount until the end of the project just in case there are any additional erosion problems along the way.
- 3) The site will need to be re-loamed and re-seeded after the gas pipe is installed, so the Board would like to retain a percentage of these two items (loam and seeding) to cover this eventuality. The Board would like your best opinion of where the road will likely wash out between now and the project's conclusion and retain an amount to cover the re-loaming and re-seeding when this happens.
- 4) The Board would like you to verify that the pipes described in the bond value estimate were installed at the proper length and are in accordance with the approved plans.

The PB asked Stephen to send a memo to Mr. Stephen Bouley/Tetra Tech for verification of the above 4 items.

The PB also agreed to ask Bob Maki/ConCom Agent to verify the erosion control was in place and satisfactory.

Voted AIF to reject the release request and entertain it at the next meeting.

7:28p.m. Approval Community Opportunities Group – Village Zoning Bylaw Kick-Off Meeting.

Jon asked Ms. Courtney Starling/Community Opportunities Group, Inc. to give the Board a bit of her professional background and describe her intended work plan for the PB downtown Village District Bylaw.

Stephen described what the Town has done for background preparation for the Village Bylaw and the citizens preferences from those documents. There was discussion about design standards, setbacks and phased district retaining existing dimensions and having voluntary design guidelines. The PB discussed the connotation of Mixed Use combined with Overlay and cautioned Ms. Starling about using that language and related the Waterstone Lifestyle Mall on industrial land that had previously divided the Town in 2009. The Board discussed first floor retail with apartments over and told Ms. Courtney that the Town presently allows such Mixed uses downtown.

Ms. Starling asked about sewer capacity. Stephen updated her on the present status of the inline storage to expand capacity and the USDA Grant that will need to be voted on.

The following items were discussed: Curb cuts, recently updated Parking Standards, Affordable Housing needs for seniors and young people,

The need to be "very inclusive" of the downtown business owners and EDC was discussed.

Stephen shared the new EDC Promotional Map/Flyer.

Stephen will supply all requested planning documents. (Bill Scanlon's work.)

After more discussion, Ms. Starling reviewed the work plan and meeting schedule moving forward.

The PB thanked Ms. Starling for her participation in the project and told her they look forward to working with her.

8:26p.m. Review and Comment: ZBA Finding Request for Andrew Luoma, to replace an existing structure at 2 Elliott Street.

Jon asked the Board to review the ZBA package. After discussion, including a review of the language in Zoning 205-16B, the Board agreed that replacement of the existing dwelling with a modular type structure would not be substantially more detrimental to the neighborhood. The PB asked Stephen to send a memo/email to the ZBA stating the PB was in support of the finding. Motion by Mike to support the finding. Seconded Bud. Voted AIF to sent a memo of support.

Stephen also asked PB members for advice/suggestions about how to help the ZBA move forward approving their revised application/forms.

8:37 Planners Update.

Stephen also asked PB members for advice/suggestions about how to help the ZBA move forward approving their revised application/forms.

The July 28th meeting will be spent on more work on the Table of Use analysis and definitions. Table of Uses. August 3rd or August 4 at 4 p.m.

Bylaw Review Committee will meet on August 20th to discuss the failed "Fairbanks" Advisory Board Bylaw language. Stephen has informed the Committee that the PB will not support the language as written. The PB will support language that allows for a member to serve on both and recuse themselves from conflict votes as occurs now and in the past following State Conflict of Interest Law.

MRPC has approached the Town to participate in identifying local Brownfields for remediation as part of a funding grant from the Feds. Stephen will send out a list of eligible sites in Town for the PBs review and comments. Board Member Taylor volunteered to serve on the MRPC Brownfields Steering Committee along with Planner Wallace.

8:38 p.m. Adjourn.

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

3 Pages of Minutes
Respectfully submitted,
Michael Fortin

5 Attachments :

- 1) ANR Plan of Land Prepared for Andre Ouellet by Edmond Boucher PLS dated March 10, 2008. 1Page.
- 2) Town Planner package for Ouellet including Form A, tax cards and Town Planner GIS map dated 06 11, 2015. 5 pages.
- 3) Tetra Tech Bond Value Estimate, Westminster Business Park Phase II Earth Removal (Sta 40+75 - STA 59+00) dated July 02, 2015. 1 page.
- 4) Village Center Bylaw Project Kickoff sheets from COG, Inc. dated July 14, 2015. 4 pages.
- 5) ZBA package for Andrew Luoma at 2 Elliot Street. No. 15-03. dated 6/19/15. 12 pages.