OFFICE OF THE
PLANNING BOARD
TOWN HALL, 511 MAIN STREET
DUNSTABLE, MA 01827-1313
(978) 649-4514 FAX (978) 649-8893
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Planning Board Minutes
Monday, July 15, 2024

Approved: **August 19, 2024**

Chair Joan Simmons at 6:30pm, called the meeting to order.
Members present: Alan Chaney, Jeff Pallis, Jim Wilkie and Joe Vlcek
Members absent:

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

Land Disturbance & Site Plan Review Applications, Tennis Courts at Larter Field

Town Engineer, Dave Langlais and tennis court contractor Anthony Longo of Longo Construction were in attendance for the discussion surrounding the land disturbance permitting and whether there is a need for an additional site plan review application.

Joan noted that while this is a Town project, and we seek to follow the same processes as other entities presenting land disturbance projects, we also wish to minimize costs for the Town.

Dave noted that typically an applicant would have a locus map to show adjacent occupants, drainage calculations for land disturbance with a site plan showing detailed features before land disturbance permit. He recommended at a minimum the applicant provide drainage calculations to ensure effective water recharge and runoff management. He noted the requirement to sustain 1" of rainfall per MassDEP.

Anthony shared that they have done drainage calculations and engineering is in the process of designing a swale around the courts for better drainage and maintenance. He will provide the Town engineer with these items as soon as in hand. His engineer noted that they do not need to comply with the Mass Stormwater Standards because the project does not discharge directly or indirectly into a water body. The site plan regulations don't apply because a special permit from the Planning Board is not required for a residential/R-1 zone where parks and playgrounds are allowed by right.

Joan summarized that given the Zoning bylaw Section 6.1 Uses Permitted (C), the applicant should not require a site plan review application. However, for the land disturbance tier 1 permitting, the Town Engineer would require drainage calculations and updated plans which show the swale design.

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Dave L. noted that engineering would perform inspections during perk testing as well as swale installation and require an as-built plan upon completion.

Alan motioned that no site plan review application would be required for the tennis court project at Larter Field. Joe 2nd the motion. – Motion passed unanimously.

Planning Board Fees & Project Review Costs

While Town Engineer Dave was in attendance, the Board reviewed the Land Disturbance Permitting fees and project review costs. Previously the permit application costs to applicants were treated as project review expenses which were collected for the Town Engineering services and nothing was collected as a fee to the Town.

The Board discussed and proposed changes to the fee schedule. The Administrator will investigate whether the Town bylaws allow for collecting town administrative fees for an ANR and Land Disturbance.

Ongoing Land Disturbance Projects Updates

While Town Engineer Dave was in attendance, he provided brief updates on outstanding projects, including:

- 160 Westford Street: A few months back the developer had sent a required report on the status of stormwater controls, but no additional reports have been provided. The developer is not in compliance with the Tier 2 permitting requirements and Dave has not issued his certification for the property. Three of the four lots on the property have been sold and are occupied, and the one backland lot is undeveloped yet has been disturbed.
    - The Administrator will speak with the Town Administrator to discuss whether a lien on the property for lack of payment on work completed by the Town Engineer, incomplete work on sold properties and outstanding work to restore the backland lot to satisfactory conditions.
- 493 Main Street: the Administrator noted the owner will produce his as-builts in the November timeframe when he's completed the project. Dave's certification will occur after the silt-fencing is removed.
- 315 River Street: Dave will issue the final invoice for payment
- 73 Depot Street: Project is looking good, with routine updates on progress and within compliance.

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Meeting Minutes – July 1, 2024

Joe made a motion to approve the minutes of the July 1st meeting, as amended. Alan 2nd the motion. – Motion passed unanimously.

Bills and Payroll

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

Alan made a motion to pay a $400.00 Hoyle Tanner invoice for engineering services related to ANR review for 215 Fletcher Street. Jeff 2nd the motion. – Motion passed unanimously.

Engineering Task Orders: Approval of Service Estimates

Alan made a motion for the Chairperson to sign off on a Hoyle Tanner Task Order #24 Amendment 1/Revision 1 estimate of services for 315 River Street's Land Disturbance Tier I Permit review and inspections. Jeff 2nd the motion. – Motion passed unanimously.

Alan made a motion for the Chairperson to sign off on a Hoyle Tanner Task Order #35 Amendment 1 estimate of services for 493 Main Street's Land Disturbance Tier I Permit review and inspections. Jeff 2nd the motion. – Motion passed unanimously.

Alan made a motion for the Chairperson to sign off on a Hoyle Tanner Task Order #36 estimate of services for Larter Field's tennis courts construction Land Disturbance Tier I Permit review and inspections. Jim 2nd the motion. – Motion passed unanimously.

Alan made a motion to close the meeting at 8:09pm. Jeff seconded the motion. – Motion passed unanimously.

The next scheduled meeting is Monday, August 5, 2024 at 6:30pm.

Respectfully submitted,

Carol A. Rock
Administrative Assistant, Dunstable Planning Board

APPROVED