OFFICE OF THE
PLANNING BOARD
TOWN HALL, 511 MAIN STREET
DUNSTABLE, MA 01827-1313
(978) 649-4514 FAX (978) 649-8893
planning@dunstable-ma.gov

Planning Board Minutes
Monday, July 1, 2024

Approved: **July 15, 2024**

Chair Joan Simmons at 6:32pm, called the meeting to order.
Members present: Alan Chaney, and Joe Vlcek
Members absent: Jeff Pallis, and Jim Wilkie

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

Building Permit Releases:

- **215 Fletcher Street *(S. Tully):***
  Alan motioned to approve the PB sign-off of the Building Permit release for 215 Fletcher Street. Joe seconded. – Motion passed unanimously.
- **158 Forest Street *(M. Gallagher):***
  Alan motioned to approve the PB sign-off of the Building Permit release for 158 Forest Street. Joe seconded. – Motion passed unanimously.

11 Pleasant St. Special Permit-Site Plan Review Application Complete

With feedback from the Town engineer via email, Alan motioned to accept "as complete" the application for a site review and special permit to consider the opening of a business in the Town Center District. Joe 2nd the motion. – Motion passed unanimously.

Labor Day Holiday Meeting Reschedule

Alan motioned to reschedule the Sept. 2nd Labor Day holiday meeting of the PB to Tuesday, Sept. 3rd at 6:30pm. Joe 2nd; noting that he was unlikely to attend this meeting himself due to a conflict. – Motion passed unanimously.

Meeting Minutes – June 17, 2024

Alan made a motion to approve the minutes of the June 17th meeting, as submitted. Joe 2nd the motion. – Motion passed unanimously.

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Bills and Payroll

Joe made a motion to sign off on one payroll. Alan 2nd the motion. – Motion passed unanimously.

Alan made a motion to approve the $266.95 reimbursement to the Administrator for "FY25 BP Officers" recording fees paid to the Northern Middlesex Registry of Deeds, mileage and office supplies purchased at Staples. Joe 2nd the motion. – Motion passed unanimously.

Alan made a motion to pay a $59.00 Hoyle Tanner invoice for engineering services related to storm water control inspections at 73 Depot Street. Joe 2nd the motion. – Motion passed unanimously.

Alan made a motion to pay a $881.50 Hoyle Tanner invoice for engineering services related to storm water control plan review and inspections at 493 Main Street. Joe 2nd the motion. – Motion passed unanimously.

Alan made a motion to pay a $350.50 Hoyle Tanner invoice for engineering services related to review of the special permit and site review applications for 11 Pleasant Street. Joe 2nd the motion. – Motion passed unanimously.

Joe made a motion to pay a $400.00 Hoyle Tanner invoice for engineering services related to review of the ANR on 82 Mill Street. Alan 2nd the motion. – Motion passed unanimously.

Joe made a motion to pay a $59.00 Hoyle Tanner invoice for engineering services related to storm water control inspections on 75 Mill Street. Alan 2nd the motion. – Motion passed unanimously.

Alan made a motion to pay a $998.00 Hoyle Tanner invoice for engineering services related to reviewing the site plan application and public hearing attendance for approval of a ground mounted solar array at 165 Pleasant Street. Joe 2nd the motion. – Motion passed unanimously.

Additional Topics Discussed Not Noted on the Agenda

PB Fee Schedule Review

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An additional consideration to modify the Land Disturbance Permitting "Initial deposit for application review and inspections" was received from the Town Engineer since the June 17th Board acceptance of the "*Fee_schedule_2024-ProposedV4_June12.docx*" edition. The Board tabled further discussion of the PB Fee Schedule until additional members of the Board are present to participate in further review during the next PB meeting.

The Administrator will hold on notifying the Town Clerk and advertising the required Public Hearing.

Release of Remaining 53G Project Review & Inspections Deposit – 215 River St.

Alan made a motion to return the remaining funds in the engineering project review 53G account for 255 River Street's approved SP & LDT1 permitting. Joe seconded the motion. – Motion carried unanimously.

Tennis Courts Construction at Larter Field

The Administrator received an inquiry from Anthony Longo of Longo Construction about whether there was any need for a land disturbance permitting application surrounding his near future construction of new tennis courts at Larter Field. He'd provided a rough sketch of the size of the courts, which at 120' X 180' = 21,600SF, is just under the Tier 1 22,000SF LD permit requirement.

The Board requested the Administrator check with both the Town Engineer surrounding the project size and any need for permitting with his oversight, as well as the Town Administrator surrounding who is responsible for the potential expenses associated with this Parks & Recreation/CPA funded project. The Board noted they had the option to waive permitting fees, but if required, someone would need to be responsible for any Town engineering costs.

Dunstable General Store Inquiry – 238 Pleasant St.

Owner Jay Parikh had inquired with the Administrator about whether the PB needed to have any involvement with his project to renovate the General Store's lower level to open a liquor store. It was noted that there would be no changes to the footprint of the existing structure.

The Board considered possible land disturbance for the parking lot area changes, but unless it was over 22,000SF they commented that they would not be involved. They shared that it is likely the Building Inspector(s), Board of Health and Conservation Commission would be.

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Joe made a motion to close the meeting at 7:18pm. Alan seconded the motion. – Motion passed unanimously.

The next scheduled meeting is Monday, July 15, 2024 at 6:30pm.

Respectfully submitted,

Carol A. Rock
Administrative Assistant
Dunstable Planning Board

APPROVED