



**OFFICE OF THE  
PLANNING BOARD**

TOWN HALL, 511 MAIN STREET  
DUNSTABLE, MA 01827-1313  
(978) 649-4514 FAX (978) 649-8893  
<mailto:Planning@dunstable-ma.gov>

**Planning Board Minutes  
Tuesday, April 16, 2024**

Approved: **May 6, 2024**

Chair Jeff Pallis at 6:36pm, called the meeting to order.  
Members present: Alan Chaney, Joan Simmons, and Jim Wilkie  
Members absent: Joe VLcek

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

**Meeting Minutes – April 1, 2024**

Jim made a motion to approve of the minutes, as presented, for the April 1<sup>st</sup> meeting.  
Joan 2<sup>nd</sup> the motion. – Motion passed unanimously.

**Bills and Payroll**

No bills.

Jim made a motion to sign off on payroll. Joan 2<sup>nd</sup> the motion. – Motion passed unanimously.

**PB Inspections & Review**

The Board discussed a handout with updated proposed fees and project review increases offered by the Town Engineering firm, Hoyle Tanner. While most Town fees (except for ANRs) will remain the same, all project review fees were doubled. Project reviews cover the costs of the Town's third-party engineering reviews for ANR, Special Permits, subdivisions and stormwater applications, site reviews and inspections (if applicable).

The prior Town engineer was a semi-retired professional whose rates were significantly lower. The Town is now utilizing the professional engineering services of a full-service organization with higher overall costs. The Project Manager rate at Hoyle Tanner for 2023-24 is \$185/hour. Assuming 3% rate increases in mid-2024 and mid-2025, the hourly rates will continue to increase. Doubling the project review costs now will leave room for inflation and allow for re-evaluation of rates when the current contract



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expires. Any remaining project review deposits funded are returned to applicants upon finalization

Jim suggested a change to refer to project review fees as "*Initial deposit for project review*", as additional deposits may be required to cover additional engineering costs.

The Board will review further and have additional discussion at their next meeting to determine potential new fee amounts. After a consensus is reached, the Board will hold a Public Hearing to solicit feedback from the Town.

**0 River/Unkety Brook Way Subdivision Sale Related**

The Administrator presented the Board with the Town Counsel reviewed and approved Covenant with Premier Properties, LLC. for a residential 11-unit subdivision on River Street. The Covenant is consideration of the Planning Board's approving of the Plan without requiring a performance bond.

Alan motioned for the Planning Board to approve of the Covenant as presented and add their signatures. Jim 2<sup>nd</sup> the motion. – Motion passed unanimously.

The Administrator will have the document notarized and returned to the Premier Properties legal team for their recording at the North Middlesex Registry of Deeds, as required.

Joan made a motion to close the meeting at 7:34pm. Jim seconded the motion. – Motion passed unanimously.

The next scheduled meeting is Monday, May 6, 2024 at 6:30pm. The Planning Board will meet in the lower level Grange room at the Dunstable Town Hall.

Respectfully submitted,

Carol A. Rock  
Administrative Assistant,  
Dunstable Planning Board